



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2023		31	March	2024

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
5	Lindsay Green			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 is overseen by the Board of Trustees. The previous relationship with Whitchurch Town Council has been severed; the only relationship now in place is a landlord/tenant relationship in respect of the lease for the museum building. The Trustees will be seeking re-accreditation from the Arts Council during 2024 as part of the Museum Accreditation Scheme.

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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 opened from 11.00 to 16.00 each Tuesday and Thursday and 10.00 to 13.00 on the first Saturday of each month. 1,687 people visited the museum during the period
- 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. 16 volunteers contributed 5,760 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 History of Prees Heath, Whitchurch Model Laundry, Herculaneum Pottery, The Shropshire Giant and Whitchurch Show Programmes.

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

- Whitchurch Library
- Whixall History Group
- Road Stories/Rural Art Hub
- Dancing Magpie Art
- Caldecott Society
- Blackberry Fair

The museum collection was enlarged by nearly 300 items; these were donations or purchased from auction houses, both online and nationally or offered for sale by The British Museum, and included:

- 16th century gold & enamel finger ring
- Examples of 18th century Herculaneum pottery
- 19th century Joyce pocket watch
- Shropshire Yeomanry Boer War shoulder badges
- Six 17th century silver coins
- Roman silver mount

Free leaflets were produced and new publications put on sale:

- Walter Webb – architect
- A short history of Catholicism in Whitchurch
- Henry 'Harry Hotspur' Percy
- Whitchurch Fire Service
- A.G.Leighton Ltd – seed merchants

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)	J.A. Hoyle	
Full name(s)	JUDITH ANN HOYLE	TERENCE LAURENCE FRY
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
Date	10 / 12 / 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Whitchurch Museum and Archives

1177596

Receipts and payments accounts

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For the period
from

01-Apr-23

To

31-Mar-24

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	-	639	-	639	-
Allocation from Town Council	6,251	-	-	6,251	-
Housekeeping refund	43	-	-	43	-
Tesco Groundwork Grant	-	500	-	500	-
Shop sales	-	886	-	886	-
IT services	-	48	-	48	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,294	2,073	-	8,367	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,294	2,073	-	8,367	-
A3 Payments					
Allocation from Town Council	6,829	-	-	6,829	-
Purchase for collection	-	1,636	-	1,636	-
Ready to Borrow Grant	-	118	-	118	-
Shop stock	-	649	-	649	-
Website	23	-	-	23	-
Miscellaneous from petty cash	300	-	-	300	-
Sub total	7,152	2,403	-	9,555	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,152	2,403	-	9,555	-
Net of receipts/(payments)	- 858	- 330	-	- 1,188	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,396 #	55,628	-	60,024	-
Cash funds this year end	3,538	55,298	-	58,836	-

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	3,538	55,298	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	3,538	55,298	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

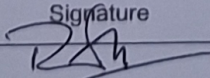
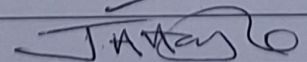
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	T L FRY	10/12/24
	J A HOYLE	10/12/24