



# Trustees' Annual Report for the period

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

## 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		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			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
9 Mr Colin Smith	Ifield Mill Rep		Elected at AGM 21/09/21
1 Marilyn LeFeuvre			Co-opted Elected 27/09/22
<b>Nominated by Crawley Borough Council as observers of the Management Committee</b>			
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	

<b>Invitees and observers of the Management Committee and Associate Members of CM CIO</b>			
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)**

<b>Name</b>	<b>Dates acted if not for whole year</b>

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
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 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 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.

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.

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).

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 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



## 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

Position (eg Secretary,  
Chair, etc)

Treasurer

Date

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
<b>Income and endowments from:</b>					
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
<b>Total income</b>	<b>82,331</b>	<b>11,895</b>	<b>0</b>	<b>94,227</b>	<b>105,367</b>
<b>Expenditure on:</b>					
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
<b>Total expenditure</b>	<b>90,400</b>	<b>12,936</b>	<b>0</b>	<b>103,336</b>	<b>102,643</b>
Gains / losses on investment assets	0	0	0	0	0
<b>Net income / (expenditure) resources before transfer</b>	<b>(8,068)</b>	<b>(1,040)</b>	<b>0</b>	<b>(9,109)</b>	<b>2,724</b>
<b>Transfers</b>					
Gross transfers between funds - in	0	0	0	0	0
Gross transfers between funds - out	0	0	0	0	0
<b>Other recognised gains / losses</b>					
Gains on revaluation, fixed assets, charity's own use	0	0	0	0	0
<b>Net movement in funds</b>	<b>(8,068)</b>	<b>(1,040)</b>	<b>0</b>	<b>(9,109)</b>	<b>2,724</b>
<b>Total funds brought forward</b>	<b>111,509</b>	<b>2,975</b>	<b>0</b>	<b>114,485</b>	<b>111,760</b>
<b>Total funds carried forward</b>	<b>103,440</b>	<b>1,934</b>	<b>0</b>	<b>105,375</b>	<b>114,485</b>

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Prior Year total funds
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	340,241	0	0	340,241	337,619
<b>Designated</b>					
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
<b>Restricted</b>					
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
<b>Current assets</b>		
Debtors	0	5,014
Cash at bank and in hand	106,265	121,675
	<b>106,265</b>	<b>126,689</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	889	12,204
	<b>889</b>	<b>12,204</b>
<b>Net current assets less current liabilities</b>	<b>105,375</b>	<b>114,485</b>
<b>Total assets less current liabilities</b>	<b>105,375</b>	<b>114,485</b>
<b>Total net assets less liabilities</b>	<b>105,375</b>	<b>114,485</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	340,241	337,619
<b>Designated</b>		
Artefacts Preservation	(299)	(299)
Longley Trust	1,494	1,494
Medieval Crawley Model Fund	308	308
Museum Development	(15,578)	(15,578)
Road to Crawley	3,434	3,434
SciFi Exhibition 2024	(7,593)	0
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)	(692)
Goffs Park House	(1,209)	(1,209)
IT upgrade	5,220	5,220
Ifield Water Mill	(9,729)	(6,631)
<b>Restricted</b>		
Belonging in Crawley	(1,040)	0
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
<b>Funds of the museum</b>	<b>105,375</b>	<b>114,485</b>

## 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 <sup>th</sup> August 2018	25years	1 peppercorn when asked
Ifield Watermill	25 <sup>th</sup> 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:

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.

Date: 18 August 2024

Signed: [Signature]

Name: Nic Allen

Company Director

First 30, The Pavilions,

Croft Park, V/orth