



# Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | 1                 | April | 2021 |    | 31              | March | 2022 |

## 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  | Will McDonnell  |                 |                                   | 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<br>(eg. trust deed, constitution)        | Constitution                               |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation (CIO) |
| Trustee selection methods<br>(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 an advisory group 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 at the next accreditation (which has been delayed due to Covid) the museum will officially be registered as independent

## Cha

### 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 opened 2 days a week 11.00 to 16.00
  - To regularly change the exhibits that tell the story of the town of Whitchurch and its hinterland.
  - 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
  - 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)**

The museum was closed as a result of HM Government Covid legislation from the start of the period until 25 June, when it started opening one day a week. It moved to 2 days a week on 27 July

Whitchurch Museum and Archives is totally run by volunteers. Volunteers contributed 4753 hours during this period

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 stained glass windows from the old Red Lion pub, Whitchurch Girls Grammar School and Salopian Engineers
- The charity worked with a number of local partners during these twelve months. Activities included:
  - Representation on the Malpas Jubilee Committee
  - Evening visit and activities arranged for Prees Scouts, Cubs and Beavers at the museum
  - Renewing hosting of Whixall local history group website
  - Involvement in the Caldecott Arts Festival (planned for 2021 but postponed to March 2022) with the charity 'From Generation to Generation' and Saturday opening to support Festival activities
  - Worked with the Caldecott Society to put on a special display for the Caldecott Arts Festival including the loan of items from their archive
  - Loaning a new microfilm reader to Whitchurch Library
- The museum collection was enlarged by over 250 items; these were donations or purchased from online auctions, auction houses, the British Museum and included
  - :Bronze Age axe head
  - Victorian silver medallion – Whitchurch Ladies Friendly Society
  - 1941 Women's Voluntary Service trophy
  - Selection of butterflies and moths caught in the 1960s on Prees Heath and Whixall Moss
  - Hoard of Civil War coins found in Prees
  - A caste iron gate post c1866
- Free leaflets were produced and new publications put on sale (collection by arrangement)
  - Whitchurch cinemas
  - Ancient monuments in the local area
- A children's quiz, which has proved very popular, was created to help children learn about the museum and its collection
- The museum received a visit from the Head of Shropshire Museum & Archive Service which resulted in very complementary feedback
- A list of artefacts with accompanying explanatory text was compiled for a professional video shoot of the museum and its collection

## 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

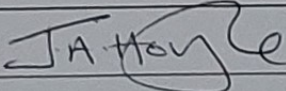
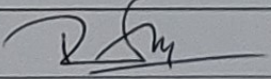
### Other optional information

## 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)                        | JUDITH ANN HOYLE  | TERENCE LAWRENCE FRY  |
| Position (eg Secretary, Chair, etc) | TRUSTEE   | TRUSTEE   |
| Date                                | 24.11.22  |   |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Whitchurch Museum and Archives

1177596

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-21

To

31-Mar-22

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Donations   | -  | 381                                     | -                                      | 381                             | -                             |
| Allocation from Town Council                          | 5,000  | -                                       | -                                      | 5,000                           | -                             |
| Housekeeping refund                                   | 15   | -                                       | -                                      | 15                              | -                             |
| Shop sales  | -  | 473                                     | -                                      | 473                             | -                             |
| IT services   | -  | 359                                     | -                                      | 359                             | -                             |
| Government Covid-19 Grants                            | 3,000  | 9,000                                   | -                                      | 12,000                          | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>8,015</b>                                 | <b>10,213</b>                           | <b>-</b>                               | <b>18,228</b>                   | <b>-</b>                      |
| <b>A2 Asset and investment sales, (see table).</b>    |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>8,015</b>                                 | <b>10,213</b>                           | <b>-</b>                               | <b>18,228</b>                   | <b>-</b>                      |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| Allocation from Town Council                          | 5,316  | -                                       | -                                      | 5,316                           | -                             |
| Purchase for collection                               | -  | 939                                     | -                                      | 939                             | -                             |
| Shop stock  | -  | 291                                     | -                                      | 291                             | -                             |
| Website   | 14   | -                                       | -                                      | 14                              | -                             |
| Equipment   | 3,850  | -                                       | -                                      | 3,850                           | -                             |
| Donation  | -  | 1,500                                   | -                                      | 1,500                           | -                             |
| Covid secure measures                                 | 466  | -                                       | -                                      | 466                             | -                             |
| Miscellaneous from petty cash                         | 250  | -                                       | -                                      | 250                             | -                             |
| <b>Sub total</b>                                      | <b>9,896</b>                                 | <b>2,730</b>                            | <b>-</b>                               | <b>12,626</b>                   | <b>-</b>                      |
| <b>A4 Asset and investment purchases, (see table)</b> |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>9,896</b>                                 | <b>2,730</b>                            | <b>-</b>                               | <b>12,626</b>                   | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>                     | <b>- 1,881</b>                               | <b>7,483</b>                            | <b>-</b>                               | <b>5,602</b>                    | <b>-</b>                      |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>7,277 #</b>                               | <b>48,651</b>                           | <b>-</b>                               | <b>55,928</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>5,396</b>                                 | <b>56,134</b>                           | <b>-</b>                               | <b>61,530</b>                   | <b>-</b>                      |



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

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Current bank account                                   | 5,396                              | 56,134                           | -                               |
|               |  | -                                  | -                                | -                               |
|               |  | -                                  | -                                | -                               |
|               |  | -                                  | -                                | -                               |
|               | <b>Total cash funds</b>                                | <b>5,396</b>                       | <b>56,134</b>                    | <b>-</b>                        |
|               | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |

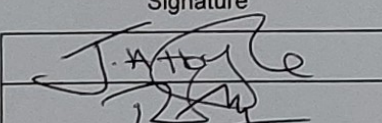
|                          | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |

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

|  | Details            | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|--------------------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Computer equipment | Unrestricted                | -               | -                        |
|  | Heritage assets    | Restricted                  | -               | -                        |
|  | Display cabinets   | Restricted                  | -               | -                        |
|  | Furniture          | Unrestricted                | -               | -                        |
|  |                    |                             | -               | -                        |
|  |                    |                             | -               | -                        |
|  |                    |                             | -               | -                        |
|  |                    |                             | -               | -                        |

|                | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |

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

| Signature   | Print Name           | Date of approval |
|---|----------------------|------------------|
|  | JUDITH ANN HOYLE     | 24.11.22         |
|   | TERENCE LAWRENCE FR7 | 24/11/22         |