



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
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	
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)

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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 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.

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

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	150	0	0	150	161
Museum rent	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
Racking 2020	0	0
Sci-Fi Exhibition 2024	(7,593)	(7,593)
The Tree Project	0	12,331
CBC Main Grant	(196,658)	(196,658)
Collections Care Grant RPTEG051/RES103	0	0
Crawley Museum The Tree	0	(27,828)
Dinosaur Exhibition 2023	0	(692)
Goffs Park House	0	(1,209)
IT upgrade	0	5,220
Ifield Water Mill	(11,660)	(9,729)
Longley Trust	1,494	1,494
Restricted		
Audience Development	0	0
Ifield Water Mill Wheel repairs	0	0
Tree Meeting Room Chairs & Tables	0	0
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.