

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month September	Year 2020		Day 31 st	Month August	Year 2021

Section A

Reference and administration details

Charity name

PORHCAWL MUSEUM & HISTORICAL SOCIETY CIO

Other names charity is known by

Registered charity number (if any)

1176042

Charity's principal address

THE OLD POLICE STATION

JOHN STREET

PORHCAWL

Postcode

CF36 3DT

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				
2				
3				
4				
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7				
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10				
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12				
13				
14				
15				
16				
17				
18				
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20				

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

Name	Dates acted if not for whole year
JOHN RICHARSON	
EVAN WILLIAMS	
JAYNE JAMES	

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)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CHARITABLE INCORPORATED ORGANISATION
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERS AT THE AGM

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.

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Section C Objectives and activities

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

The aim of Porthcawl Museum is to assist in the enhancement of the quality of life in the community by seeking a deeper understanding and appreciation of our local heritage, culture and environment through the acquisition, preservation and interpretation of artefacts and associated information relating to the history of Porthcawl and its adjacent villages of Newton and Nottage; but not exclusively by limitation. Porthcawl Museum aim is to play a key role in making the town and indeed the neighbouring area, a better place to live, work and visit.

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)

In a normal year all events and activities engaged in and promoted by Porthcawl Museum comply with its aims and objectives, which hold foremost as to how they benefit the community, including local schools and organisations, residents and members, plus visitors and tourists. In pursuit of these ideals, Museum volunteers normally would have: -

- Welcomed, guided, and supported visitors, presented historical talks to various organisations, delivered guided heritage walks of the area and visited schools/local organisations and received school parties/local organisations to the Museum plus assisting people with their request's re- genealogy or items of local interest.

However, these activities were limited due to COVID.

- Yet we did manage to hold a couple of Coffee Mornings to encourage older members to gather and enjoy friendship, even though some were nervous of venturing out.
- COVID restrictions curtailed our usual Christmas festivities, but we did hold our Christmas Coffee Morning and continued our letter to Santa for the children of Porthcawl.
- In October 2020 the AGM was conducted through email and volunteers posting letters through letter boxes. Members posted their responses and votes through the museum letter box.

During COVID museum members turned their attention to other essential and supportive activities: -

- Delivered groceries for the local COOP
- Delivered medication for the local Pharmacy and Vet.
- Joined the Community Clean up team.
- Maintained a monthly newsletter to all members, plus an article from Porthcawl History. Quizzes were also enjoyed as was personal emails to members, locally and throughout the country, who were suffering from COVID.

Additional details of objectives and activities (Optional information)

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

- policy on grant making.
- policy programme related investment.
- contribution made by volunteers.

PORTHCAWL MUSEUM IS RUN TOTALLY BY VOLUNTEERS.

THE ELECTED MANAGEMENT COMMITTEE MAKE THE DECISIONS.

THE TRUSTEES ARE APPOINTED TO MONITOR AND ADVISE.

WHEN THE BUILDING IS PURCHASED THE COMMITTEE AND TRUSTESS WILL APPLY FOR GRANTS FOR EITHER BUILDING IMPROVEMENTS OR CONSERVATION OF ARTEFACTS.

COVID HAS DELAYED THIS PROCESS.

Summary of the main achievements of the charity during the year

Main Achievements for 2020/21: -

- When COVID restrictions were relaxed separate Museum working groups met on different days to continue repairing, renovating, and conserving the many various facets involved in the museum from updating the archive collection, creating new display areas, refurbishing the garage, installing new doors, painting, cleaning, and devising new exhibitions.
- New volunteers joined the museum as well as the membership remained stable.
- The monies attained through applications to the Welsh Cultural Recovery Fund and the BCBC Outdoor Fund were successful and allocated immediately to installing security fencing, marquees, outdoor tables and benches, plus outdoor electric points, and CCTV in readiness for opening under COVID rules.

However, there were a few lighter moments.

- Along with other venues on the Visit Bridgend website, Porthcawl Museum was invited to be part of a Group Travel Promotional Film to be used to target group organisers specifically. Accompanied by Steve Reed, the group travel specialist, a film crew arrived on 21st September 2020.
- On June 28th, 2021, The Ambassador of Poland Arkady Rzegocki and Consul General of the Republic of Poland in Manchester Michael Mazurek visited Wales on Monday to inaugurate a new Honorary Consulate of the Republic of Poland in Cardiff. In the morning they met with first Minister of Wales, Mark Drakeford and Lord Mayor of Cardiff Cllr Rod McKerlich; whereupon Professor Keshav Singhal was installed as the First Honorary Consul of Poland with jurisdiction for Wales. Following the ceremony and the laying of a wreath at the Polish Memorial at the City Hall, the Polish dignitaries visited Porthcawl Museum to enable the Polish Ambassador to lay a wreath at the base of the propellor that had been donated to Porthcawl Museum during lockdown. The Pilot of the Avro Anson who had been killed in the air crash was Piotr Strysharek who is buried in Nottage Cemetery alongside Aircraftsman Penfold, who was a gunner under training that day. The Ambassador was then accompanied to the local cemetery to lay wreaths at the graves of all 5 Polish airmen.
- Finally on 29th July we opened our doors at 11am to visitors There was an atmosphere of excitement and joy as the Stewards on duty seemed as pleased to welcome the visitors as the visitors were to begin their tour. Although Covid rules were in place it did not detract from the bond that our volunteers seem to generate with the public. Visitors not only viewed established, updated, display areas but were introduced to the five new exhibitions created during closure. Compliments and praise for what our volunteers have achieved continued throughout the day.

Section E Financial review

Brief statement of the charity's policy on reserves

Any monies that the organisation amasses through profit is transferred to 2 deposit accounts. One holds £25,000 which will not be touched but be held in abeyance, as a safety net, to assist in the payment of household bills should it be needed in future years. The other is a working deposit account where monies are used to top up the current account to maintain, run or improve the building, exhibitions, or the experiences of the visiting public.

Details of any funds materially in deficit

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.

Principal sources of funding 2020/21:

- Grants
- Donations
- Merchandising
- Memberships £10 per annum


All monies are used to maintain, run or improve the building, conserve the artefacts, provide exhibitions or enhance the experiences of the visiting public.

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)	PAUL JOSEPH	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	19 TH June 2021	

PORThCAWL MUSEUM AND HISTORICAL SOCIETY CIO

BALANCE SHEET FOR THE PERIOD 1 SEPTEMBER 2020 TO 31 AUGUST 2021

Income	£	£	Expenditure	£	
	2020-21	2019-20		2020-21	2019-20
Admissions	£768.50	£3,002.50	Books	£0.00	£82.50
Books	£17.90	£118.50	Building Maintenance	£20,279.69	£10,877.51
Sign repair Refund by PAS	£14.35	£245.00	Card Payment	£10.55	£18.56
Donations	£1,608.50	£3,473.57	Cleaning	£210.70	£286.41
Donation Boxes	£94.50	£360.86	Computer	£326.50	£10.00
DVD's	£0.00	£95.00	Conservation	£397.15	£185.84
Electricity Refund by PAS	£197.10	£242.40	DVD's	£0.00	£130.50
Events	£74.00	£216.50	Electricity	£4,500.40	£4,017.30
Grants	£25,595.23	£33,100.00	Equipment	£6,233.55	£2,147.87
Group Visits	£0.00	£15.00	Events	£42.09	£224.82
Lectures	£0.00	£14.00	Exhibitions	£1,268.60	£129.62
Membership	£2,395.00	£2,360.00	Insurance	£957.55	£937.45
Membership vouchers	£20.00	£0.00	Lectures	£0.00	£50.00
Miscellaneous	£30.00	£0.01	Miscellaneous	£66.00	£66.23
Postage refund	£8.25	£2.72	Petty Cash	£100.41	£140.52
Printing Refund	£18.00	£0.00	Postage	£7.81	£2.72
Rents	£2,000.00	£2,000.00	Printing	£124.00	£290.24
School Visits	£0.00	£73.00	Publications	£0.00	£90.00
Shop	£947.20	£2,984.91	Room Hire	£0.00	£75.00
Social	£0.00	£1,126.35	Security	£641.88	£715.28
Talks	£60.00	£338.00	Shop	£18.25	£2,075.68
Walks	£0.00	£0.00	Social	£0.00	£587.48
Interest	£8.82	£35.59	Stationery	£128.42	£113.89
			Subscriptions	£359.20	£346.80
			Telephone/Internet	£510.64	£522.81
			Training	£300.00	£55.00
			TV Licence	£157.50	£200.94
			Water	£73.06	£321.70
			Website	£0.00	£125.60
			Window Cleaner	£240.00	£240.00
	£33,857.35	£49,803.91		£36,953.95	£25,068.27

Balances at	01/09/2020	01/09/2019	Balances at	31/08/2021	31/08/2020
Current A/c	£948.85	£1,684.51	Current A/c	£1,394.14	£948.85
General Deposit A/c	£24,029.10	£7,017.86	General Deposit A/c	£19,533.23	£24,029.10
Reserve Deposit A/c	£25,024.35	£15,000.00	Reserve Deposit A/c	£25,029.04	£25,024.35
Shop A/c	£1,462.64	£3,006.41	Shop A/c	£2,392.34	£1,462.64
Petty Cash	£2.22	£22.74	Petty Cash	£21.81	£2.22
	£85,324.51	£76,535.43		£85,324.51	£76,535.43

PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO

Accounts for the year ended

31st August 2021



Aspen Waite Corporate Solutions
Aspen Marketing Ltd
Chartered Certified Accountants
Rubis House
15 Friarn Street
Bridgewater
Somerset
TA6 3LH

**INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF THE
PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO**

I report on the accounts of the Society for the year ended 31st August 2021, which are set out on page 1.

Respective responsibilities of trustees and examiner

The charity's committee is responsible for the preparation of the accounts. The charity's committee 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
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission and is in accordance with the 2011 Act. 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 the Committee 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 next statement.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
 - have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

8 Well Street
Porthcawl
CF36 3BE

31st March 2022

Aspen Waite
CERI MILLAR FCA
Aspen Waite in Wales Ltd
Chartered Accountants

PROPRIETOR'S APPROVAL OF FINANCIAL ACCOUNTS

In accordance with our terms of engagement, I/we approve the financial information which comprises the Income Expenditure Account. I acknowledge my responsibility for the financial information, including the appropriateness of the applicable financial reporting framework and for providing Aspen-Waite in Wales Ltd with all information and explanations necessary for its compilation.

Signed.....*D. S. Taylor*.....

Date.....*21/4/2022*.....

Signed.....*Ben Joseph*.....

Date.....*2.4.2022*.....

Signed.....

Date.....