



# Trustees' Annual Report for the period

		Period start date			Period end date			
	From	1st	January	2020	To	31st	December	2020

## Section A Reference and administration details

Charity name	Braunton & District Museum		
Other names charity is known by	Braunton Museum & Information Centre		
Registered charity number (if any)	1174860		
Charity's principal address	The Bakehouse Centre		
	Caen Street		
	Braunton		
	Postcode	EX33 1AA	

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	James Benning	Chairman	From 2020	Braunton Museum Trustees
2	Andy Dickson	Vice Chairman	From 2020	Braunton Museum Trustees
3	William Bradford	Trustee	From 2013	Braunton Museum Trustees
4	Barry Hodgson	Trustee	From 2012	Braunton Museum Trustees
5	Les Squance	Trustee	From 2000	Braunton Museum Trustees
6	Gary West	Trustee	From 2017	Braunton Museum Trustees
7	Patricia Beevers	Trustee	From 2018	Braunton Museum Trustees
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document

(eg. trust deed, constitution)

CIO (Foundation Structure) CONSTITUTION

How the charity is constituted

(eg. trust, company, etc)

Charitable Incorporated Organisation (CIO)

Trustee selection methods

(eg. appointed by, elected by)

Appointed by the Committee of Trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

New Trustees are advised to read the Charity Commission- The Essential Trustee (What you need to know etc) document by downloading a copy from the Charity Commission website.

The Museum has a Trustees meeting every 2 months; attended by the Trustees, the Treasurer and Administrator.

A Management Committee is also held every 2 months, usually 2 weeks before the Trustees Meeting.

The Museum is part of the North Devon Museums Group whose director is Dr Alison Mills.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the CIO are to promote the education of the public by providing and maintaining a museum of artefacts and specimens relating to the history, natural history and geology of Braunton and surrounding area.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

A to purchase/acquire/ accept on loan artefacts for exhibition or research

B to conserve/restore any artefact or specimen belonging to the Charity

C to carry out research for individuals or other bodies

D to prepare, produce or publish catalogues, books etc or other educational material relating to artefacts or specimens belonging to the charity.

E to organise meetings or lectures on local matters

F to lend artefacts to other similar institutions for research or displays

G to do all such things to promote and enhance the object of the Charity

Braunton Museum is run entirely for the benefit of the residents of Braunton as well as visitors to learn about all aspects of the past up to present day. A wide selection of books, pamphlets and maps are available for purchase. The museum is run by Volunteers who have great knowledge of the area.

#### **Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

This has been an unprecedented year with the country locked down on more than one occasion due to Covid 19. Lock down started in March and the Museum took advantage of the Government's furlough scheme which underwrote income by 80%. The museum has only one employed member of staff and her income was topped up by the Museum for the remaining 20%.

As all the Volunteers and Trustees are of a vulnerable age we were mindful of their fears and concerns about contracting the virus and passing it on to family members. The decision to close for the majority of the year was made in the light of Government directives. We were able to open up just before Christmas and sell Christmas cards...always popular with Branton residents.

**Section E****Financial review**

**Brief statement of the charity's policy on reserves**

The Trustees are given a comprehensive breakdown of income and expenditure every 2 months at the Trustees meetings. Both the unrestricted and restricted funds were kept stress free throughout the year.

**Details of any funds materially in deficit**

Nil

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income comes from shop sales, advertising from guest houses and B&Bs etc. Coffee mornings, donations and bequests also add to the income.

The Parish Council assists with a grant of £1,250.

Many of the day to day maintenance jobs are undertaken by the Volunteers without charge to the Museum.

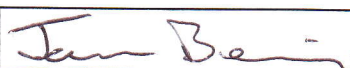
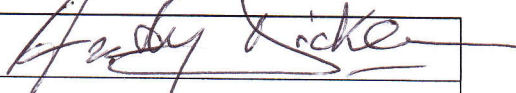
**Section F****Other optional information**

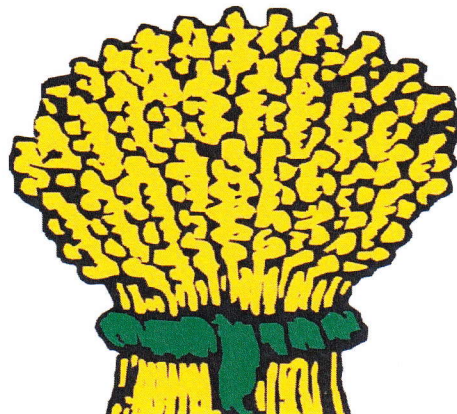
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**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	James Benning	ANDY DICKSON
Position (eg Secretary, Chair, etc)	Chairman of the Trustees	Vice Chairman
Date	09.09.21	



**BRAUNTON AND DISTRICT MUSEUM (CIO)**

**FINANCIAL ACCOUNTS**

**for the year ended**

**31ST DECEMBER 2020**

## **BRAUNTON AND DISTRICT MUSEUM**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **CONSTITUTION**

The Braunton and District Museum is constituted under a Charitable Incorporated Organisation (CIO) dated 27th September 2017

#### **REGISTERED NUMBER**

The registered number of the charity with the Charity Commission is 1174860

#### **TRUSTEES**

The trustees at the year end were as follows

William Bradford  
Margaret Ford  
Leslie Squance  
James Benning  
Gary West  
Barry Hodgson  
Pat Beevers  
Darren Owen  
Andy Dickson

#### **ADDRESS**

The Bakehouse Centre  
Caen Street  
Braunton  
Devon  
EX33 1AA

#### **INDEPENDENT EXAMINER**

Stevens & Willey  
Grenville House  
9 Boutport Street  
Barnstaple  
Devon  
EX31 1TZ



**BRAUNTON AND DISTRICT MUSEUM**  
**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF BRAUNTON AND DISTRICT MUSEUM**

I report on the accounts of The Braunton and District Museum for the year ended 31 December 2020 set out on pages 3 to 7.

**Respective responsibilities of trustees and independent examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
  - to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(i) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep proper accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date

N. Beaumont  
Steven Willey

26 August 2021



**BRAUNTON AND DISTRICT MUSEUM INCOME AND EXPENDITURE ACCOUNT**  
**Year ended 31st December 2020**

	Note	Unrestricted Funds 2020	Restricted Funds 2020	Total Funds 2020	Total Funds 2019
		£	£	£	£
<b>INCOME</b>					
<b>Income from generated funds</b>					
<b>Voluntary Income</b>					
Friends' subscriptions					62
Donations		3,009		3,009	3,733
Donations Gift Aid		200		200	232
Grants received	2	12,334	250	12,584	7,249
		15,543	250	15,793	11,275
<b>Activities for generating funds</b>					
Income from fund-raising activities	3	177		177	1,082
Shop sales	4	1,607		1,607	5,791
Information Service		1,410		1,410	1,530
Gift Aid		550		550	569
Commission		61		61	489
		3,805	0	3,805	9,461
<b>Investment income</b>					
Interest received		21		21	36
		21	0	21	36
<b>Other incoming resources</b>					
<b>TOTAL INCOME</b>		19,369	250	19,619	20,772
<b>EXPENDITURE</b>					
<b>Cost of generating funds</b>					
Fundraising expenses					116
Shop: cost of goods sold	5	961		961	2,334
		961	0	961	2,450
<b>Charitable activities</b>					
Museum running costs	6	9,991	2,842	12,833	13,180
Miscellaneous Costs					9
		9,991	2,842	12,833	13,189
<b>TOTAL EXPENDITURE</b>		10,952	2,842	13,794	15,639
<b>Surplus/(deficit) for the year before other recognised gains and losses</b>					
		8,417	-2,592	5,825	5,134
<b>Gain on investment assets</b>					
<b>Surplus/(deficit) for the year after other recognised gains and losses</b>					
		8,417	-2,592	5,825	5,134
Funds at beginning of year		32,423	5,842	38,265	33,131
<b>Funds at the end of the year</b>		40,840	3,250	44,090	38,265


All of the Charity's operations are classed as continuing  
The Charity has no recognised gains or losses other than as shown above

**BRAUNTON AND DISTRICT MUSEUM BALANCE SHEET**  
as at 31st December 2020

	<u>2020</u>	<u>2019</u>
<b>Fixed Assets</b>		
Equipment at costs	24,497	24,497
Less: Accumulated depreciation	<u>19,072</u>	<u>17,622</u>
	5,425	6,875
<b>Total fixed assets</b>	5,425	6,875
<b>Current assets</b>		
Stock of goods for resale	3,361	3,487
Debtors/prepayments	1,068	1,253
Short-term deposits	7,874	7,853
Cash at bank and in hand	<u>29,368</u>	<u>22,932</u>
	<u>41,671</u>	<u>35,525</u>
<b>Current liabilities</b>		
Sundry creditors	<u>3,006</u>	<u>4,135</u>
<b>Net current assets</b>	<u>38,665</u>	<u>31,390</u>
<b>Net total assets</b>	<u><u>44,090</u></u>	<u><u>38,265</u></u>
<b>Unrestricted General Fund</b>	40,840	32,423
<b>Restricted Fund -</b>		
Stair lift & Other	<u>3,250</u>	<u>5,842</u>
	<u><u>44,090</u></u>	<u><u>38,265</u></u>

Approved by the trustees on

2021 and signed on their behalf by:

  
a-a-21

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## BRAUNTON AND DISTRICT MUSEUM

### NOTES

Year ended 31st December 2020

#### 1. Accounting Policies

##### Income

Grants and donations are brought into account when received. Investment income is accounted for in the year in which the charity is entitled to the receipt.

##### Purchase of goods for resale

Where books are produced by the museum, they are brought into stock at cost. Where books are printed as the result of a grant, the cost is written off and the full income is taken into account on sale.

##### Resources expended

Expenditure is included on an accruals basis.

##### Depreciation

Depreciation is provided at a rate of 15% per annum using the reducing balance basis.

Fixed Asset purchases after 01/01/2018 is provided at a rate of 25% straight line

#### 2. Grants received

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2020	2020	2020	2019
Braunton Parish Council			0	1,250
North Devon Council	11,334	0	11,334	1,999
Tesco's			0	4,000
Devon County Council	0	250	250	0
Ecclesiastical First Giving	1,000		1,000	0
	12,334	250	12,584	7,249

2a Coronavirus Job Retention Scheme (CJRC) 1,256

Coronavirus Business support grant 11,334



# BRAUNTON AND DISTRICT MUSEUM

## NOTES TO THE ACCOUNTS

Year ended 31 December 2020

3	<b><u>Income from Fundraising Events</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
			£
	Fundraising events	177	1,082
	Fundraising expense		116
		<u>177</u>	<u>966</u>
4	<b>Income from Shop</b>	<b><u>2020</u></b>	<b><u>2019</u></b>
			£
	<b>Income</b>		
	Shop Sales	1,398	5,454
	Postages	17	
	Cards for good causes commission	192	337
		<u>1,607</u>	<u>5,791</u>
	Information Services	1,410	1,530
	Total Income from Shop	<u>3,017</u>	<u>7,321</u>
5	<b>Cost of Sales</b>		
	Opening stock	3,487	3,061
	Purchases of goods for resale	834	2,437
	Lundy Company		323
		<u>4,321</u>	<u>5,821</u>
	Closing stock	<u>3,361</u>	<u>3,487</u>
		<u>961</u>	<u>2,334</u>
	<b>Profit from shop sales</b>	<u>2,056</u>	<u>4,987</u>

# BRAUNTON AND DISTRICT MUSEUM

## NOTES

Year ended 31st December 2020

### 6 Museum running costs

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	
Administrators salaries	4,022		4,022	3,711
Job Retention Scheme grants	(1,256)		(1,256)	
Rent	1,366		1,366	1,366
Light and Heat	1,301		1,301	1,311
Water	200		200	380
Insurance	511		511	494
Maintenance, replacements and alarm costs	1,034	1,200	2,234	871
Telephone	336		336	346
Museum and office running expenses	373		373	516
Streamline charges	249		249	333
Website Hosting	159		159	174
Depreciation	1,451		1,451	1,335
Accountant	240		240	240
Stair lift				78
Till difference	5		5	26
Surveyors		1,642	1,642	1,999
	9,991	2,842	12,833	13,180

### 7 Payments to trustees

No remuneration or expenses have been paid, nor have any gifts or benefits been provided, to any trustee.

### 8 Commitments and contingent liabilities

At the year end the trustees had not authorised any capital expenditure and were not aware of any contingent liabilities.