



Trustees' Annual Report for the period

From 1st January 2020 to 31st December 2020

Charity name: BATH MEDICAL MUSEUM

Charity registration number: 1176084

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	The object of the CIO is: <ul style="list-style-type: none">• For the benefit of the public, to establish and maintain a museum of the history of medicine in the City of Bath from the Medieval to the Modern.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<ul style="list-style-type: none">• Conserving a collection of artefacts, documents and images relating to the medical history of the city of Bath;• Liaising with the Royal United Hospital Foundation Trust in relation to those collection items owned by the Trust;• Expanding the collection, particularly by means of donated items;• Enabling public digital access to view the collection to increase their knowledge of specific items and of the context of the medical history of Bath.• Having specific regard to the history of the Royal National Hospital for Rheumatic Diseases where the museum collection was located until Autumn 2019.
Statement confirming	The trustees' consideration and decision

whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	making has had regard to the guidance issued by the Charity Commission on public benefit.
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Additional information

Contribution made by volunteers	<p>Volunteers' contributions have been key to the functioning of the Museum, including the following activities:</p> <p>Museum Director Curation Cataloguing and photographing the collection Fundraising strategy Accountancy and Financial Review</p> <p><i>A number of these roles were carried out by post graduate students from Bath Spa University, particularly those studying for the MA in Heritage Management.</i></p>
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Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>In summary:</p> <p>By January 2020, Bath Medical Museum (BMM) was located at premises owned by the Pulteney Practice at 35 Gt Pulteney St, Bath (subsequent to relocation from the Royal National Hospital for Rheumatic Diseases). The Pulteney Practice generously made the premises available on a service charge basis. A number of paintings and large artefacts were on display in the Pulteney Practice premises. In common with other public - facing organisations, BMM was significantly affected by the radical restrictions introduced by the Government in March 2020 to address the Covid 19 pandemic. Plans to enable groups of adults or school students to view collection items or to benefit from talks on medical history topics had to be shelved and the focus of trustees was necessarily on digital access to the Museum, as far as it could be progressed in this challenging period. In the context of the transition to become a 'virtual' Museum, trustees agreed to work jointly with representatives from the</p>
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	University of Bath and the Bath Royal Literary and Scientific Institute to develop digital 3D models of the historic Royal National Hospital for Rheumatic diseases that could potentially be accessed via the BMM website. The models will show the RNHRD in 1742 and in 2019 This initiative would contribute to promoting the heritage of the RNHRD in a period when the historic building was subject to development.
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Financial Review

Review of the charity's financial position at the end of the period	Unrestricted cash funds as at 31/12/2020 were £6951. Liabilities at 31/12/2020 were £2,187.
Statement explaining the policy for holding reserves stating why they are held	The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. Regular financial reviews are conducted and expenditure is only approved by the Trustees when funds are available.
Amount of reserves held	Funds are held to cover committed expenditure such as website design and maintenance.

Additional information

The charity's principal sources of funds (including any fundraising)	The principal source of funds in 2020 were donations, legacies and grants.
	The over - riding risk facing the charity in 2019 was the need to identify a new,

<p>A description of the principal risks facing the charity</p>	<p>suitable and cost-effective location for the Museum. The context was the pending development of the Royal National Hospital for Rheumatic Diseases at Upper Borough Walls, Bath, after the sale of the Hospital buildings to a private developer.</p> <p>Other risks were generic to small museums, namely issues of volunteer capacity and continuity, together with ensuring sufficient care, maintenance and security of the collection.</p>
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Structure, Governance and Management

Description of charity's trusts:	
Type of governing document	CIO Constitution
How is the charity constituted?	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Trustees are selected on the basis of having relevant knowledge, skills and experience to contribute to the operation of the Museum. Individual trustees may be appointed after identification of a need for specific expertise to be contributed to the Board's decision making.

Additional information

The charity's organisational structure and any wider network with which the charity works	Bath Medical Museum is a small charity with a simple structure where volunteers who have responsibility for the museum collection, web design and public engagement report to the Director. These roles are all voluntary. The Accountant and Fund Raiser report directly to trustees. The Trustee Board initiated a membership scheme in November 2019 and a small scale membership was established early in 2020.
Relationship with any related parties	Royal United Hospital (Bath) Foundation Trust – a Collection Loan Agreement was in place in conjunction with the RUH Trust. Pulteney Practice – a base and storage facilities for the Museum collection were secured with the Pulteney GP practice for a service charge fee. Bath Thermae Spa - it had been agreed with the Thermae Spa to pursue the opportunity for joint use of the Thermae Spa Visitor Centre but arrangements could not be taken forward in 2020 due to the pandemic restrictions. <i>Bath Spa University – a number of students including Heritage Management MA students have undertaken placements with the Museum.</i>
Valuation and Insurance	Subsequent to contact with a number of established valuers to check on their

of the Museum Collection	specialist knowledge and fee rates, a valuer from the Bristol Auction Rooms assessed the collection in July 2019 and provided a report to trustees. The valuation report was the basis of the application for insurance cover to the Ecclesiastical Insurance company. A policy in relation to the collection was agreed with that company in October 2019 and remained in place throughout 2020.
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Reference and Administrative details

Charity name	Bath Medical Museum
Other name the charity uses	None
Registered charity number	1176084
Charity's principal address	Pulteney Practice 35 Great Pulteney St BATH BA2 1JT

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	Dr Roger Rolls	Chair		Trustee Board appoints all trustees.
2	Niall Bowen		Resigned with effect on 12 th February 2020.	
3	Judith Coles			
5	Dr Damian Gardner - Thorpe		Resigned with effect on 12 th February 2020.	
7	Emma Robson		Ceased to attend trustees' Board meetings and was deemed to be no longer a trustee in October 2020.	
8	Gillian Kersley Ryan			
9	Dr John Kirkup			
10	Richard Meunier			
11	Dr Linda Watts	Secretary		

Corporate trustees - names of the directors at the date the report was approved

Director name		
Roger Lewis Rolls		
Linda Anne Watts		
Judith Coles		
Gillian Kersley Ryan		
John Kirkup		
Richard Meunier		
Paul Thomas		

Additional information

Names of advisers

Type of adviser	Name	Address
Fund Raiser	Kate Lane	
Financial Adviser/ Accountant	Kylie Doell	
Web Design	Lee Scott	Creative Computing, Bath Spa University

Name of chief executive or names of senior staff members

Stephen Dunning, Museum Director (unpaid volunteer role)

Declarations

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

Signed on behalf of the charity's trustees

Signature(s) *Linda Watts*

Full name(s) Linda Anne Watts

Position (eg Secretary, Chair, etc) Secretary to the Trustee Board

Date 24th September 2021

Charity Name Bath Medical Museum		No (if any) 1176084		CC16a
Receipts and payments accounts				
For the period from	Period start 01-Jan-19	To	Period end date 31-Dec-19	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations, legacies and grants	1,221	-	-	1,221	962
Members' subscriptions	-	-	-	-	2,025
Fundraising activities	1,083	-	-	1,083	688
Activities for generating funds (trading)	509	-	-	509	1,008
HMRC Gift Aid receipt	-	-	-	-	451
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,813	-	-	2,813	5,135
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,813	-	-	2,813	5,135
A3 Payments					
Printing, postage, stationery and computer supplies	8	-	-	8	474
Fundraising costs (trading activities)	1,391	-	-	1,391	405
Membership & Associations	-	-	-	-	397
Exhibition Expenses	342	-	-	342	731
Operating Costs	1,744	-	-	1,744	-
E-mail/Internet	25	-	-	25	-
Insurance	93	-	-	93	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	3,603	-	-	3,603	2,008
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,603	-	-	3,603	2,008
Net of receipts/(payments)	- 790	-	-	- 790	3,127
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,692	-	-	9,692	6,565
Cash funds this year end	8,902	-	-	8,902	9,692

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	8,872	-	-
	Petty cash float	30	-	-
		-	-	-
	Total cash funds	8,902	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

Unrestricted funds
to nearest £

Restricted funds
to nearest £

Endowment funds
to nearest £

B2 Other monetary assets	Details			
	HMRC Gift aid reclaim year ended 5 Apr 2019	51	-	-
	HMRC Gift aid reclaim year ended 5 Apr 2020 (Apr 2019 to Dec 2019)	36	-	-
		-	-	-
		-	-	-
		-	-	-

B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-

B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Display cabinets		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

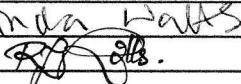
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
	Kate Lane Oct invoice	125	-		Note 3
	Kate Lane Nov Invoice	100	-		Note 3
	Kate Lane Dec Invoice	75	-		Note 3
	Minuteman printing	160	-		Note 3
	NHS Invoice -Refreshments for Group visit 18 Mar 2019	54	-		Note 3
	Web site design and Maintenance	3000	-		Note 4

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Linda Watts


LINDA WATTS
 ROGER ROLLS

13.7.2020
 13.7.2020

Notes to the accounts

Note 1

Bath Medical Museum is a Charitable Incorporated Organisation registered with the Charities

Note 2

The accounts have been prepared on a Receipts and payments basis using a template provided by the Charities Commission. This is a recommended template and not a reporting

Note 3

Liabilities consist of costs incurred during the financial year for which payment was not made prior to 31 Dec 2019

Note 4

Amount payable to Lee Scott for Web site design and maintenance. Completion and final payment estimated as March 2020.