



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name

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
10 Mr Peter Temple-Smithson	Ifield Mill Rep	Resigned 05/02/22	Appointed 01/11/18
11 Marilyn LeFeuvre			Co-opted Elected 27/09/22
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	
<i>Invitees and observers of the Management Committee and Associate Members of CM CIO</i>			
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.

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

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

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)
Goffs Park House	(1,209)	(1,209)
IT upgrade	5,220	5,220
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.

Report to the trustees members of Crawley Museum CIO	On accounts for the year ended 31 March 2022	Charity (if any)
Set out on pages 1 to 6		
<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 trustee, 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 44 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(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 those disclosed below) in connection with the examination which gives rise to a doubt as to the reliability of the accounts.</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>		
Signed:		Date: 2 September 2022
Name:	Nic Allen	
Qualification(s) or body (if any):	Charity Commission	
Address:	Flat 30 The Pavilions, Crimmet Park, Worth	