



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	January	2021		31 <sup>st</sup>	December	2021

## 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, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by the Committee of Trustees

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>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.</p> <p>The Museum has a Trustees meeting every 2 months; attended by the Trustees, the Treasurer and Administrator.</p> <p>A Management Committee is also held every 2 months, usually 2 weeks before the Trustees Meeting.</p> <p>The Museum is part of the North Devon Museums Group whose director is Dr Alison Mills.</p>
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## 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**

2021 saw a vast improvement over the previous year in trading terms and visitors coming through the doors, but is still down on pre Covid days.

The museum relies heavily on the volunteers and whilst a few left during the year we were able to find replacements which allowed us to offer full opening times for the 5 days we are open.

Grants came in from Braunton Parish Council and North Devon District which allowed us to maintain a healthy bank balance just slightly in excess of last year. We did a considerable amount of refurbishment over the year and more is planned for the next year.

Shop sales more than doubled the previous year's takings.

## 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.

Total reserves for 2021 stand at £48,310 of which £3,132 are in restricted funds and £45,178 are unrestricted. The cash deposits in bank accounts are as follows: £7,874.94 in the CLA Charity Deposit Account, £2,902.30 with NatWest and £29,878.06 with Lloyds.

Capital projects have been significant during the year and at the time of writing there are no projects designated for next year. Our Reserves Policy is reviewed annually and will be maintained at £10,000.

### 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


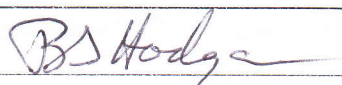
## Other optional information

## Section G

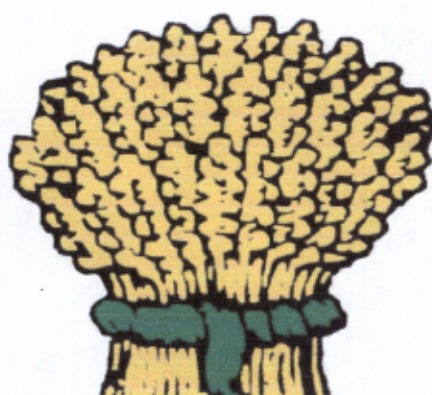
## Declaration

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	Mr B Hodgson
Position (eg Secretary, Chair, etc)	Chairman of the Trustees	Trustee
Date	08.06.2022	





**BRAUNTON AND DISTRICT MUSEUM (CIO)**

**FINANCIAL ACCOUNTS**

**for the year ended**

**31ST DECEMBER 2021**

## **BRAUNTON AND DISTRICT MUSEUM**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **CONSTITUTION**

The Branton 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:

James Benning  
William Bradford  
Leslie Squance  
Gary West  
Barry Hodgson  
Pat Beevers  
Andy Dickson

#### **ADDRESS**

The Bakehouse Centre  
Caen Street  
Braunton  
Devon  
EX33 1AA

#### **INDEPENDENT EXAMINER**

LCA Chartered Accountants  
13 Sliver Street  
Barnstaple  
Devon  
EX32 8HR



**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 2021 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**

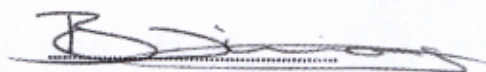
In connection with my examination, no matter has come to my attention:

(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;
- 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



13/9/2022

MRS REBECCA WILLIAMS FCA



**BRAUNTON AND DISTRICT MUSEUM STATEMENT OF FINANCIAL ACTIVITIES**  
Year ended 31st December 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOME</b>					
<b>Income from generated funds</b>					
<b>Voluntary Income</b>					
Donations		1,570	-	1,570	3,009
Donations Gift Aid		55	-	55	200
Grants received	2	17,585	1,082	18,667	12,584
		<u>19,210</u>	<u>1,082</u>	<u>20,291</u>	<u>15,793</u>
<b>Activities for generating funds</b>					
Income from fund-raising activities	3	512	-	512	177
Shop sales	4	3,111	-	3,111	1,607
Information Service		690	-	690	1,410
Gift Aid		151	-	151	550
Commission		245	-	245	61
Royalties		20	-	20	-
Miscellaneous Income		1	-	1	-
		<u>4,730</u>	<u>-</u>	<u>4,730</u>	<u>3,805</u>
<b>Investment income</b>					
Interest received		1	-	1	21
		<u>1</u>	<u>-</u>	<u>1</u>	<u>21</u>
<b>TOTAL INCOME</b>					
		<u>23,941</u>	<u>1,082</u>	<u>25,022</u>	<u>19,619</u>
<b>EXPENDITURE</b>					
<b>Cost of generating funds</b>					
Fundraising expenses	3	81	-	81	-
Shop: cost of goods sold	4	1,642	-	1,642	961
		<u>1,723</u>	<u>-</u>	<u>1,723</u>	<u>961</u>
<b>Charitable activities</b>					
Museum running costs	5	17,880	1,200	19,080	12,833
		<u>17,880</u>	<u>1,200</u>	<u>19,080</u>	<u>12,833</u>
<b>TOTAL EXPENDITURE</b>					
		<u>19,603</u>	<u>1,200</u>	<u>20,803</u>	<u>13,794</u>
<b>Surplus/(deficit) for the year</b>					
		4,338	(118)	4,220	3,250
Funds at beginning of year		40,840	3,250	44,090	40,840
<b>Funds at the end of the year</b>					
		<u>45,178</u>	<u>3,132</u>	<u>48,310</u>	<u>44,090</u>

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 2021

	Note	<u>2021</u>	<u>2020</u>
<b>Fixed Assets</b>			
Equipment at costs		24,948	24,497
Less: Accumulated depreciation		<u>20,479</u>	<u>19,072</u>
		4,469	5,425
<b>Current assets</b>			
Stock of goods for resale		3,238	3,361
Debtors/prepayments		526	1,068
Short-term deposits		7,875	7,874
Cash at bank and in hand		<u>33,123</u>	<u>29,368</u>
		<u>44,762</u>	<u>41,671</u>
<b>Current liabilities</b>			
Sundry creditors		<u>921</u>	<u>3,006</u>
<b>Net current assets</b>		<u>43,841</u>	<u>38,665</u>
<b>Net total assets</b>		<u>48,310</u>	<u>44,090</u>
<b>Unrestricted General Fund</b>		45,178	40,840
<b>Restricted Fund</b>			
Stair lift & Other	9	3,132	3,250
<b>Total funds</b>		<u>48,310</u>	<u>44,090</u>

Approved by the trustees on 31/12/21 2021 and signed on their behalf by:

*Jan Be...*  
chair of the Trustees.



**BRAUNTON AND DISTRICT MUSEUM**  
Year ended 31st December 2021

**NOTES TO THE ACCOUNTS**

**1. Accounting Policies**

**Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Charities Act 2011.

**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.

Gift Aid receivable is included in income when there is a valid declaration from the donor, and is treated as an addition to the same fund as the initial donation.

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

**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 January 2018 are provided at a rate of 25% straight line.

**2 Grants received**

	Unrestricted funds 2021	Restricted funds 2021	Total funds 2021	Total funds 2020
Braunton Parish Council	1,250	222	1,472	-
North Devon Council	16,335	-	16,335	11,334
Devon County Council	-	-	-	250
HMRC (CJRS)	-	859	859	-
Ecclesiastical First Giving	-	-	-	1,000
	17,585	1,081	18,666	12,584

**2a Further information regarding some of the grants received**

Coronavirus Job Retention Scheme (CJRS)	859
Refund for alarm cost	222
Coronavirus Business support grant	16,335



**BRAUNTON AND DISTRICT MUSEUM**  
Year ended 31st December 2021

**NOTES TO THE ACCOUNTS continued...**

3	<b><u>Income from Fundraising Events</u></b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Fundraising events	512	177
	Fundraising expense	81	-
		<u>431</u>	<u>177</u>
4	<b><u>Income from Shop</u></b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Income</b>		
	Shop Sales	3,094	1,398
	Postage	18	17
	Cards for good causes commission	-	192
		<u>3,111</u>	<u>1,607</u>
	Information Services	690	1,410
	Total income from Shop	<u>3,801</u>	<u>3,017</u>
	<b>Cost of Sales</b>		
	Opening stock	3,361	3,487
	Purchases of goods for resale	1,520	834
	Lundy Company	-	-
		<u>4,881</u>	<u>4,321</u>
	Closing stock	3,238	3,361
		<u>1,642</u>	<u>961</u>
	<b>Profit from shop sales</b>	<u>2,159</u>	<u>2,056</u>
5	<b><u>Staff costs</u></b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Salaries and wages	4,148	4,022
	Other employee benefits	-	-
	<b>Total staff costs</b>	<u>4,148</u>	<u>4,022</u>
	Average number of employees in the year	1	1
	Employed in charitable activities		

No employees received employee benefits of more than £60,000 in the reporting period  
No employees are accruing benefits under a retirement scheme



**BRAUNTON AND DISTRICT MUSEUM**  
Year ended 31st December 2021

**NOTES TO THE ACCOUNTS continued...**

**6 Museum running costs**

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Administrators salaries	4,148	-	4,148	4,022
Coronavirus Job Retention Scheme	(859)	859	-	(1,256)
Rent	1,366	-	1,366	1,366
Light and Heat	1,548	-	1,548	1,301
Water	219	-	219	200
Insurance	512	-	512	511
Maintenance, replacements and alarm costs	8,210	222	8,432	2,234
Telephone	366	-	366	336
Museum and office running expenses	294	-	294	373
Streamline charges	66	-	66	249
Website Hosting	-	119	119	159
Depreciation	1,407	-	1,407	1,451
Accountant	600	-	600	240
Till difference	3	-	3	5
Surveyors	-	-	-	1,642
	17,880	1,200	19,080	12,833

6a Museum refurbishment included in maintenance, replacements & alarm cost 6,449

**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.

**9 Restricted Funds**

All restricted funds are cash in the Bank



**BRAUNTON AND DISTRICT MUSEUM  
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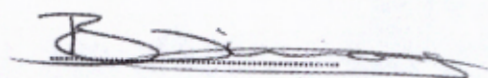
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13/9/2022

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