

CRAWLEY MUSEUMS CIO

England & Wales · Charity number 1178299

Details

Other names	CRAWLEY MUSEUMS
Status	Registered
Legal form	CIO
Registered	2018-05-09
Register	View on the Charity Commission register

Contact

Address	103 High Street Crawley RH10 1DD
Phone	01293539088
Email	office@crawllemuseums.org
Website	www.crawllemuseums.org

Activities

Objects: TO ADVANCE PUBLIC EDUCATION ABOUT THE HISTORY, GEOGRAPHY AND ALL OTHER STUDIES RELATING TO CRAWLEY AND DISTRICT PARTICULARLY BY THE MAINTENANCE OF MUSEUMS IN THE DISTRICT OF CRAWLEY OR ANY OTHER PROPERTY THE SOCIETY MAY ACQUIRE.

Activities: To advance public education about the history, geography and all other studies relating to Crawley and district particularly by the maintenance of museums in the district of Crawley or any other property the Society may acquire.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- East Sussex
- Surrey
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£76,160	£83,098	-	-
2024-03-31	£94,227	£103,336	-	-
2023-03-31	£105,367	£102,643	-	-
2022-03-31	£99,853	£86,343	-	-
2021-03-31	£119,244	£117,852	-	-

Trustees

Name	Role	Appointed
Paul Castle	Chair	2019-03-01
Colin Armstrong Smith		2021-05-26
Colin Christopher Lloyd		2019-09-24
GILL COOBAN		2018-05-02
Kevin Seamus Croskery		2019-12-06
Wendy Ballam		2024-09-30

CRAWLEY MUSEUMS CIO

England & Wales - Charity number 1178299

Accounts



Trustees' Annual Report for the period

		Period start date		Period end date			
From	1	April	2024	To	31	March	2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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 Mr Paul Castle	Chairman		Elected at AGM 24/09/19
2 Mr Kevin Croskery	Hon. Treasurer		Co-opted Elected 27/09/22
Mr Peter Mansfield Clark MBE			Co-Opted Elected 27/09/22
3 Mrs Josephine Marsden	Hon Secretary	01/04/24 to 30/09/24	Elected at AGM 21/09/21
4 Mrs Gill Cooban			Co-Opted Elected 02/05/18
5 Mr Colin Lloyd			Elected at AGM 24/09/19
6			
7 Mr M Waters			Co-Opted Elected 28/09/23
8			
9 Mr Colin Smith	Ifield Mill Rep		Elected at AGM 21/09/21
1 Marilyn LeFeuvre			Co-opted Elected 27/09/22
1 Wendy Masters	Hon, Secretary	30/09/24 to 31/03/25	Co-opted at AGM 30/09/24
<i>Nominated by Crawley Borough Council as observers of the Management Committee</i>			
Mr S Pritchard	Councillor	From Sept 2022	
Mr C. Mullins	Councillor	From May 2019	
Ms S.Buck	Councillor	From Sept 2021	
Ms A. Pendlington	Councillor	From May 2019	
<i>Invitees and observers of the Management Committee and Associate Members of CM CIO</i>			

Ms H. Parsons	Curator	Appointed 07/05/19	
Mrs J. Pettipher	Learning and Liaison Officer	Appointed Mar 2022	Rolling 1 year contract

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner		

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The new association CMCIO is governed by a Constitution that was agreed and adopted by the members on 26th September 2017.
How the charity is constituted (eg. trust, association, company)	This association consists of 55 members.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the AGM held in September and may be co-opted.

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.

Crawley Museum was re-accredited by the Arts Council in 2023. Crawley Museums CIO is affiliated with Crawley Borough Council (CBC) which owns the buildings from which the museums are run, and which provides grants that have paid for the rental of The Tree and covered the cost of employing the Curator and Learning & Liaison Officer.

Policies in place include:

Safeguarding Policy (training has been given)
Data Protection Policy Diversity & Ethnic Origin
Training and Development
Environmental Policy
Harassment & Bullying Policy
Health & Safety Policy
Lone Working Policy
Code of Conduct Policy
Employee, Trustee, Volunteer Policies
Conflict of Interest Policy
Volunteer Management Policy
Equal Opportunity Policy
Acquisition & Disposals Policy

All trustees give their time voluntarily and receive no remuneration or other benefits. Training is available to enhance skill sets, and regular Trustee meetings are held.

There is an induction process for new volunteers.

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

The Museums' vision is "To bring the Crawley Museum service up to the standard that the size of the town demands, thus making the collection of all items the organisation 'holds in trust for society', accessible to the general public, creating a learning resource for children and adults, both in terms of formal and informal education.

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)

Crawley Museums CIO has been mindful of the Charity Commission's guidance on public benefits.
Our mission statement is:
To encourage lifelong learning through displays, activities and events.
To become better known, more accessible and efficient.
To represent the ethnic diversity of Crawley and its environs.
To record, research and conserve the long and continuing history of Crawley and the surrounding areas.

Crawley Museums holds as its values:
Full accessibility, cultural diversity, innovation and creativity, and the encouragement of curiosity and thinking.

Our vision for learning is of a museum engaging people of all ages and backgrounds with stories of Crawley and its people.
In the museum and beyond its walls, our learning experiences will be relevant, inspiring and memorable, provoking deeper understanding and dialogue.

We open regularly for the general public and arrange visits for schools and special interest groups at both sites. These include home educated children, dementia groups, local history societies and creative writing and arts groups.

We are involved in outreach projects giving talks, arranging group visits and the loan of reminiscence boxes.

Visitor numbers to both sites are good, and interest in our website and social media is growing.

Additional details of objectives and activities (Optional information)

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

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

Volunteers act as Stewards on open days at both the museum and Ifield Watermill.

Collections volunteers assist in the cataloguing and arrangement of the collections in Crawley Museum at the Tree.

Education volunteers help with children's visits, give talks, write articles and design activities for visitors.

Maintenance volunteers look after the restoration works at Ifield Watermill and look after the surrounding grounds.

Facilities volunteers look after the building & grounds maintenance at The Tree.

We produce a regular newsletter for members edited by a volunteer.

We have a membership secretary who liaises with the membership.

Other volunteers help raise funds by working Museum dedicated hours in a charity shop.

The Trustees participate in managing both premises and apply for grants and other financial support.

If financially quantified, volunteer hours dedicated to both sites add up to a substantial cost equivalent.

Summary of the main achievements of the charity during the year

Visitor numbers were 8,611 adults and children, down on last year, almost entirely due to the extremely popular dinosaur exhibition not being matched by the numbers attending the sci-fi exhibition in the current year.

Our online and inhouse shop sales continue to grow year on year. Community Engagement has continued during 2024-25, and several successful partnerships have been created with local groups.(CT FC Foundation, Diverse Crawley, Refugees Welcome Crawley, Outreach 3 way, YMCA, CCYS, Open House, Crawley Art Society, Crawley Camera club).

The Crawley Writers Circle hold their regular meetings at The Tree. Our programme of members' talks has re-started post pandemic and is advertised by poster and on the website. The audience numbers vary but also includes non-members.

Temporary exhibitions at Crawley Museum are held bi-monthly covering a range of topics and contain community produced content. We also host exhibitions by local groups e.g. Diverse Crawley, Crawley Campaign Against Racism, and Crawley Art Society, Camera club and Writers' Circle.

Work continues on the collections to improve catalogue and retrieval systems, aided by an Arts Council England funded project, Crawley History Unboxed. This project runs until June 2026.

In Feb 2022, our previous Learning and Liaison Officer's contract came to an end, and with Trustees agreement, she applied for and secured a further Arts Council grant for a follow-on project entitled 'Belonging in Crawley'. This started in April 2022 and will continue for 18 months. The project will help to make our collection more fully reflect the lives of our local population who are currently less represented at the museum.

Ifield Watermill has continued to flourish with good numbers visiting on open days on the last Sunday from April to September, on National Mills Day, and for pre-booked group visits by schools, Scouts, U3A groups and others with a specialist interest. These visits sometimes are extended to include a focus on local flora and fauna, conservation, and the use of water/water cycle.

Mill volunteers keep the mill and its wheel in good working order.

We have a full time Curator who works alongside a new Learning & Liaison Officer (funded by the CIO and employed from March 2022). They work closely with a varied team of volunteers who bring their own strengths and ideas to make progress at both sites.

Recruitment of new volunteers is ongoing -we advertise through a presence at local events, local publications, our website, and involvement with community groups. Training is available to make sure that the overall service offered is to a high standard and at a level which is comfortable for the individual.

Besides maintaining an active service, the main task has been to plan for the future at both sites. A Business Plan for years 2026-2030 is being prepared by the Board of Trustees outlining income creation and an upgraded governance structure fit for the future.

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Section E

Financial review

Brief statement of the charity's policy on reserves

Crawley Museums CIO is currently dependent on Community Grants from Crawley Borough Council to sustain its activities, as earned income and visitor donations alone will not allow Crawley Museums CIO to continue operating. This funding has decreased and will cease in March 2027. This means that we are having to look at other sources of funding to keep an adequate staff level. Fund raising activities will be planned and project grants will be crucial in 2026 and following years. To avoid closure, if funding difficulties were to happen, the Trustees of Crawley Museum Society have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period of six months.

Details of any funds materially in deficit

None

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.

A premises share with a local film enterprise started in January 2022, and this generates some rental income for us.

Crawley Museums receive regular dividends from Pound Hill Community Shop thanks to the hard work of four long term volunteers. This has meant we could upgrade displays at both museum sites.

We endeavour to hire out our learning space to local organisations and education groups which does generate some income.

We also have an online shop which sells books, pamphlets, some local crafts, and other lower cost souvenirs.

Section F

Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s) Kevin Croskery

Kevin Croskery	
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Position (eg Secretary,
Chair, etc)

Treasurer

Treasurer	
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Date

15 January 2026

15 January 2026

Crawley Museums
Charitable Incorporated Organisation

Reg.Charity 1178299

End of Year Financial Statements

Year ending 31 March 2025

Introduction

a) General

These Accounts have been prepared using the historic cost convention and in accordance with the applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) and the Charities Act 1993, as amended.

b) Accounting Policies

There have been no changes from the Accounting policies applied in the previous years.

c) Taxation

The CIO is a Registered Charity (No: 1178299) and is not subject to Corporation Tax.

d) Depreciation

Provision for depreciation on the Fixed Assets, Fittings and Equipment held for use by the CIO is made on a diminishing value basis when applicable. In the financial year 2024-2025 the society had Fixed Assets of £0.00 value.

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Bank Interest	0	0	0	0	0
Membership subscriptions	2,788	0	0	2,788	2,660
Fundraising	17,364	0	0	17,364	16,844
Members meetings	0	0	0	0	0
Income from charitable activities					
Charitable Trading	20,360	600	0	20,960	21,276
Donations	6,876	0	0	6,876	8,569
Grants	25,036	3,134	0	28,170	44,876
Sundry	0	0	0	0	0
CBC Non-Domestic Rates Relief	0	0	0	0	0
Other income	0	0	0	0	0
Total income	72,425	3,734	0	76,160	94,227
Expenditure on:					
Other income					
Purchase of Goods for sale	3,302	0	0	3,302	4,417
Members Meetings Costs	20	200	0	220	20
Expenditure on charitable activities					
Museum rent	150	0	0	150	161
Heat and Light	858	0	0	858	858
Heat and Light	14,509	0	0	14,509	14,441
Repairs & Maintenance	14,264	0	0	14,264	12,139
Insurance	5,566	0	0	5,566	5,755
Advertising & Promotion	0	0	0	0	190
Subscriptions	555	0	0	555	571
Exhibitions & Displays	3,544	0	0	3,544	9,901
Conservation	13	0	0	13	680
Artefact Purchase	0	0	0	0	15
CBC Non-Domestic Rates	0	0	0	0	0
Other expenditure					
Copying & Printing	589	0	0	589	933
Telephone & Broadband	1,004	0	0	1,004	1,265
Depreciation	0	0	0	0	0
Sundry	3,111	896	0	4,007	5,820
HLF The Tree Phase 1	0	0	0	0	0
Postage & Stationery	50	0	0	50	383
Training, Travel & Subsistence	69	0	0	69	1,740
Payroll costs	31,541	2,848	0	34,390	44,041
Total expenditure	79,154	3,944	0	83,098	103,336
Gains / losses on investment assets	0	0	0	0	0
Net income / (expenditure) resources before transfer	(6,728)	(210)	0	(6,938)	(9,109)
Transfers					
Gross transfers between funds - in	60,789	1,250	0	62,039	0
Gross transfers between funds - out	(59,441)	(2,597)	0	(62,039)	0
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	0	0	0	0	0
Net movement in funds	(5,381)	(1,557)	0	(6,938)	(9,109)
Total funds brought forward	103,440	1,934	0	105,375	114,485
Total funds carried forward	98,059	377	0	98,437	105,375

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Prior Year total funds
Represented by					
Unrestricted					
General fund	328,055	0	0	328,055	340,241
Designated					
Artefacts Preservation	0	0	0	0	(299)
CBC Main Grant	(196,658)	0	0	(196,658)	(196,658)
Collections Care Grant RPTEG051/RES103	0	0	0	0	0
Crawley Museum The Tree	0	0	0	0	(27,828)
Dinosaur Exhibition 2023	0	0	0	0	(692)
Goffs Park House	0	0	0	0	(1,209)
IT upgrade	0	0	0	0	5,220
Ifield Water Mill	(11,660)	0	0	(11,660)	(9,729)
Longley Trust	1,494	0	0	1,494	1,494
Medieval Crawley Model Fund	0	0	0	0	308
Museum Development	(15,578)	0	0	(15,578)	(15,578)
Racking 2020	0	0	0	0	0
Road to Crawley	0	0	0	0	3,434
SciFi Exhibition 2024	(7,593)	0	0	(7,593)	(7,593)
The Tree Project	0	0	0	0	12,331
Restricted					
Arts Council collections assistant	0	0	0	0	1,500
Audience Development	0	0	0	0	0
Belonging in Crawley	0	0	0	0	(1,040)
Capacity Building Project	0	0	0	0	1,012
Covid 19 funding	0	377	0	377	377
Goodbox grant funding	0	0	0	0	0
Heritage Lottery Fund Phase 1	0	0	0	0	0
History Unboxed	0	0	0	0	0
Ifield Water Mill Wheel repairs	0	0	0	0	0
Tree Education Room Chairs & Tables	0	0	0	0	84
Tree Meeting Room Chairs & Tables	0	0	0	0	0
Total Funds	98,060	377	0	98,437	105,375

Balance sheet

	Total funds	Prior year funds
Current assets		
Debtors	2,865	0
Cash at bank and in hand	120,311	106,265
	123,176	106,265
Liabilities		
Creditors: Amounts falling due in one year	24,739	889
	24,739	889
Net current assets less current liabilities	98,437	105,375
Total assets less current liabilities	98,437	105,375
Total net assets less liabilities	98,437	105,375
Represented by		
Unrestricted		
General fund	328,055	340,241
Designated		
Artefacts Preservation	0	(299)
Medieval Crawley Model Fund	0	308
Museum Development	(15,578)	(15,578)
Road to Crawley	0	3,434
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Sci-Fi Exhibition 2024	(7,593)	(7,593)
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Belonging in Crawley	0	(1,040)
Arts Council collections assistant	0	1,500
Capacity Building Project	0	1,012
Covid 19 funding	377	377
Tree Education Room Chairs & Tables	0	84
Goodbox grant funding	0	0
Heritage Lottery Fund Phase 1	0	0
History Unboxed	0	0
Funds of the charity	98,437	105,375

Conclusion

Grants

For the year beginning 1st April 2025, Crawley Borough Council (CBC) awarded a grant of £20,000 to cover the costs of the museum at its premises at the Tree, 103 High Street, Crawley including staffing costs, running costs and insurance. The CBC grant for the rent of Ifield Water Mill ceased in 21/22.

Other grants include £2,900 from Arts Council England funding the commencement of the History Unboxed project and £3,300 from CBC funding the Ghost Stories project.

Premises Rents

The Museums at The Tree and at Ifield Watermill are held on leases granted by Crawley Borough Council as follows:

Museum lease	Commenced	Term	Annual rent
The Tree, 103 High Street, Crawley*	28 th August 2018	25years	1 peppercorn when asked
Ifield Watermill	25 th March 2007	20 years	£858

Staff:

The salaries of the Curator and the Learning and Liaison Officer were partially funded by a Community Grant from Crawley Borough Council (see above section "grants"), otherwise the Museums are managed and served entirely by volunteers. The role of curator was made redundant in December 2024.

This report dated:

15/07/2025



Kevin Croskery
Hon. Treasurer



Section A Independent Examiner's Report

Report to the trustees/ members of	Crawley Museums CIO		
On accounts for the year ended	31 March 2025	Charity no (if any)	1178299
Set out on pages	1 to 6		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2020.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

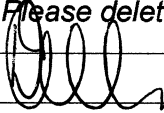
**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:  **Date:** 15 July 2025

Name: Nic Allen

**Relevant professional
qualification(s) or body
(if any):**

Company Director

Address:

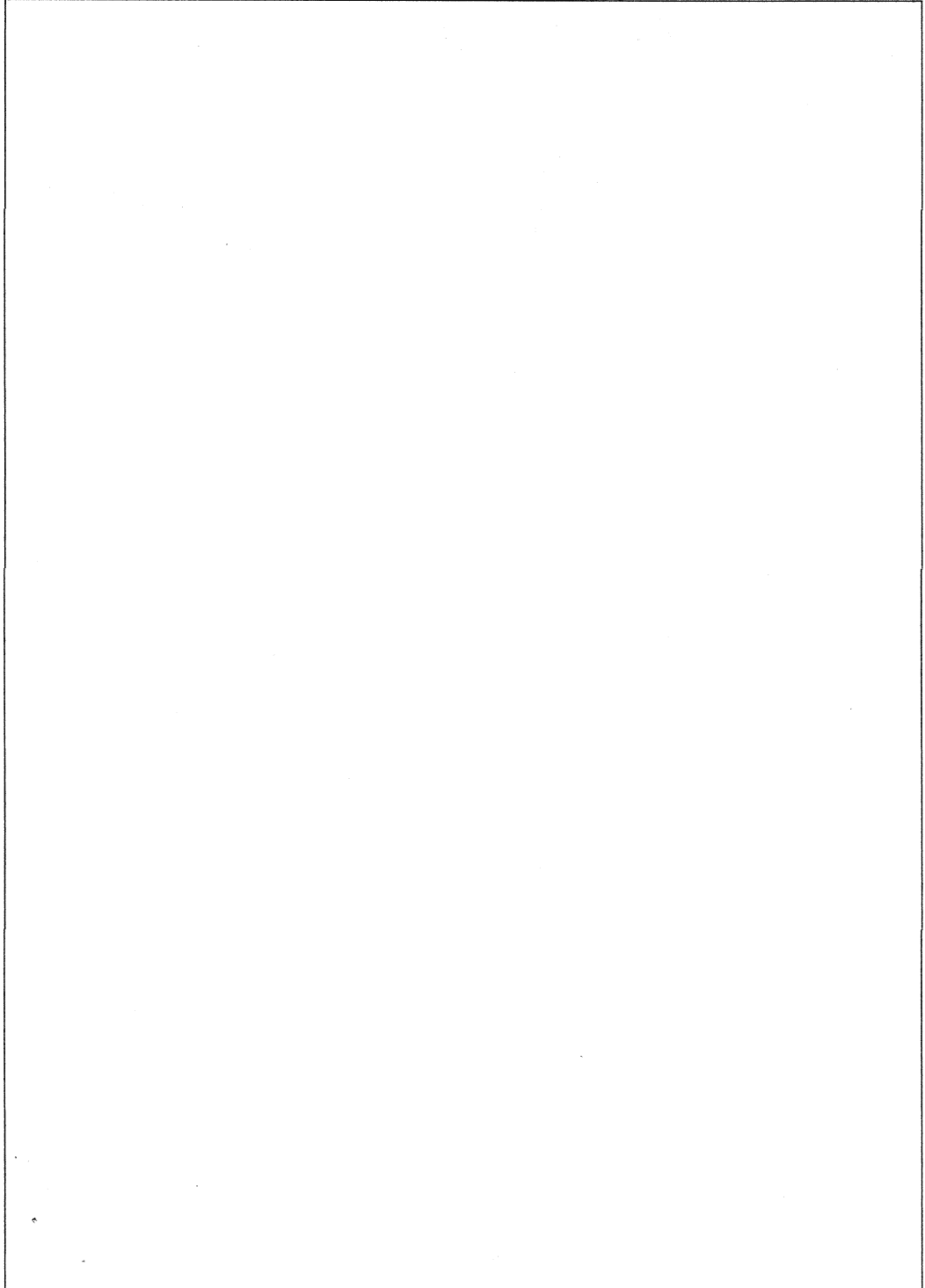
Flat 30, The Pavilions,
Crabbet park, Worth

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.



CRAWLEY MUSEUMS CIO

England & Wales - Charity number 1178299

Accounts



Trustees' Annual Report for the period

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4 Mrs Gill Cooban			Co-Opted Elected 02/05/18
5 Mr Colin Lloyd			Elected at AGM 24/09/19
6 Mr Robert Rashbrook	Facilities & Membership Sec	Resigned 05/07/23	Elected at AGM 24/09/19
7 Mr M Waters			Co-Opted Elected 28/09/23
8 Mr Martin Stone		Resigned 11/10/23	Elected at AGM 24/09/19
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Independent Examiner		

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

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

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We have a membership secretary who liaises with the membership.

Other volunteers help raise funds by working Museum dedicated hours in a charity shop.

The Trustees participate in managing both premises and apply for grants and other financial support.

If financially quantified, volunteer hours dedicated to both sites add up to a substantial cost equivalent.

Summary of the main achievements of the charity during the year

Visitor numbers increased to 9,878 adults and children, a historic high for the museum.

Our online shop has maintained the level of sales achieved in 22/23 which hosted the very successful dinosaur temporary exhibition.

Community Engagement has continued during 2023-24, and several successful partnerships have been created with local groups. (CT FC Foundation, Diverse Crawley, Refugees Welcome Crawley, Outreach 3 way, YMCA, CCYS, Open House, Crawley Art Society, Crawley Camera club).

The Crawley Writers Circle hold their regular meetings at The Tree.

Our programme of members' talks has re-started post pandemic and is advertised by poster and on the website. The audience numbers vary but also includes non-members.

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We also host exhibitions by local groups e.g. Diverse Crawley, Crawley Campaign Against Racism, and Crawley Art Society, Camera club and Writers' Circle.

Work continues on the collections to improve catalogue and retrieval systems.

In 2020/2021 Crawley Museum ran a project funded by Arts Council England – Crawley's Collections Revealed.

In Feb 2022, our previous Learning and Liaison Officer's contract came to an end, and with Trustees agreement, she applied for and secured a further Arts Council grant for a follow-on project entitled 'Belonging in Crawley'. This started in April 2022 and will continue for 18 months.

The project will help to make our collection more fully reflect the lives of our local population who are currently less represented at the museum.

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Besides maintaining an active service, the main task has been to plan for the future at both sites. A Business Plan for years 2022-2026 was prepared by the Board of Trustees outlining income creation and an upgraded governance structure fit for the future.

This is under review for 2024 onwards due to decreased public grant support available.

--

Section E

Financial review

Brief statement of the charity's policy on reserves

Crawley Museums CIO is currently dependent on Community Grants from Crawley Borough Council to sustain its activities, as earned income and visitor donations alone will not allow Crawley Museums CIO to continue operating. This funding has decreased and means that we are having to look at other sources of funding to keep an adequate staff level. Fund raising activities will be planned and project grants will be crucial in 2025 and following years.

To avoid closure, if funding difficulties were to happen, the Trustees of Crawley Museum Society have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period of six months.

Details of any funds materially in deficit

None

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.

A premises share with a local film enterprise started in January 2022, and this generates some rental income for us.

Crawley Museums receive regular dividends from Pound Hill Community Shop thanks to the hard work of four long term volunteers. This has meant we could upgrade displays at both museum sites.

We endeavour to hire out our learning space to local organisations and education groups which does generate some income.

We also have an online shop which sells books, pamphlets, some local crafts, and other lower cost souvenirs.

Section F

Other optional information

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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) Kevin Croskery

Kevin Croskery	
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Position (eg Secretary,
Chair, etc)

Treasurer

Treasurer	
-----------	--

Date

17 January 2025

17 January 2025

Crawley Museums
Charitable Incorporated Organisation

Reg.Charity 1178299

End of Year Financial Statements

Year ending 31 March 2024

Introduction

a) General

These Accounts have been prepared using the historic cost convention and in accordance with the applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) and the Charities Act 1993, as amended.

b) Accounting Policies

There have been no changes from the Accounting policies applied in the previous years.

c) Taxation

The CIO is a Registered Charity (No: 1178299) and is not subject to Corporation Tax.

d) Depreciation

Provision for depreciation on the Fixed Assets, Fittings and Equipment held for use by the CIO is made on a diminishing value basis when applicable. In the financial year 2023-2024 the society had Fixed Assets of £0.00 value.

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Bank Interest	0	0	0	0	0
Membership subscriptions	2,660	0	0	2,660	2,234
Fundraising	16,844	0	0	16,844	11,444
Members meetings	0	0	0	0	0
Income from charitable activities					
Charitable Trading	21,276	0	0	21,276	22,037
Donations	8,569	0	0	8,569	8,257
Grants	32,980	11,895	0	44,876	61,393
Sundry	0	0	0	0	0
CBC Non-Domestic Rates Relief	0	0	0	0	0
Other income	0	0	0	0	0
Total income	82,331	11,895	0	94,227	105,367
Expenditure on:					
Other income					
Purchase of Goods for sale	4,417	0	0	4,417	3,866
Members Meetings Costs	20	0	0	20	3
Expenditure on charitable activities	161	0	0	161	151
Museum rent	858	0	0	858	3,675
Heat and Light	14,441	0	0	14,441	13,968
Repairs & Maintenance	12,139	0	0	12,139	10,463
Insurance	5,755	0	0	5,755	6,014
Advertising & Promotion	190	0	0	190	300
Subscriptions	571	0	0	571	527
Exhibitions & Displays	9,156	745	0	9,901	10,042
Conservation	680	0	0	680	0
Artefact Purchase	15	0	0	15	0
CBC Non-Domestic Rates	0	0	0	0	0
Other expenditure					
Copying & Printing	933	0	0	933	957
Telephone & Broadband	1,265	0	0	1,265	1,425
Depreciation	0	0	0	0	0
Sundry	5,442	378	0	5,820	3,637
HLF The Tree Phase 1	0	0	0	0	0
Postage & Stationery	380	3	0	383	158
Training, Travel & Subsistence	29	1,711	0	1,740	2,805
Administration costs	33,942	10,098	0	44,041	44,646
Total expenditure	90,400	12,936	0	103,336	102,643
Gains / losses on investment assets	0	0	0	0	0
Net income / (expenditure) resources before transfer	(8,068)	(1,040)	0	(9,109)	2,724
Transfers					
Gross transfers between funds - in	0	0	0	0	0
Gross transfers between funds - out	0	0	0	0	0
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	0	0	0	0	0
Net movement in funds	(8,068)	(1,040)	0	(9,109)	2,724
Total funds brought forward	111,509	2,975	0	114,485	111,760
Total funds carried forward	103,440	1,934	0	105,375	114,485

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Prior Year total funds
Represented by					
Unrestricted					
General fund	340,241	0	0	340,241	337,619
Designated					
Artefacts Preservation	(299)	0	0	(299)	(299)
CBC Main Grant	(196,658)	0	0	(196,658)	(196,658)
Collections Care Grant RPTEG051/RES103	0	0	0	0	0
Crawley Museum The Tree	(27,828)	0	0	(27,828)	(27,828)
Dinosaur Exhibition 2023	(692)	0	0	(692)	(692)
GPH heaters	0	0	0	0	0
Goffs Park House	(1,209)	0	0	(1,209)	(1,209)
IT upgrade	5,220	0	0	5,220	5,220
Ifield Water Mill	(9,729)	0	0	(9,729)	(6,631)
Longley Trust	1,494	0	0	1,494	1,494
Medieval Crawley Model Fund	308	0	0	308	308
Museum Development	(15,578)	0	0	(15,578)	(15,578)
Racking 2020	0	0	0	0	0
Road to Crawley	3,434	0	0	3,434	3,434
SciFi Exhibition 2024	(7,593)	0	0	(7,593)	0
The Tree Project	12,331	0	0	12,331	12,331
Restricted					
Arts Council collections assistant	0	1,500	0	1,500	1,500
Belonging in Crawley	0	(1,040)	0	(1,040)	0
Capacity Building Project	0	1,012	0	1,012	1,012
Covid 19 funding	0	377	0	377	377
Tree Education Room Chairs & Tables	0	84	0	84	84
Total Funds	103,440	1,934	0	105,375	114,485

Balance sheet

	Total funds	Prior year funds
Current assets		
Debtors	0	5,014
Cash at bank and in hand	106,265	121,675
	106,265	126,689
Liabilities		
Creditors: Amounts falling due in one year	889	12,204
	889	12,204
Net current assets less current liabilities	105,375	114,485
Total assets less current liabilities	105,375	114,485
Total net assets less liabilities	105,375	114,485
Represented by		
Unrestricted		
General fund	340,241	337,619
Designated		
Artefacts Preservation	(299)	(299)
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Capacity Building Project	1,012	1,012
Covid 19 funding	377	377
Tree Education Room Chairs & Tables	84	84
Funds of the museum	105,375	114,485

Conclusion

Grants

For the year beginning 1st April 2023, Crawley Borough Council (CBC) awarded a grant of £30,000 to cover the costs of the museum at its premises at the Tree, 103 High Street, Crawley including staffing costs, running costs and insurance. The CBC grant for the rent of Ifield Water Mill ceased in 21/22. Other grants include £800 from The Longley Trust to partially fund our Learning and Liaison officer and £432 to fund our contactless donations box.

Premises Rents

The Museums at The Tree and at Ifield Watermill are held on leases granted by Crawley Borough Council as follows:

Museum lease	Commenced	Term	Annual rent
The Tree, 103 High Street, Crawley*	28 th August 2018	25years	1 peppercorn when asked
Ifield Watermill	25 th March 2007	20 years	£858

Staff:

The salaries of the Curator and the Learning and Liaison Officer were partially funded by a Community Grant from Crawley Borough Council (see above section "grants"), otherwise the Museums are managed and served entirely by volunteers.

This report dated:

16/08/2024



Kevin Croskery
Hon. Treasurer



Section A Independent Examiner's Report

Report to the trustees/ members of

Crawley Museums CIO

On accounts for the year ended

31 March 2024

Charity no (if any)

1178299

Set out on pages

1 to 6

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

16 August 2024

Name:

Nic Allen

Relevant professional qualification(s) or body (if any):

Company Director

Address:

Flat 30, The Pavilions, Crabbet park, Worth

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

Charity (Name)	31 March 2024	On account for the year ended
	1 to 6	Set out on pages
<p>Responsibilities and basis of report</p> <p>As the charity trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act).</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(2)(b) of the Act.</p> <p>I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below) in connection with the examination which gives me cause to believe that in any material respect:</p> <ul style="list-style-type: none"> the accounting records were not kept in accordance with section 130 of the Act; or the accounts did not accord with the accounting records; or the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 (other than any requirement that the accounts give a true and fair view which is not a preferential requirement as part of an independent examination). <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please delete the words in the brackets if they do not apply.</p>		
Signed:		
Name: Nic Allen		
Professional qualification(s) or body (if any):		
Address:		
First 30, The Pavilions,		
Cradock Park, Vlyoth,		

CRAWLEY MUSEUMS CIO

England & Wales - Charity number 1178299

Accounts



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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 Mr Paul Castle	Chairman	New Chair 24/09/22	Elected at AGM 24/09/19
2 Mr Kevin Croskery	Hon. Treasurer	From 06/12/19	Co-opted Elected 27/09/22
Mr Peter Mansfield Clark MBE		Vice Chair from 27/09/22	Co-Opted Elected 27/09/22
3 Mrs Josephine Marsden	Hon Secretary		Elected at AGM 21/09/21
4 Mrs Gill Cooban		Resigned as Chair from 24/09/22	Co-Opted Elected 02/05/18
5 Mr Colin Lloyd			Elected at AGM 24/09/19
6 Mr Robert Rashbrook	Facilities & Membership Sec		Elected at AGM 24/09/19
7 Mr Peter Selby		Resigned 06/07/22	Elected at AGM 24/09/19
8 Mr Martin Stone			Elected at AGM 24/09/19
9 Mr Colin Smith	Ifield Mill Rep		Elected at AGM 21/09/21
0 Marilyn LeFeuvre		From 27/09/22	Co-opted Elected 27/09/22
1			
Nominated by Crawley Borough Council as observers of the Management Committee			
Mr S Pritchard	Councillor	From Sept 2022	
Mr C. Mullins	Councillor	From May 2019	
Ms S.Buck	Councillor	From Sept 2021	

Ms A. Pendlington	Councillor	From May 2019	
Invitees and observers of the Management Committee and Associate Members of CM CIO			
Ms H. Parsons	Curator	Appointed 07/05/19	
Ms A. Dumbrell	Learning and Liaison Officer	Contract ends Feb 2022	Project Leader from Apr 2022
Mrs J. Pettipher	Learning and Liaison Officer	Appointed Mar 2022	1 year contract

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner		

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The new association CMCIO is governed by a Constitution that was agreed and adopted by the members on 26th September 2017.
How the charity is constituted (eg. trust, association, company)	This association consists of 83 members.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the AGM held in September and may be co-opted.

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.

Crawley Museum was re-accredited by the Arts Council in 2023. Crawley Museums CIO is affiliated with Crawley Borough Council (CBC) which owns the buildings from which the museums are run, and which provides grants that have paid for the rental of The Tree and covered the cost of employing the Curator and Learning & Liaison Officer.

Policies in place include:

Safeguarding Policy (training has been given)
Data Protection Policy Diversity & Ethnic Origin
Training and Development
Environmental Policy
Harassment & Bullying Policy
Health & Safety Policy
Lone Working Policy
Code of Conduct Policy
Employee, Trustee, Volunteer
Policies
Conflict of Interest Policy
Volunteer Management Policy
Equal Opportunity Policy
Acquisition & Disposals Policy

All trustees give their time voluntarily and receive no remuneration or other benefits. Training is available to enhance skill sets, and regular Trustee meetings are held.

There is an induction process for new volunteers.

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

The Museums' vision is "To bring the Crawley Museum service up to the standard that the size of the town demands, thus making the collection of all items the organisation 'holds in trust for society', accessible to the general public, creating a learning resource for children and adults, both in terms of formal and informal education.

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)

Crawley Museums CIO has been mindful of the Charity Commission's guidance on public benefits.
Our mission statement is:
To encourage lifelong learning through displays, activities and events.
To become better known, more accessible and efficient.
To represent the ethnic diversity of Crawley and its environs.
To record, research and conserve the long and continuing history of Crawley and the surrounding areas.

Crawley Museums holds as its values:
Full accessibility, cultural diversity, innovation and creativity, and the encouragement of curiosity and thinking.

Our vision for learning is of a museum engaging people of all ages and backgrounds with stories of Crawley and its people.
In the museum and beyond its walls, our learning experiences will be relevant, inspiring and memorable, provoking deeper understanding and dialogue.

We open regularly for the general public and arrange visits for schools and special interest groups at both sites. These include home educated children, dementia groups, local history societies and creative writing and arts groups.

We are involved in outreach projects giving talks, arranging group visits and the loan of reminiscence boxes.

Visitor numbers to both sites are good, and interest in our website and social media is growing.

Additional details of objectives and activities (Optional information)

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Other volunteers help raise funds by working Museum dedicated hours in a charity shop.

The Trustees participate in managing both premises and apply for grants and other financial support.

If financially quantified, volunteer hours dedicated to both sites add up to a substantial cost equivalent.

Summary of the main achievements of the charity during the year

Post Covid 19 restrictions visitor numbers increased to 6,659 adults and children, the best numbers since the before the pandemic. Our online shop continues to grow sales and donations reached a historic high due in the main to the dinosaur temporary exhibition in 2023.

Community Engagement has continued during 2022-23, and several successful partnerships have been created with local groups. (CT FC Foundation, Diverse Crawley, Refugees Welcome Crawley, Outreach 3 way, YMCA, CCYS, Open House, Crawley Arts Society, Crawley Camera club).

The Crawley Writers Circle hold their regular meetings at The Tree. Our programme of members' talks has re-started post pandemic and is advertised by poster and on the website. The audience numbers vary but also includes non-members.

Temporary exhibitions at Crawley Museum are held bi-monthly covering a range of topics and contain community produced content. We also host exhibitions by local groups e.g. Diverse Crawley, Crawley Campaign Against Racism, and Crawley Arts Society, Camera club and Writers' Circle.

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In 2020/2021 Crawley Museum ran a project funded by Arts Council England – Crawley's Collections Revealed.

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The project will help to make our collection more fully reflect the lives of our local population who are currently less represented at the museum.

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Recruitment of new volunteers is ongoing -we advertise through a presence at local events, local publications, our website, and involvement with community groups. Training is available to make sure that the overall service offered is to a high standard and at a level which is comfortable for the individual.

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Details of any funds materially in deficit

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Further financial review details (Optional information)

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- the charity's principal sources of funds (including any fundraising);
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We endeavour to hire out our learning space to local organisations and education groups which does generate some income.

We now also have an online shop which sells books, pamphlets, some local crafts, and other lower cost souvenirs.

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) Kevin Croskery

Kevin Croskery	
----------------	--

Position (eg Secretary,
Chair, etc)

Treasurer

Treasurer	
-----------	--

Date

31 January 2024

31 January 2024

Crawley Museums
Charitable Incorporated Organisation

Charity number 1178299

End of Year Financial Statements

Year ending 31 March 2023

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The CIO is a Registered Charity (No: 1178299) and is not subject to Corporation Tax.

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Income and endowments from:					
Bank Interest	0	0	0	0	0
Membership subscriptions	2,234	0	0	2,234	2,159
Fundraising	11,444	0	0	11,444	7,068
Members meetings	0	0	0	0	0
Income from charitable activities					
Charitable Trading	22,037	0	0	22,037	8,631
Donations	8,000	256	0	8,257	5,901
Grants	45,014	16,379	0	61,393	76,091
Sundry	0	0	0	0	0
CBC Non-Domestic Rates Relief	0	0	0	0	0
Other income	0	0	0	0	0
Total income	88,731	16,635	0	105,367	99,853
Expenditure on:					
Other income					
Purchase of Goods for sale	3,866	0	0	3,866	3,209
Members Meetings Costs	3	0	0	3	50
Expenditure on charitable activities					
Museum rent	151	0	0	151	77
Heat and Light	3,675	0	0	3,675	3,675
Repairs & Maintenance	13,968	0	0	13,968	10,640
Insurance	10,463	0	0	10,463	11,281
Advertising & Promotion	6,014	0	0	6,014	4,464
Subscriptions	300	0	0	300	415
Exhibitions & Displays	527	0	0	527	513
Conservation	8,842	1,200	0	10,042	3,389
Artefact Purchase	0	0	0	0	0
CBC Non-Domestic Rates	0	0	0	0	0
Other expenditure					
Copying & Printing	764	193	0	957	457
Telephone & Broadband	1,425	0	0	1,425	1,011
Depreciation	0	0	0	0	0
Sundry	3,005	631	0	3,637	1,920
HLF The Tree Phase 1	0	0	0	0	0
Postage & Stationery	158	0	0	158	128
Training, Travel & Subsistence	740	2,065	0	2,805	193
Administration costs	32,101	12,544	0	44,646	44,916
Total expenditure	86,007	16,635	0	102,643	86,343
Gains / losses on investment assets	0	0	0	0	0
Net income / (expenditure) resources before transfer	2,724	0	0	2,724	13,509
Transfers					
Gross transfers between funds - in	0	0	0	0	0
Gross transfers between funds - out	0	0	0	0	0
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	0	0	0	0	0
Net movement in funds	2,724	0	0	2,724	13,509
Total funds brought forward	108,785	2,975	0	111,760	98,251
Total funds carried forward	111,509	2,975	0	114,485	111,760

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Represented by					
Unrestricted					
General fund	337,619	0	0	337,619	329,121
Designated					
Artefacts Preservation	(299)	0	0	(299)	(299)
CBC Main Grant	(196,658)	0	0	(196,658)	(196,658)
Crawley Museum The Tree	(27,828)	0	0	(27,828)	(27,828)
Dinosaur Exhibition 2023	(692)	0	0	(692)	0
Goffs Park House	(1,209)	0	0	(1,209)	(1,209)
IT upgrade	5,220	0	0	5,220	5,220
Ifield Water Mill	(6,631)	0	0	(6,631)	(1,549)
Longley Trust	1,494	0	0	1,494	1,494
Medieval Crawley Model Fund	308	0	0	308	308
Museum Development	(15,578)	0	0	(15,578)	(15,578)
Racking 2020	0	0	0	0	0
Road to Crawley	3,434	0	0	3,434	3,434
The Tree Project	12,331	0	0	12,331	12,331
Restricted					
Arts Council collections assistant	0	1,500	0	1,500	1,500
Capacity Building Project	0	1,012	0	1,012	1,012
Covid 19 funding	0	377	0	377	377
Tree Education Room Chairs & Tables	0	84	0	84	84
Total Funds	111,511	2,973	0	114,485	111,760

Balance sheet

	Total funds	Prior year funds
Current assets		
Debtors	5,014	0
Cash at bank and in hand	121,675	140,689
	126,689	140,689
Liabilities		
Creditors: Amounts falling due in one year	12,204	28,928
	12,204	28,928
Net current assets less current liabilities	114,485	111,760
Total assets less current liabilities	114,485	111,760
Total net assets less liabilities	114,485	111,760
Represented by		
Unrestricted		
General fund	337,619	329,121
Designated		
Artefacts Preservation	(299)	(299)
Medieval Crawley Model Fund	308	308
Museum Development	(15,578)	(15,578)
Road to Crawley	3,434	3,434
The Tree Project	12,331	12,331
CBC Main Grant	(196,658)	(196,658)
Crawley Museum The Tree	(27,828)	(27,828)
Dinosaur Exhibition 2023	(692)	0
Goffs Park House	(1,209)	(1,209)
IT upgrade	5,220	5,220
Ifield Water Mill	(6,631)	(1,549)
Longley Trust	1,494	1,494
Restricted		
Arts Council collections assistant	1,500	1,500
Capacity Building Project	1,012	1,012
Covid 19 funding	377	377
Tree Education Room Chairs & Tables	84	84
Funds of the museum	114,485	111,760

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
Cash in hand -	100	0	0	0	100	100
Office Float -	20	0	0	0	20	20
Shop cash float -	50	0	0	0	50	50
CBC Main Grant -	26,288	0	0	0	26,288	28,183
SUMUP Card Payments -	0	0	0	0	0	0
Current Account SANTANDER -	83,742	0	11,451	0	95,193	112,044
PayPal Account -	24	0	0	0	24	291
Totals	110,224	0	11,451	0	121,675	140,689
Current assets - Debtors						
Sundry Debtors -	0	0	0	0	0	0
Accounts Receivable -	5,014	0	0	0	5,014	0
Totals	5,014	0	0	0	5,014	0
Liabilities - Creditors: Amounts falling due in one year						
Accounts Payable -	12,204	0	0	0	12,204	28,928
Totals	12,204	0	0	0	12,204	28,928
Grand total	103,034	0	11,451	0	114,485	111,760

Conclusion

Grants

For the year beginning 1st April 2022, Crawley Borough Council (CBC) awarded a grant of £40,000 to cover the costs of the museum at its premises at the Tree, 103 High Street, Crawley including staffing costs, running costs and insurance. The CBC grant for the rent of Ifield Water Mill ceased in 21/22.

Other grants include £1,200 from South East Museums Development to fund a contactless donations box and £27,000 from Arts Council England to fund the Belonging in Crawley project, both of which were partially released to match related expenditure during the current year.

Premises Rents

The Museums at The Tree and at Ifield Watermill are held on leases granted by Crawley Borough Council as follows:

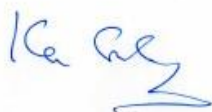
Museum lease	Commenced	Term	Annual rent
The Tree, 103 High Street, Crawley*	28 th August 2018	25years	1 peppercorn when asked
Ifield Watermill	25 th March 2007	20 years	£3,675

Staff:

The salaries of the Curator and the Learning and Liaison Officer were funded by a Community Grant from Crawley Borough Council (see above section "grants"), otherwise the Museums are managed and served entirely by volunteers.

This report dated:

24/07/2023



Kevin Croskery
Hon. Treasurer



Section A Independent Examiner's Report

Report to the trustees/ members of

Crawley Museums CIO

On accounts for the year ended

31 March 2023

Charity no (if any)

1178299

Set out on pages

1 to 6

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

26 July 2023

Name:

Nic Allen

Relevant professional qualification(s) or body (if any):

Company Director

Address:

Flat 30, The Pavilions, Crabbet park, Worth

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

<p>31 March 2023</p>	<p>On accounts for the year ended</p>
<p>1 to 6</p>	<p>Set out on pages</p>
<p>As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act).</p>	
<p>I have completed my examination of the accounts and in carrying out my examination, I have followed all the applicable provisions given by the Charity Commission under section 145(1)(b) of the Act.</p>	
<p>I have completed my examination of the accounts and in carrying out my examination, I have followed all the applicable provisions given by the Charity Commission under section 145(1)(b) of the Act.</p>	
<p>I have no concerns and have no other matters to report in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p>	
<p>28 July 2023</p>	<p>Signed:</p>
<p>Nic Allen</p>	<p>Name:</p>
<p>Company Director</p>	<p>Professional qualification(s) or body (if any):</p>
<p>Flat 20, The Pavilion, Chapel Park, Wotton</p>	<p>Address:</p>

CRAWLEY MUSEUMS CIO

England & Wales - Charity number 1178299

Accounts



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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 Mrs Gill Cooban	Chairman	Resigned as Chair 24/09/22	Elected Chair at AGM 25/9/18
2 Mr Kevin Croskery	Hon. Treasurer	From 06/12/19	Co-opted Elected 27/09/22
Peter Mansfield Clark		Vice Chair from 27/09/22	Co-Opted Elected 27/09/22
3 Mrs Josephine Marsden	Hon Secretary		Elected at AGM 21/09/21
4 Mr Paul Castle	Arts Council Rep	New Chair from 24/09/22	Elected at AGM 24/09/19
5 Mr Colin Lloyd			Elected at AGM 24/09/19
6 Mr Robert Rashbrook	Facilities & Membership Sec		Elected at AGM 24/09/19
7 Mr Peter Selby		Resigned 06/07/22	Elected at AGM 24/09/19
8 Mr Martin Stone			Elected at AGM 24/09/19
9 Mr Colin Smith	Ifield Mill Rep		Elected at AGM 21/09/21
0 Mr Peter Temple-Smithson	Ifield Mill Rep	Resigned 05/02/22	Appointed 01/11/18
1 Marilyn LeFeuvre			Co-opted Elected 27/09/22
<i>Nominated by Crawley Borough Council as observers of the Management Committee</i>			
Mr S Pritchard	Councillor	From Sept 2022	
Mr C. Mullins	Councillor	From May 2019	

Ms S.Buck	Councillor	From Sept 2021	
Ms A. Pendlington	Councillor	From May 2019	
Invitees and observers of the Management Committee and Associate Members of CM CIO			
Ms H. Parsons	Curator	Appointed 07/05/19	
Ms A. Dumbrell	Learning and Liaison Officer	Contract ends Feb 2022	Project Leader from Apr 2022
Mrs J. Pettipher	Learning and Liaison Officer	Appointed Mar 2022	1 year contract

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner		

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The new association CMCIO is governed by a Constitution that was agreed and adopted by the members on 26th September 2017.
How the charity is constituted (eg. trust, association, company)	This association consists of 83 members.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the AGM held in September and may be co-opted.

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.

Crawley Museum was re-accredited by the Arts Council in 2015. Review is now expected for submission by the end of 2022. The re-submission is currently nearing completion.

Crawley Museums CIO is affiliated with Crawley Borough Council (CBC) which owns the buildings from which the museums are run and which provides grants that have paid for the rental of both premises and covered the cost of employing the Curator and Learning & Liaison Officer.

Policies in place include:

Safeguarding Policy (training has been given)
Data Protection Policy Diversity & Ethnic Origin
Training and Development
Environmental Policy
Harassment & Bullying Policy
Health & Safety Policy
Lone Working Policy
Code of Conduct Policy
Employee, Trustee, Volunteer
Policies
Conflict of Interest Policy
Volunteer Management Policy
Equal Opportunity Policy
Acquisition & Disposals Policy

All trustees give their time voluntarily and receive no remuneration or other benefits. Training is available to enhance skill sets, and regular Trustee meetings are held.

There is an induction process for new volunteers.

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

The Museums' vision is "To bring the Crawley Museum service up to the standard that the size of the town demands, thus making the collection of all items the organisation 'holds in trust for society', accessible to the general public, creating a learning resource for children and adults, both in terms of formal and informal education.

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)

Crawley Museums CIO has been mindful of the Charity Commission's guidance on public benefits.
Our mission statement is:
To encourage lifelong learning through displays, activities and events.
To become better known, more accessible and efficient.
To represent the ethnic diversity of Crawley and its environs.
To record, research and conserve the long and continuing history of Crawley and the surrounding areas.

Crawley Museums holds as its values:
Full accessibility, cultural diversity, innovation and creativity, and the encouragement of curiosity and thinking.

Our vision for learning is of a museum engaging people of all ages and backgrounds with stories of Crawley and its people.
In the museum and beyond its walls, our learning experiences will be relevant, inspiring and memorable, provoking deeper understanding and dialogue.

We open regularly for the general public and arrange visits for schools and special interest groups at both sites. These include home educated children, dementia groups, local history societies and creative writing and arts groups.

We are involved in outreach projects giving talks, arranging group visits and the loan of reminiscence boxes.

Visitor numbers to both sites are good, and interest in our website and social media is growing.

Additional details of objectives and activities (Optional information)

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

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

Volunteers act as Stewards on open days at both the museum and Ifield Watermill.

Collections volunteers assist in the cataloguing and arrangement of the collections in Crawley Museum at the Tree.

Education volunteers help with children's visits, give talks, write articles and design activities for visitors.

Maintenance volunteers look after the restoration works at Ifield Watermill and look after the surrounding grounds.

Facilities volunteers look after the building & grounds maintenance at The Tree.

We produce a regular newsletter for members edited by a volunteer.

We have a membership secretary who liaises with the membership.

Other volunteers help raise funds by working Museum dedicated hours in a charity shop.

The Trustees participate in managing both premises and apply for grants and other financial support.

If financially quantified, volunteer hours dedicated to both sites add up to a substantial cost equivalent.

Summary of the main achievements of the charity during the year

Covid 19 restrictions meant that the museums could not reopen until May 2021. This meant that we had no school groups visiting over the summer term. However, despite this we hosted 1063 children and 3056 adult visitors from Apr 2021- Mar 2022.

Our online shop came into its own over the closure period and increased sales boosted our loss of donations income.

Community Engagement has continued during 2021-22, and a number of successful partnerships have been created with local groups.(CT FC Foundation, Diverse Crawley, Refugees Welcome Crawley, Outreach 3 way, YMCA, CCYS, Open House, Crawley Arts Society, Crawley Camera club)

The Crawley Writers Circle hold their regular meetings at The Tree. Our programme of members' talks re-started in the Autumn and are advertised by poster and on the website. The audience numbers vary but also includes non-members.

Temporary exhibitions at Crawley Museum are held bi-monthly covering a range of topics and contain community produced content. We also host exhibitions by local groups e.g. Diverse Crawley, Crawley Campaign Against Racism, and Crawley Arts Society, Camera club and Writers' Circle.

Work continues on the collections to improve catalogue and retrieval systems.

In 2020/2021 Crawley Museum ran a project funded by Arts Council England – Crawley's Collections Revealed.

In Feb 2022, our previous Learning and Liaison Officer's contract came to an end, and with Trustees agreement, she applied for and secured a further Arts Council grant for a follow-on project entitled 'Belonging in Crawley'. This started in April 2022 and will continue for 18 months.

The project will help to make our collection more fully reflect the lives of our local population who are currently less represented at the museum.

Ifield Watermill has continued to flourish with good numbers visiting on open days on the last Sunday from April to September, on National Mills Day, and for pre-booked group visits by schools, Scouts, U3A groups and others with a specialist interest. These visits sometimes are extended to include a focus on local flora and fauna, conservation, and the use of water/water cycle.

Mill volunteers keep the mill and its wheel in good working order.

We have a full time Curator who works alongside a new Learning & Liaison Officer (funded by the CIO and employed from March 2022 for 1 year).

They work closely with a varied team of volunteers who bring their own strengths and ideas to make progress at both sites.

Recruitment of new volunteers is ongoing -we advertise through a presence at local events, local publications, our website, and involvement with community groups. Training is available to make sure that the overall service offered is to a high standard and at a level which is comfortable for the individual.

Besides maintaining an active service, the main task has been to plan for the future at both sites. A Business Plan for years 2018-2023 was prepared by the Board of Trustees outlining income creation and an upgraded governance structure fit for the future.

This is under review for 2022 onwards due to decreased public grant support available.

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Section E

Financial review

Brief statement of the charity's policy on reserves

Crawley Museums CIO is currently dependent on Community Grants from Crawley Borough Council to sustain its activities, as earned income and visitor donations alone will not allow Crawley Museums CIO to continue operating. This funding has decreased and means that we are having to look at other sources of funding to keep an adequate staff level. Fund raising activities will be planned and project grants will be crucial in 2023.

To avoid closure, if funding difficulties were to happen, the Trustees of Crawley Museum Society have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period of six months.

Details of any funds materially in deficit

None

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.

Premises share with a local film enterprise started in January 2022, and this generates some income for us.

Crawley Museums receive regular dividends from Pound Hill Community Shop thanks to the hard work of four long term volunteers. This has meant we could upgrade displays at both sites. We endeavour to hire out our learning space to local organisations and education groups which does generate some income.

We now also have an online shop which sells books, pamphlets, some local crafts, and other lower cost souvenirs.

Section F

Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s) Kevin Croskery

Kevin Croskery	
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Position (eg Secretary,
Chair, etc)

Treasurer

Treasurer	
-----------	--

Date

24 December 2022

24 December 2022

Crawley Museums
Charitable Incorporated Organisation

Reg.Charity 1178299

End of Year Financial Statements

Year ending 31 March 2022

Introduction

a) General

These Accounts have been prepared using the historic cost convention and in accordance with the applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) and the Charities Act 1993, as amended.

b) Accounting Policies

There have been no changes from the Accounting policies applied in the previous years.

c) Taxation

The CIO is a Registered Charity (No: 1178299) and is not subject to Corporation Tax.

d) Depreciation

Provision for depreciation on the Fixed Assets, Fittings and Equipment held for use by the CIO is made on a diminishing value basis when applicable. In the financial year 2021-2022 the society had Fixed Assets of £0.00 value.

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Bank Interest	0	0	0	0	12
Membership subscriptions	2,159	0	0	2,159	2,154
Fundraising	7,068	0	0	7,068	9,597
Members meetings	0	0	0	0	0
Income from charitable activities					
Charitable Trading	8,631	0	0	8,631	3,430
Donations	5,901	0	0	5,901	3,064
Grants	74,000	2,091	0	76,091	100,986
Sundry	0	0	0	0	0
CBC Non-Domestic Rates Relief	0	0	0	0	0
Other income	0	0	0	0	0
Total income	97,761	2,091	0	99,853	119,244
Expenditure on:					
Other Income					
Purchase of Goods for sale	3,209	0	0	3,209	1,189
Members Meetings Costs	50	0	0	50	0
Expenditure on charitable activities	77	0	0	77	42
Museum rent	3,675	0	0	3,675	0
Heat and Light	10,640	0	0	10,640	6,553
Repairs & Maintenance	11,281	0	0	11,281	19,912
Insurance	4,464	0	0	4,464	1,559
Advertising & Promotion	415	0	0	415	2,500
Subscriptions	513	0	0	513	643
Exhibitions & Displays	3,169	219	0	3,389	3,819
Conservation	0	0	0	0	159
Artefact Purchase	0	0	0	0	0
CBC Non-Domestic Rates	0	0	0	0	0
Other expenditure					
Copying & Printing	416	40	0	457	429
Telephone & Broadband	1,011	0	0	1,011	800
Depreciation	0	0	0	0	0
Sundry	1,765	155	0	1,920	25,069
HLF The Tree Phase 1	0	0	0	0	0
Postage & Stationery	128	0	0	128	146
Training, Travel & Subsistence	131	61	0	193	60
Administration costs	44,802	114	0	44,916	54,964
Total expenditure	85,752	591	0	86,343	117,852
Gains / losses on investment assets	0	0	0	0	0
Net income / (expenditure) resources before transfer	12,009	1,500	0	13,509	1,392
Transfers					
Gross transfers between funds - in	0	0	0	0	3,500
Gross transfers between funds - out	0	0	0	0	(3,500)
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	0	0	0	0	0
Net movement in funds	12,009	1,500	0	13,509	1,392
Total funds brought forward	96,776	1,475	0	98,251	96,858
Total funds carried forward	108,785	2,975	0	111,760	98,251

Represented by**Unrestricted**

General fund	329,121	0	0	329,121	267,743
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Designated

Artefacts Preservation	(299)	0	0	(299)	(299)
CBC Main Grant	(196,658)	0	0	(196,658)	(151,856)
Crawley Museum The Tree	(27,828)	0	0	(27,828)	(27,828)
GPH heaters	0	0	0	0	0
Goffs Park House	(1,209)	0	0	(1,209)	(1,209)
IT upgrade	5,220	0	0	5,220	5,220
Ifield Water Mill	(1,549)	0	0	(1,549)	3,016
Longley Trust	1,494	0	0	1,494	1,494
Medieval Crawley Model Fund	308	0	0	308	308
Museum Development	(15,578)	0	0	(15,578)	(15,578)
Racking 2020	0	0	0	0	0
Road to Crawley	3,434	0	0	3,434	3,434
The Tree Project	12,331	0	0	12,331	12,331

Restricted

Arts Council collections assistant	0	1,500	0	1,500	0
Audience Development	0	0	0	0	0
Belonging in Crawley	0	0	0	0	0
Capacity Building Project	0	1,012	0	1,012	1,012
Covid 19 funding	0	377	0	377	377
Goodbox grant funding	0	0	0	0	0
Heritage Lottery Fund Phase 1	0	0	0	0	0
Ifield Water Mill Wheel repairs	0	0	0	0	0
Tree Education Room Chairs & Tables	0	84	0	84	84
Tree Meeting Room Chairs & Tables	0	0	0	0	0

Total Funds

	108,785	2,975	0	111,760	98,251
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Balance sheet

	Total funds	Prior year funds
Current assets		
Cash at bank and in hand	140,689	99,963
	140,689	99,963
Liabilities		
Creditors: Amounts falling due in one year	28,928	1,711
	28,928	1,711
Net current assets less current liabilities	111,760	98,251
Total assets less current liabilities	111,760	98,251
Total net assets less liabilities	111,760	98,251
Represented by		
Unrestricted		
General fund	329,121	267,743
Designated		
Artefacts Preservation	(299)	(299)
Museum Development	(15,578)	(15,578)
Road to Crawley	3,434	3,434
The Tree Project	12,331	12,331
CBC Main Grant	(196,658)	(151,856)
Crawley Museum The Tree	(27,828)	(27,828)
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Ifield Water Mill	(1,549)	3,016
Longley Trust	1,494	1,494
Medieval Crawley Model Fund	308	308
Restricted		
Arts Council collections assistant	1,500	0
Capacity Building Project	1,012	1,012
Covid 19 funding	377	377
Tree Education Room Chairs & Tables	84	84
Funds of the charity	111,760	98,251

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
Cash in hand	100	0	0	0	100	100
Office Float	20	0	0	0	20	20
Shop cash float	50	0	0	0	50	30
CBC Main Grant	28,183	0	0	0	28,183	28,809
SUMUP Card Payments	0	0	0	0	0	0
Current Account SANTANDER	109,071	2,973	0	0	112,044	70,791
Paypal Account	291	0	0	0	291	212
Totals	137,715	2,973	0	0	140,689	99,963
Current assets - Debtors						
Sundry Debtors -	0	0	0	0	0	0
Totals	0	0	0	0	0	0
Liabilities - Creditors: Amounts falling due in one year						
Accounts Payable -	28,928	0	0	0	28,928	1,711
Totals	28,928	0	0	0	28,928	1,711
Grand total	108,785	2,973	0	0	111,760	98,251

Conclusion

Grants

For the year beginning 1st April 2021, Crawley Borough Council (CBC) awarded a grant of £50,000 to cover the costs of the museum at its premises at the Tree, 103 High Street, Crawley including staffing costs, running costs and insurance. The CBC grant for the rent of Ifield Water Mill ceased in 21/22.

The Museum received grants of £24,000 from government funded local / national restrictions and business support programs. Other grants include £1,200 from South East Museums Development to fund a contactless donations box and £27,000 from Arts Council England to fund the Belonging in Crawley project.

Premises Rents

The Museums at The Tree and at Ifield Watermill are held on leases granted by Crawley Borough Council as follows:

Museum lease	Commenced	Term	Annual rent
The Tree, 103 High Street, Crawley*	28 th August 2018	25years	1 peppercorn when asked
Ifield Watermill	25 th March 2007	20 years	£3,675

Staff:

The salaries of the Curator and the Learning and Liaison Officer were funded by a Community Grant from Crawley Borough Council (see above section "grants"), otherwise the Museums are managed and served entirely by volunteers.

This report dated:
16/08/2022

Kevin Croskery
Hon. Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Crawley Museums CIO

**On accounts for the year
ended**

31 March 2022

**Charity no
(if any)**

1178299

Set out on pages

1 to 6

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2020.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

2 September 2022

Name:

Nic Allen

**Relevant professional
qualification(s) or body
(if any):**

Company Director

Address:

Flat 30, The Pavilions,
Crabbet park, Worth

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

Charity (if any)	31 March 2022	On accounts for the year ended
1 to 6	Set out on pages	
<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.</p> <p>As the charity trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2006 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts ended on 31 March 2022 under section 145 of the 2006 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p> <p>I have completed my examination. I confirm that no material matters have come to my attention (other than those disclosed below) in connection with the examination which gives rise to a concern to believe that in any material respect:</p> <ul style="list-style-type: none"> the accounting records were not kept in accordance with section 130 of the Act; or the accounts did not accord with the accounting records; or the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 (other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination). <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please delete the words in the brackets if they do not apply.</p>		
Date: 2 September 2022	Signed:	Report to the trustees
Name: Nic Allen	Name: Nic Allen	members of
Company Director	Professional qualification(s) or body (if any):	
Flat 30 The Pavilions, Cribbet Park, Worth	Address:	

CRAWLEY MUSEUMS CIO

England & Wales - Charity number 1178299

Accounts



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Crawley Museums	
The Tree	
103 High Street, Crawley, West Sussex	
Postcode	RH10 1DD

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	Mrs Gill Cooban	Chairman		Elected Chair at AGM 25/9/18
2	Mr Graham Crozier	Vice Chairman	Resigned early 2020	Elected at AGM 24/9/19
3	Mrs. Zuzana Peppett	Hon. Treasurer	Resigned as Treasurer 24/9/19	
4	Mr Kevin Croskery	Hon. Treasurer	From 6.12.19	Co-opted
5	Mrs Susan Allen	Hon. Secretary		Re-elected at AGM 24/9/19
6	Mr Paul Castle	Arts Council Rep		Elected at AGM 24/9/19
7	Mr Colin Lloyd			Elected at AGM 24/9/19
8	Mr Robert Rashbrook	Facilities & Membership Sec		Elected at AGM 24/9/19
9	Mr Peter Selby			Elected at AGM 24/9/19
10	Mr Martin Stone			Elected at AGM 24/9/19
11	Mr Peter Temple-Smithson	Ifield Mill Rep		
12	Mr John White		Resigned 24/1/2020	
<i>Nominated by Crawley Borough Council as observers of the Management Committee</i>				
	Kathryn Ripley	Community Officer		
	Mr C. Mullins	Councillor	From May 2019	
	Ms J. Hart	Councillor	From May 2019	
	Ms A. Pendlington	Councillor	From May 2019	
<i>Invitees and observers of the Management Committee and Associate Members of CMS</i>				
	Ms H. Parsons	Curator	Appointed 07/05/19	
	Ms A. Dumbrell	Learning and Liaison Officer		

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner		

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

Mr Nicholas Sexton - Hon. President	died January 2021
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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The new association CMCIO is governed by a Constitution that was agreed and adopted by the members on 26th September 2017.
How the charity is constituted (eg. trust, association, company)	This association consists of 76 members.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the AGM held in September and may be co-opted.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>Crawley Museum was reaccredited by the Arts Council in 2015. Review was scheduled for April 2020 but has been postponed until 2022 due to COVID 19.</p> <p>Crawley Museums CIO is affiliated with Crawley Borough Council (CBC) which owns the buildings from which the museums are run and which provides grants that have paid for the rental of both premises and covered the cost of employing the Curator and Assistant Curator.</p> <p>Policies in place include: Safeguarding Policy (training has been given) Data Protection Policy Diversity & Ethnic Origin Training and Development Environmental Policy Harassment & Bullying Policy Health & Safety Policy Lone Working Policy Code of Conduct Policy Employee, Trustee, Volunteer Policies Conflict of Interest Policy Volunteer Management Policy</p>
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Equal Opportunity Policy
Acquisition & Disposals Policy

All trustees give their time voluntarily and receive no remuneration or other benefits. There are regular training sessions and meetings and there is an induction process for new volunteers.

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

The Museums' vision is "To bring the Crawley Museum service up to the standard that the size of the town demands, thus making the collection of all items the organisation 'holds in trust for society', accessible to the general public, creating a learning resource for children and adults, both in terms of formal and informal education.

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)

Crawley Museums CIO has been mindful of the Charity Commission's guidance on public benefits.
Our mission statement is:
To encourage lifelong learning through displays, activities and events.
To become better known, more accessible and efficient.
To represent the ethnic diversity of Crawley and its environs.
To record, research and conserve the long and continuing history of Crawley and the surrounding areas.

Crawley Museums also holds as its values:
full accessibility, cultural diversity, innovation and creativity, and the encouragement of curiosity and thinking.

Our vision for learning is of a museum engaging people of all ages and backgrounds with stories of Crawley and its people.
In the museum and beyond its walls, our learning experiences will be relevant, inspiring and memorable, provoking deeper understanding and dialogue.

We open regularly for the general public and arrange visits for schools and special interest groups at both sites.

We are involved in outreach projects, giving talks, arranging group visits and the loan of reminiscence boxes.

Visitor numbers to both sites are good, and interest in our website and social media is growing.

Additional details of objectives and activities (Optional information)

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

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

Volunteers act as Stewards on open days and arrange visits to Ifield Watermill.

Collections volunteers also assist in the cataloguing and arrangement of the collections at Crawley Museum at the Tree.

Education volunteers help with children's visits, give talks, write articles and design activities for visitors.

Maintenance volunteers look after the restoration works at Ifield Watermill and look after the surrounding grounds.

Other volunteers help raise funds by working Museum dedicated hours in a charity shop.

The Trustees participate in managing both premises and apply for grants and other financial support.

If financially quantified, volunteer hours dedicated to both sites add up to a substantial cost equivalent.

Summary of the main achievements of the charity during the year

Links with local children continue to strengthen, although Covid 19 restrictions hampered our usual operation.

During the period April 2020 to March 2021 1343 children came to Crawley Museum. 1113 of these were school visits or visits from other groups including Cubs, Brownies and members of the home educated community. We also led outreach visits to schools. 3292 adults also visited the museum. Numbers were severely affected by Covid19 restrictions.

Community Engagement has increased, and a number of successful partnerships have been created with local groups.

The Crawley Writers Circle hold their regular meetings at The Tree.

The popularity of the monthly talks at the museum was growing well, but was halted during the Covid19 period. These talks have recently re-started and are advertised locally and on the website, and attract an audience that includes non-members.

Staff and volunteers continue to give talks about Crawley, its heritage and its museum service, either at the museum or at a host venue.

Temporary exhibitions at Crawley Museum are held bi-monthly covering a range of topics and contain community produced content. We also host exhibitions by local groups. These have included Diverse Crawley, Crawley Campaign Against Racism, and members of the local Kashmiri community.

Work continues on the collections to improve catalogue and retrieval systems.

In 2020/2021 Crawley Museum ran a project funded by Arts Council England – Crawley's Collections Revealed. We worked with volunteers and community members to look at our object collections and disperse anything that wasn't relevant to Crawley. This has created space in our stores for new donations which will be more representative of Crawley's population diversity. We also worked with members of the local community to label objects from our collections, and to decide what examples should be added.

Ifield Watermill continues to flourish with increased visitor numbers on Open days - we open the Mill to visitors on the third Sunday from April to September, on National Mills Day, and for pre-booked group visits by schools, Scouts, U3A groups and others with a specialist interest. These visits can also be extended to include a focus on local flora and fauna, conservation and the use of water/water cycle.

The Mill wheel was repaired back to working order in 2019 and can now turn at the normal speed. This was financed by grant aid from the Courage Dyer Trust, SPAB, the Longley Trust, some match funding and a donation. The displays at the Mill were renewed in early 2021 to upgrade them and make them more accessible. This was possible because of charity fundraising by volunteers.

Our full time Curator joined us in May 2019, and she works alongside a Learning & Liaison Officer (contract ends Feb 2022).

They work closely with the team of volunteers who bring their own strengths and ideas to make progress at both sites.

Recruitment of new volunteers is steady and we advertise through a presence at local events, local publications, our website and involvement with community groups. Training is available to make sure that the overall service offered is to a high standard and at a level which is comfortable for the individual.

Besides maintaining an active service, the main task has been to plan for the future at both sites. A Business Plan for years 2018-2023 was prepared by the Board of Trustees outlining income creation and an upgraded governance structure fit for the future.

This is under review for 2022 onwards due to decreased public grant support available.

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Section E

Financial review

Brief statement of the charity's policy on reserves

Crawley Museums CIO is currently dependent on Community Grants from Crawley Borough Council to sustain its activities, as earned income and visitor donations alone would not allow Crawley Museums CIO to continue operating. This funding has decreased and means that we are having to look at other sources of funding to keep an adequate staff level. Fund raising activities will be planned and project grants applied for. Premises sharing will be actively sought in 2022.

To avoid closure, if funding difficulties were to happen, the Trustees of Crawley Museum Society have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period of six months.

Details of any funds materially in deficit

None

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.

Crawley Museums CIO managed to secure Covid19 grants to support us through this difficult time.

Crawley Museums receive regular dividends from Pound Hill Community Shop thanks to the hard work of four long term volunteers.

We endeavour to hire out our meeting room to local organisations and education groups which does generate some income.

We are looking at a premises share with other like-minded heritage/creative sector partners to raise more income.

We now also have a shop which sells books, pamphlets, some local crafts, and other lower cost souvenirs.

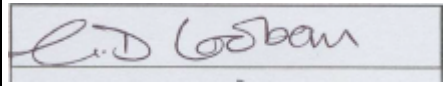
Section F

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)	Gillian Dawn Cooban	
Position (eg Secretary, Chair, etc)	Chair	
Date	6 January 2022	

Crawley Museums
Charitable Incorporated Organisation

Reg.Charity 1178299

End of Year Financial Statements

Year ending 31 March 2021

Introduction

a) General

These Accounts have been prepared using the historic cost convention and in accordance with the applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) and the Charities Act 1993, as amended.

b) Accounting Policies

There have been no changes from the Accounting policies applied in the previous years.

c) Taxation

The CIO is a Registered Charity (No: 1178299) and is not subject to Corporation Tax.

d) Depreciation

Provision for depreciation on the Fixed Assets, Fittings and Equipment held for use by the CIO is made on a diminishing value basis when applicable. In the financial year 2020-2021 the society had Fixed Assets of £0.00 value.

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Bank Interest	12	0	0	12	86
Membership subscriptions	2,154	0	0	2,154	2,166
Fundraising	4,597	5,000	0	9,597	4,607
Members meetings	0	0	0	0	269
Income from charitable activities					
Charitable Trading	3,430	0	0	3,430	4,436
Donations	2,064	1,000	0	3,064	2,650
Grants	84,907	16,079	0	100,986	79,393
Sundry	0	0	0	0	0
CBC Non-Domestic Rates Relief	0	0	0	0	0
Other income	0	0	0	0	0
Total income	97,165	22,079	0	119,244	93,610
Expenditure on:					
Other income					
Purchase of Goods for sale	1,189	0	0	1,189	1,153
Members Meetings Costs	0	0	0	0	160
Expenditure on charitable activities					
Museum rent	0	0	0	0	3,675
Heat and Light	6,553	0	0	6,553	8,275
Repairs & Maintenance	9,283	10,629	0	19,912	17,053
Insurance	1,559	0	0	1,559	4,780
Advertising & Promotion	0	2,500	0	2,500	1,201
Subscriptions	643	0	0	643	908
Exhibitions & Displays	3,784	34	0	3,819	89
Conservation	156	3	0	159	103
Artefact Purchase	0	0	0	0	15
CBC Non-Domestic Rates	0	0	0	0	0
Other expenditure					
Copying & Printing	429	0	0	429	(61)
Telephone & Broadband	800	0	0	800	772
Depreciation	0	0	0	0	0
Sundry	22,673	2,395	0	25,069	4,184
HLF The Tree Phase 1	0	0	0	0	0
Postage & Stationery	146	0	0	146	176
Training, Travel & Subsistence	60	0	0	60	866
Administration costs	45,322	9,641	0	54,964	50,680
Total expenditure	92,646	25,205	0	117,852	94,040
Net income / (expenditure) resources before transfer	4,519	(3,126)	0	1,392	(429)
Transfers					
Gross transfers between funds - in	0	3,500	0	3,500	0
Gross transfers between funds - out	(3,500)	0	0	(3,500)	0
Other recognised gains / losses					
Gains / losses on investment assets	0	0	0	0	0
Gains on revaluation, fixed assets, charity's own use	0	0	0	0	0
Net movement in funds	1,019	373	0	1,392	(429)
Total funds brought forward	95,757	1,101	0	96,858	97,288
Total funds carried forward	96,776	1,475	0	98,251	96,858

Represented by**Unrestricted**

General fund	267,743	0	0	267,743	225,936
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Designated

Artefacts Preservation	(299)	0	0	(299)	(299)
CBC Main Grant	(151,856)	0	0	(151,856)	(106,533)
Crawley Museum The Tree	(27,828)	0	0	(27,828)	(28,017)
GPH heaters	0	0	0	0	0
Goffs Park House	(1,209)	0	0	(1,209)	(1,209)
IT upgrade	5,220	0	0	5,220	0
Ifield Water Mill	3,016	0	0	3,016	3,700
Longley Trust	1,494	0	0	1,494	1,494
Medieval Crawley Model Fund	308	0	0	308	308
Museum Development	(15,578)	0	0	(15,578)	(15,388)
Racking 2020	0	0	0	0	0
Road to Crawley	3,434	0	0	3,434	3,434
The Tree Project	12,331	0	0	12,331	12,331

Restricted

Arts Council collections assistant	0	0	0	0	4
Audience Development	0	0	0	0	0
Capacity Building Project	0	1,012	0	1,012	1,012
Covid 19 funding	0	377	0	377	0
Heritage Lottery Fund Phase 1	0	0	0	0	0
Ifield Water Mill Wheel repairs	0	0	0	0	0
Tree Education Room Chairs & Tables	0	84	0	84	84
Tree Meeting Room Chairs & Tables	0	0	0	0	0

Total funds

	96,776	1,475	0	98,251	96,858
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Balance sheet

	Total funds	Prior year funds
Current assets		
Debtors	0	3,864
Cash at bank and in hand	99,963	108,909
	99,963	112,774
Liabilities		
Creditors: Amounts falling due in one year	1,711	15,915
	1,711	15,915
Net current assets less current liabilities	98,251	96,858
Total assets less current liabilities	98,251	96,858
Total net assets less liabilities	98,251	96,858
Represented by		
Unrestricted		
General fund	267,743	225,936
Designated		
Artefacts Preservation	(299)	(299)
Museum Development	(15,578)	(15,388)
Road to Crawley	3,434	3,434
Racking 2020	0	0
The Tree Project	12,331	12,331
CBC Main Grant	(151,856)	(106,533)
Crawley Museum The Tree	(27,828)	(28,017)
Goffs Park House	(1,209)	(1,209)
GPH heaters	0	0
IT upgrade	5,220	0
Ifield Water Mill	3,016	3,700
Longley Trust	1,494	1,494
Medieval Crawley Model Fund	308	308
Restricted		
Audience Development	0	0
Arts Council collections assistant	0	4
Capacity Building Project	1,012	1,012
Covid 19 funding	377	0
Tree Education Room Chairs & Tables	84	84
Heritage Lottery Fund Phase 1	0	0
Ifield Water Mill Wheel repairs	0	0
Tree Meeting Room Chairs & Tables	0	0
Funds of the charity	98,251	96,858

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
Cash in hand	100	0	0	0	100	72
Office Float	20	0	0	0	20	38
Shop cash float	30	0	0	0	30	0
Current Account RBS	0	0	0	0	0	21,085
Deposit Account RBS	0	0	0	0	0	45,736
CBC Main Grant	28,809	0	0	0	28,809	35,654
Current Account SANTANDER	69,316	1,475	0	0	70,791	6,322
Paypal Account	212	0	0	0	212	0
Totals	98,487	1,475	0	0	99,962	108,909

Current assets - Debtors

Sundry Debtors -	0	0	0	0	0	(760)
Accounts Receivable -	0	0	0	0	0	4,624
Totals	0	0	0	0	0	3,864

Liabilities - Creditors: Amounts falling due in one year

Accounts Payable -	1,711	0	0	0	1,711	15,915
Totals	1,711	0	0	0	1,711	15,915

Grand total	96,776	1,475	0	0	98,251	96,858
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Conclusion

Grants

For the year beginning 1st April 2020, Crawley Borough Council (CBC) awarded a grant of £50,000 to cover the costs of the museum at its premises at the Tree, 103 High Street, Crawley including staffing costs, running costs and insurance and a separate grant of £3,675 to cover the cost of the rent at Ifield Watermill.

The Museum received a grant of £2,818 from Sussex Community Foundation to cover the costs of protecting its staff, volunteers and visitors from Covid-19. £22,285 of grants was received from government funded local / national restrictions and business support programs.

Premises Rents

The Museums at The Tree and at Ifield Watermill are held on leases granted by Crawley Borough Council as follows:

Museum lease	Commenced	Term	Annual rent
The Tree, 103 High Street, Crawley*	28 th August 2018	25years	1 peppercorn when asked
Ifield Watermill	25 th March 2007	20 years	£3,675

Staff:

The salaries of the Curator and the Learning and Liaison Officer were funded by a Community Grant from Crawley Borough Council (see above section "grants"), otherwise the Museums and the Society are managed and served entirely by volunteers.

This report dated:
05/01/2022

Kevin Croskery
Hon. Treasurer



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: CRAWLEY MUSEUMS CIO

On accounts for the year ended

31 MARCH 2021 Charity no (if any): 1178299

Set out on pages

3 To 6 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

5/1/2022

Name:

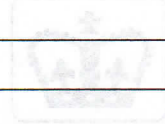
N. ALLEN

Relevant professional qualification(s) or body (if any):

COMPANY DIRECTOR

Address:

FLAT 30, THE PAVILIONS,
CRABBET PARK, WORTH
WEST SUSSEX RH10 4SN



Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

NONE.

On accounts for the year ended

Set out on pages

Responsibilities and basis of report

Independent examiner's statement

Signed:

Name:

Qualification(s) or body (if any):