



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)

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 reaccredited by the Arts Council in 2015. Review was scheduled for April 2020 but has been postponed until 2022 due to COVID 19.

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.

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. 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.

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.

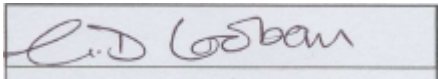
Section F

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	42	0	0	42	6
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:

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.