



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2022		31	March	2023

## 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	Simon Birch			Trustee Board
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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 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 was 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. In January 2023 the museum commenced opening on the first Saturday of each month
  - 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)**

Whitchurch Museum and Archives is totally run by volunteers. Volunteers contributed over 5230 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 and railways), Cheese making, WW1 communications and Whitchurch market. The temporary displays include Moth & Butterflies of Prees Heath, Whitchurch Model Laundry and The Shropshire Giant.

The charity worked with a number of local partners during these twelve months. Activities included:

- Liaising with organisations Arteology, St. Alkmund's Church, Roden and St. Alkmund Masonic Lodges, Whitchurch Scouts & Guides and Sainsbury's for the opening of premises for Heritage Open Days 2022
- Working with Drakon Heritage to increase the knowledge of volunteers on conserving metal objects within the collection
- Collaborating with Modes for Museums to upgrade our Catalogue system from Modes Compact to Modes Complete
- Linking up with St. John Talbot School, Whitchurch and hosting two pupils on work experience
- Writing an article for the September issue of Who Do You Think You Are magazine on an autograph book in the collection
- Organising special Saturday opening for 38 members of the Antiquarian Horological Society (turret clock group) in November

The museum collection was enlarged by over 130 items; these were donations or purchased from auction houses, both online and nationally and included:

- 1923 Class Record Book for the Whitchurch Wesleyan School
- Whitchurch silver football medal for 1912/1913 season
- Mezzotint by local artist Jessie Furber
- Silver urn presented to the vicar of Ash during the 1930s

Free leaflets were produced and new publications put on sale:

- Whitchurch Gymnastic Association
- From Whitchurch to Java

Film company, Eklectics, videoed inside the Museum and items from the Collection for future online public viewing

## 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
- 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**

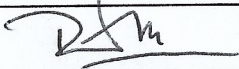

**Other optional information**

**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	16/1/2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Whitchurch Museum and Archives

1177596

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-22

To

31-Mar-23

### 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 £
<b>A1 Receipts</b>					
Donations	-	753	-	753	-
Allocation from Town Council	4,673	-	-	4,673	-
Housekeeping refund	3	-	-	3	-
Shop sales	-	1,104	-	1,104	-
IT services	-	14	-	14	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>4,676</b>	<b>1,871</b>	<b>-</b>	<b>6,547</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>4,676</b>	<b>1,871</b>	<b>-</b>	<b>6,547</b>	<b>-</b>
<b>A3 Payments</b>					
Allocation from Town Council	5,289	-	-	5,289	-
Purchase for collection	-	2,010	-	2,010	-
Shop stock	-	367	-	367	-
Website	187	-	-	187	-
Miscellaneous from petty cash	200	-	-	200	-
	-	-	-	-	-
<b>Sub total</b>	<b>5,676</b>	<b>2,377</b>	<b>-</b>	<b>8,053</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>5,676</b>	<b>2,377</b>	<b>-</b>	<b>8,053</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 1,000</b>	<b>- 506</b>	<b>-</b>	<b>- 1,506</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>5,396 #</b>	<b>56,134</b>	<b>-</b>	<b>61,530</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,396</b>	<b>55,628</b>	<b>-</b>	<b>60,024</b>	<b>-</b>



## 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	4,396	55,628	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,396</b>	<b>55,628</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

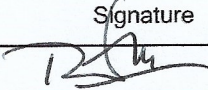
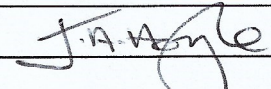
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	TERENCE LAWRENCE FRY	16/1/2024
	JUDITH HOYLE	16/1/2024