

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 <sup>st</sup>	Month September	Year 2021		Day 31 <sup>st</sup>	Month August	Year 2022

## 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				
5				
6				
7				
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
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)**

September 2021 began with hope that COVID was behind us, and normality could return to focus on our aims and objectives to benefit the community, including local schools and organisations, residents, and members, plus visitors and tourists.

In pursuit of these ideals, Museum volunteers have: -

- Welcomed, guided, and supported visitors,
- Presented historical talks to various organisations,
- Delivered guided heritage walks of the area.
- Visited schools/local organisations.
- Received school parties/local organisations to the Museum.
- Organised Special Event Days.
- Supported other Community Groups.
- Assisted people with their request's re- genealogy or items of local interest.
- Our volunteer working groups maintained the building to a high standard. Developed and improved certain display areas to enhance public understanding, knowledge and enjoyment.
- Recorded and maintained the Archive Collection in the 1<sup>st</sup> Floor Storerooms for future exhibitions.

#### **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 TRUSTEES 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 2021/22: -**

The main objective was to get back to normal.

- Opening 3 days a week returned in September 2021, as did school and group visits.
- Coffee Mornings and Lectures returned.
- S4C filmed one episode of 'Evacuee' at our museum: particularly using the Anderson Shelter.
- The new Victorian Tool shed was officially opened and plans for Christmas, including Christmas Coffee Morning and Santa's Grotto, brought in more visitors.
- However, the main event, 'Victorian Christmas Experience' had to be cancelled due to concern over COVID.

Although 2022 began slowly, during closure, volunteers worked daily to prepare displays in time for our public opening on 2<sup>nd</sup> April. New displays were our newly constructed cabinet displaying our collection of Victorian costumes. The Falklands at 40 Exhibition which presented a comprehensive commemoration of the conflict, whilst the bottom room took you back to 1920/30's Porthcawl, a time of increased development and tourism. Mayor Councillor Tracy Hill officiated.

By August 2022 the museum had experienced even more visits from schools both in and outside the area. Located in different display areas our volunteers delivered information according to the topic asked for by the various schools. Topics included – 1950's and Coronation, Beside the Sea, WW2 and Emergency Services.

Two new Special Events were implemented that summer - On Saturday 23<sup>rd</sup> July the museum celebrated 140 years of the Police in Porthcawl, as our building had opened in 1882. Over 350 visited, including 184 children who enjoyed filling in the wanted posters of their parents and watching them being brought before our magistrate, who sentenced the accused to various periods in the cell. The Suffragettes also appeared fighting the cause with great enthusiasm. Our male volunteers were dressed in police costumes from different periods but were so professional in the execution of their duties that some of the public thought they were authentic. Other contributions to the day also included very interesting items and photographs from past times, pickpockets, Victorian ladies, activities for kids and especially the presence of a Morris 1000 Panda Car.

The day was so successful that it has been decided to not only repeat it again next year on Saturday 22<sup>nd</sup> July 2023.

Thursday 18<sup>th</sup> August witnessed a few hundred dinosaurs, large and small invading the museum. Small dinosaurs were presented with a dinosaur mask on arrival which produced some very frightening roars! They then infiltrated the corridors and rooms of the museum looking for 12 of their friends hidden in cabinets, overcame the challenge of naming their contemporaries, walked up T-Rex Alley, took in dinosaur sounds in the Dinosaur Den, made fossils out of dough and pasta and separated meat eaters from leaf eaters. Another successful day which also will be repeated in 2023.

Finally, after 140 years and a two-year wait for us, electric points, heaters, and lights have been installed in the upstairs rooms. This means that we can now maintain the archive in a more organised way and plan to eventually create space for visitors to access and view more of the collections.

## 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
- Admissions
- Group Visits
- 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)

P Joseph

Full name(s)

PAUL JOSEPH

Position (eg Secretary, Chair, etc)

CHAIR

Date

21<sup>st</sup> May 2023

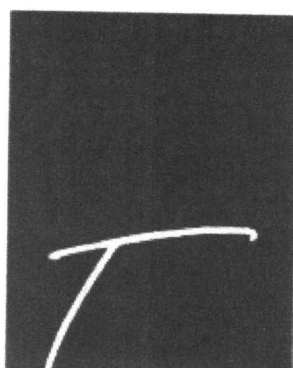
**PORHCRAWL MUSEUM AND HISTORICAL SOCIETY CIO**  
**BALANCE SHEET FOR THE PERIOD 1 SEPTEMBER 2021 TO 31 AUGUST 2022**

<b>Income</b>	<b>£</b>	<b>£</b>	<b>Expenditure</b>	<b>£</b>	
	<b>2021-2022</b>	<b>2020-21</b>		<b>2021-2022</b>	<b>2020-21</b>
Admissions	£5,109.00	£768.50	Bank Charges	£15.00	£0.00
Books	£235.48	£17.90	Books	£215.99	£0.00
Sign repair Refund by PAS	£0.00	£14.35	Building Maintenance	£12,705.21	£20,279.69
Donations	£7,417.85	£1,608.50	Card Payment	£69.69	£10.55
Donation Boxes	£555.08	£94.50	Cleaning	£257.14	£210.70
DVD's	£40.00	£0.00	Computer	£201.44	£326.50
Electricity Refund by PAS	£338.39	£197.10	Conservation	£382.53	£397.15
Events	£216.50	£74.00	DVD's	£27.00	£0.00
Gift Aid	£566.84	£0.00	Electricity	£3,964.96	£4,500.40
Grants	£0.00	£25,595.23	Equipment	£1,055.71	£6,233.55
Lectures	£21.00	£0.00	Events	£209.84	£42.09
Membership	£3,150.00	£2,395.00	Exhibitions	£454.44	£1,268.60
Membership vouchers	£0.00	£20.00	Insurance	£842.77	£957.55
Miscellaneous	£20.00	£30.00	Lectures	£0.00	£0.00
Postage refund	£0.00	£8.25	Miscellaneous	£707.48	£66.00
Printing Refund	£0.00	£18.00	Petty Cash	£216.55	£100.41
Rents	£2,000.00	£2,000.00	Postage	£0.00	£7.81
School Visits	£265.00	£0.00	Printing	£265.76	£124.00
Shop	£3,785.70	£947.20	Publications	£0.00	£0.00
Social	£2,341.84	£0.00	Room Hire	£200.00	£0.00
Talks	£140.00	£60.00	Security	£674.76	£641.88
Interest	£7.35	£8.82	Shop	£2,463.34	£18.25
			Social	£61.04	£0.00
			Stationery	£126.06	£128.42
			Subscriptions	£395.20	£359.20
			Telephone/Internet	£516.79	£510.64
			Training	£0.00	£300.00
			TV Licence	£159.00	£157.50
			Water	£198.64	£73.06
			Website	£188.61	£0.00
			Window Cleaner	£240.00	£240.00
	<b>£26,210.03</b>	<b>£33,857.35</b>		<b>£26,814.95</b>	<b>£36,953.95</b>
<b>Balances at</b>	<b>01/09/2021</b>	<b>01/09/2020</b>	<b>Balances at</b>	<b>31/08/2022</b>	<b>31/08/2021</b>
Current A/c	£1,394.14	£948.85	Current A/c	£277.22	£1,394.14
General Deposit A/c	£19,533.23	£24,029.10	General Deposit A/c	£18,723.18	£19,533.23
Reserve Deposit A/c	£25,029.04	£25,024.35	Reserve Deposit A/c	£25,032.79	£25,029.04
Shop A/c	£2,392.34	£1,462.64	Shop A/c	£3,717.19	£2,392.34
Petty Cash	£21.81	£2.22	Petty Cash	£15.26	£21.81
	<b>£74,580.59</b>	<b>£85,324.51</b>		<b>£74,580.59</b>	<b>£85,324.51</b>

# PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO

Accounts for the year ended

31<sup>st</sup> August 2022



TUNGSTEN

SOLID BUSINESS SOLUTIONS

Tungsten Corporate Solutions Ltd  
Cardiff Arms Park  
Westgate Street  
Cardiff  
CF10 1JA

**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 31<sup>st</sup> August 2022, 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

Cardiff Arms Park  
Westgate Street  
Cardiff  
CF10 1JA  
11182/CM

9<sup>th</sup> November 2022

*Tungsten . CS*  
Tungsten Corporate Solutions Ltd

**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. Stanger*

Date *12.11.2022*

Signed *Ben Joseph*

Date *12.11.2022*

Signed .....

Date .....