



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2020		31	March	2021

Section A Reference and administration details

Charity name

Whitchurch Museum and Archives

Other names charity is known by

Registered charity number (if any)

1177596

Charity's principal address

12 St. Mary's Street

Whitchurch

Shropshire

Postcode

SY13 1QY

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	Gemma Shannahan	Chairperson		Trustee Board
2	Terence Fry	Secretary		Trustee Board
3	Judith Hoyle			Trustee Board
4	Daphne Alcock			Trustee Board
5	Beverly Duffy			Trustee Board
6	Simon Birch			Trustee Board
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

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

Name	Dates acted if not for whole year

Type of adviser	Name	Address
Independent Examiner	Jake Gurr FCA	The Vicarage, Bettisfield, Whitchurch, SY13 2LB
Museum Mentor	Emma-Kate Lanyon	Shrewsbury Museum & Art Gallery, The Music Hall, The Square, Shrewsbury, SY1 1LH

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

Judith Hoyle - Curator

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 (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by the Trustee Board

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.

The charity has been created from part of the operation of Whitchurch Town Council and is presently still overseen by a sub-committee of that Council in respect of the Building within which it operates (owned by the Council and leased to the charity) and the Council's annual financial contribution to its operation. This link is being reviewed as part of the Museum's Arts Council re-accreditation and it is expected that in 2022 the museum will become independent.

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

To advance the education of the public in the history and heritage of Whitchurch, Shropshire and its surrounding area by the establishment and maintenance of a museum.

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)

The main activities undertaken relating to these objects have been:

- To maintain and open a museum to the public - the museum previously opened 3 days a week 11.00 to 16.00. However, due to the coronavirus pandemic it was closed from April until October 15th and then again from November 5th to the end of the reporting period
- To regularly change the exhibits that tell the story of the town of Whitchurch and its hinterland. Changes have been made during the period of closure to prepare for re-opening and these have included displays on 'Salopian Engineers', 'Trufood baby products' and 'Pigeon racing'
- To offer an accessible, searchable archive to the public - this is achieved via our websites and by personal visit to the museum to search our database
- Storage of the museum collection in conditions prescribed by Arts Council England - to preserve the archives and artefacts for the future
- To provide information, advice and counsel to individuals and groups relating to archaeological finds, artefacts, history of local buildings etc and assisting people researching their family history
- To undertake research projects and present findings on the internet and in the museum where appropriate - these projects include 'People from Whitchurch who emigrated to Canada', completing the website entitled 'Whitchurch Boer War Soldiers' and updating the 'Whitchurch Workhouse' website
- To research and create free leaflets on local topics
- To enhance the museum by improving access, signage and making the building more secure
- To increase the museum collection by acquiring archives and artefacts that tell the story of Whitchurch and its surrounding villages

The Trustees have taken due regard of the guidance issued by the Charity Commission on public benefit and confirm that the charity is run totally for public benefit

Additional details of objectives and activities (Optional information)

Whitchurch Museum and Archives is totally run by volunteers. Volunteers contributed 3411 hours during this period working mainly from home. This has been half the previous year due to the closure of the museum as a result of the Covid pandemic

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

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- The museum contains both permanent and temporary displays. The permanent displays include Sir Edward German (born and buried in the town), Joyce's clocks (local clockmakers), Ralph Caldecott (children's illustrator; worked in the town), Transport (local canals & railways), Cheese making, WW1 communications, Whitchurch market. The temporary displays include WW1 Memorials and Plaques, Paintings by Kathleen Parbutt and examples of Mezzotints by Jessie Rendle Furber
- The charity worked with a number of local partners during these twelve months. Activities included:
 - Creating web pages for Malpas local history group to commemorate VE Day as the actual event was cancelled due to Covid
 - Arranging a conducted tour of the museum for the High Sheriff of Shropshire, Dean Harris
 - Renewing hosting of Whixall local history group website
 - Involvement in Caldecott Arts Festival (planned for 2021 but postponed to March 2022) with the charity 'From Generation to Generation'
- The charity's website was totally redeveloped during the year. This has provided:
 - A more modern and up-to-date presentation of the museum and its collection
 - Access to all accessioned items within the collection, including photographs of most items
 - Easy updating for changes and new acquisitions
- The museum collection was enlarged by over 120 items, the majority purchased from online auctions and included
 - Mid 19th century Jarvis watch movement
 - 18th century Whitchurch print
 - Selection of 1920 conveyances relating to Mr Heath
- The safety of volunteers and the general public was enhanced
 - By the creation of a permanent glass screen around the front desk
 - By the purchase of a credit card reader
 - By the use of desk dividers and general PPE equipment
- Free leaflets were produced and new publications put on sale (collection by arrangement)
 - Laundrycraft
 - Recipients of Gallantry medals from Whitchurch area
 - Patents awarded to people from Whitchurch and the surrounding villages

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's annual reserve policy is to hold £5,000 to provide operational cover in the event of no donations or grants

Details of any funds materially in deficit

No funds are 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.

- The charity obtains funding from donations, grant applications, a small shop and Whitchurch Town Council
- The Charity has received Government Covid-19 grants. The Trustees have decided to use these grants:
 - To ensure a safe environment for volunteers and visitors by purchasing PPE, screens and associated items
 - To broaden the range of items on display in the museum by purchasing new items for the collection
 - To improve public accessibility to our collection and resources by creating a new website and putting the complete collection on-line
- Subject to the reserve policy, all funds are used to secure new exhibits for the museum, capital expenditure to enhance the museum (eg new state of the art display cabinets), maintain the artefacts and documents in accordance with Arts Council standards and guidelines and to cover the running costs of Whitchurch Museum and Archives (eg stationery, ink, IT equipment, subscriptions). These explicitly support the charity's objects
- The shop is operated on a self-funding basis
- The charity has no investments other than encompassed by the collections in its care

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)	TERENCE LAWRENCE FRY	JUDITH ANN HOYLE
Position (eg Secretary, Chair, etc)	SECRETARY	TRUSTEE
Date	16/12/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Whitchurch Museum and Archives

1177596

Receipts and payments accounts

CC16a

For the period
from

01-Apr-20

To

31-Mar-21


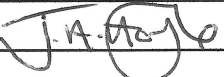
Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	10,170	-	10,170	-
Allocation from Town Council	5,000	-	-	5,000	-
Shop sales	-	8	-	8	-
IT services	-	14	-	14	-
Government Covid-19 Grants	7,500	33,450	-	40,950	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,500	43,642	-	56,142	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,500	43,642	-	56,142	-
A3 Payments					
Allocation from Town Council	4,168	-	-	4,168	-
Purchase for collection	-	1,120	-	1,120	-
Shop stock	-	514	-	514	-
Website	4,941	-	-	4,941	-
Covid secure measures	2,269	-	-	2,269	-
Miscellaneous from petty cash	100	-	-	100	-
Sub total	11,478	1,634	-	13,112	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,478	1,634	-	13,112	-
Net of receipts/(payments)	1,022	42,008	-	43,030	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,255 #	6,643	-	12,898	-
Cash funds this year end	7,277	48,651	-	55,928	-

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	Current bank account	7,277	48,651	-
		-	-	-
		-	-	-
	Total cash funds	7,277	48,651	-
	(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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer equipment	Unrestricted	-	-
	Heritage assets	Restricted	-	-
	Display cabinets	Restricted	-	-
	Furniture	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	TERENCE LAWRENCE FAY	16/12/2021
	JUDITH ANN HOYLE	16/12/2021

WHITCHURCH MUSEUM & ARCHIVES
STATEMENT OF INCOME & EXPENDITURE
YEAR ENDING 31 MARCH 2021

	2021		2020	
	£	£	£	£
INCOME				
Donation	10,170		707	
House keeping	40,950		10	
Stationery	-		53	
Government Covid-19 grants	-		-	
Town Council	5,123		5,000	
Shop sales	8		1,174	
Website	-		116	
IT	14		-	
TOTAL INCOME		56,265		7,060
EXPENDITURE				
Town Council Allocation				
Conservation	(918)		(194)	
House keeping	(273)		(945)	
Stationery	(559)		(1,371)	
Building/Maintenance	(1,859)		0	
Training	(22)		(170)	
IT	(537)		(1,471)	
Other expenditure		(4,168)		(4,152)
Purchase for collection	(1,120)		(930)	
Shop stock	(514)		(427)	
Shop sales	0		(77)	
Covid Secure Measures	(2,269)		0	
Groundwork	0		(74)	
Chapel book	0		(156)	
Petty cash	(100)		(150)	
Ready to Borrow Grant	0		(302)	
Town Council	(123)		(198)	
Website	(4,941)		(317)	
		(9,067)		(2,630)
TOTAL EXPENDITURE		(13,235)		(6,782)
NET INCOME/(DEFICIT) FOR YEAR		43,030		278

STATEMENT OF ASSETS & LIABILITIES

NatWest account (a/c 86090402)				
Opening balance	12,898		12,620	
Closing balance	55,929		12,898	
Movement during period		43,030		278
Check		0		0

Note: Petty cash declared as £101.91 on 31st March 2021 but not included above

Independent examiner's report to the trustees of WHITCHURCH MUSEUM & ARCHIVES

I report on the accounts of the Trust for the year ended 31 March 2021 which are set out on the following page.

Respective responsibilities of trustees and 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 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. 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 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

Name: Jake Gurr

Relevant professional qualification or body: ICAEW

Address: The Vicarage, Bettisfield, Whitchurch, Shropshire, SY13 2LB

Signature & date:



JAKE GURR FCA
01948 838101
07766 110085

21st September 2021