



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	4	11	2019		4	11	2020

Section A Reference and administration details

Charity name The Beaminster Museum Trust

Other names charity is known by

Registered charity number (if any) 1179769

Charity's principal address

Beaminster Museum
Whitcombe Road
Beaminster, Dorset,
Postcode DT8 3NB

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	Murray Rose,	Chairman		
2	Michael Conroy,			
3	Diana Trenchard,			
4	Colin Bowditch			
5	Mary Treacher			
6	Marcus Chambers			
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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

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)	Constitution of a Charitable Incorporated Organisation
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (association Model)
Trustee selection methods (eg. appointed by, elected by)	By vote of the members at their AGM

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.

A Management committee is responsible for the day to day operation of the museum, but liaises closely with the Trustees. There is an aim that at least one Trustee also serves on the management committee.

The Management committee has the authority to spend up to a sum of £5000 on any one item without requesting permission of the Trustees.

Our reserve policy is to aim to hold Reserve of £6000 at all times

Section C and activities

Objectives

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

To advance the education of the public by founding, maintaining and managing a Museum in Beaminster to promote public interest in, and to collect and preserve items connected with, the history of the town and surrounding rural area

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)

To open the museum to visitors for 6 months of the year

To display new temporary displays in addition to our collection

To open to group visits to see the museum collection

To arrange visits by children in school groups

To answer queries from the public regarding the history of the area

To help with family history researches for people world-wide with a Beaminster connection

To provide a history-based series of lectures during the winter months.

We co-manage a NNS site of geological interest which we open to the public from time to time or on request.

We have manned outreach sessions on flax production at the local agricultural show

Additional details of objectives and activities (Optional information)

The museum is entirely volunteer-run with no paid staff, with no financial assistance except for specific grants for specific projects.

We were awarded the Queen's Award for Voluntary Service in June 2019

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

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

Section D
Achievements and
performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The year started very well with very good attendances at the first four winter talks. The autumn events also went well. Early in 2020 we heard that we had been awarded a £99,000 lottery Grant and left a £101,000 legacy which meant we had sufficient funds to start an expansion Project, which had been in planning for some 3 years.

At the same time Covid struck and we went into lockdown. Lockdown meant that we could not finish our Winter talks series and we were not able to open the museum at all in 2020. The lockdown however did enable us to speed up the building extension - we could start building earlier because the Museum was closed. This has saved us sufficient time to be able to open the museum at Easter 2021 if Covid allows.

The Financial effect of Covid has been a loss of income on:- Winter talks, events and admission charges. The losses were offset slightly by less cleaning, less maintenance, and less utilities. Some money was raised by occasional sales (books and plants) associated with the museum. We have therefore made a loss over the year of £1438, whereas we normally make a small profit. We have received a £10,000 Covid-19 Support Grant from the government which more than covers this and will help us in the coming 12-months should there be more difficulties.

The building expansion Project (2 rooms over 2 storeys) is going very well with few problems and still within budget. The requirement to provide extra Museum activities required by the lottery grant, which are concerned with working more within the community, is on hold because of Covid restrictions. We hope to concentrate on these next year once the building work has been completed.

Section E

review

Financial

Brief statement of the charity's policy on reserves

We aim to hold £6000 in reserve at all times, which represents about 12 months of fixed liabilities, in the event of there being no income.

Details of any funds materially in deficit

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.

Year-end accounts have been divided into two parts. One is the normal operating expenses for the museum over the year and the second part summarises the Expansion Project finances. Operating income and expenditure is in line with previous years except for this year seeing a £1438 loss, due to reduced activities due to Covid-19 restrictions.

The Project Income and Expenditure summarise funding received and payments made associated with the Project during the year. The remaining sums will be received and paid out next year. The Project accounts are managed separately in tables which monitor the cash-flow throughout the project life.

Section F

Other optional information

In Spring 2021 the Museum will be reinstalling the artefacts which had to be moved because of the building work. We are hoping at the same time to improve displays. Next year will also be a time to expand into two new galleries and develop contact with the community in line with the the plans made for the various new activities with the expanded building.

All this, of course, is dependent on the outcome of the pandemic.

Overall, a very strange year where we have luckily been able to take advantages of the enforced shut down to make progress with our extension plans.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	L M Rose	Colin Bowditch
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Full name(s)	Livingstone Murray Rose	Colin Bowditch
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Position (eg Secretary, Chair, etc)	Chair	
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Date	18/12/20
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Beaminster Museum Trust

Income and Expenditure Summary

for the financial year 5th November 2019 - 4th November 2020

Year ending 4th November 2020

2018/19	Operating Income	2019/20
1318	Friends' subscription income	1,063
497	Gift Aid income	237
	Friends' Income Subtotal	1,300
1081	Admissions	0
0	Exhibition funding	0
1247	General donations	777
500	Other bespoke donations	300
412	Grant income(marketing)	0
	Exhibition Income Subtotal	1,077
1243	Shop sales	877
	Sales of this year's museum publications	
	Shop Income Subtotal	877
100	Education income	30
0	Education funding	0
	Education Income Subtotal	30
2496	Events income	2,211
0	Room hire income	0
120	Miscellaneous income	100
340	Bank Interest received	39
120	Horn Park Quarry net income	0
9474	Total Operating Income	5,634

455 **Operating Surplus/Deficit for the Year** **-1,438**

Dorset Council Covid-19 Support Grant **10,000**

	Long-term Project Income	
64102	Building and repair funding	164,108
	Gift Aid on building and repair donations	11,910
290	Bank Interest on Renovation Account	475
64392	Total Long-term Project income	176,493

60792 **Long-term Project Surplus/Deficit for the Year** **94,037**

73576 **Total Income** **192,127**

60957 **Net Surplus/Deficit for the Year** **102,599**

2018/19	Operating Expenditure	2019/20
78	Friends' subscription printing and postage	79
45	Other Friends' expenditure	0
	Friends' Expenditure Subtotal	79
1024	General display costs	324
0	Funded exhibition costs	0
0	Reference section costs	11
1149	Marketing costs	642
	Exhibition Expenditure Subtotal	977
124	Shop purchases	0
0	Shop publication printing costs	0
	Shop Expenditure Subtotal	0
80	Education expenditure	25
0	Funded education expenditure	0
	Education Expenditure Subtotal	25
326	Events expenditure	241
50	Room Hire expenditure	0
244	Miscellaneous expenditure	173
5000	General property expenditure	4,666
899	General administration costs	911
9019	Total Operating Expenditure	7,072

Long-term Project Expenditure

3600	Funded building and repair expenditure	82,456
3600	Total Long-term Project Expenditure	82,456

12619 **Total Expenditure** **89,528**

Bank Balances				
Opening balances 5th November 2019 -				
Cash (float)			50	
TSB Current Account			7,564	
CCLA	1	General Deposit Account	8,234	
	2	Bespoke Funds	1,321	
	3	Renovation Fund	65,308	
				74,863
Less provision for electricity not charged			-	800
Total opening balances 5th November 2019				81,677
Closing balances 4th November 2020				
Cash (float)			30	
TSB Current Account			36,399	
CCLA	1	General Deposit Account	10,010	
	2	Bespoke Funds	2,118	
	3	Renovation Fund	155,719	
				167,847
Total closing balances 4th November 2020				204,276
(See note below)				
Less Trustee Loans held in Renovation Fund			-	20,000
Net Surplus/Deficit for the Year				102,599

General property expenditure		2019/20
2018/19		
1924	Utilities	2,492
1233	Insurance	1,299
1007	Repairs and Renewals	365
836	Cleaning	510
5,000		4,666
General administration costs		
534	Telephone and Broadband	548
279	Printing, Postage and Stationery	159
	Computer and Digital Equipment	204
86	Other Administration costs	0
899		911
Events Income		
606	Book Sale	638
945	Winter Talks	1,098
90	Other Talks	40
288	Christmas Concert	283
119	Coffee Morning	152
200	Quiz Night	
248	Ghost Walks	
2,496		2,211

Note: The museum has a general reserve policy of retaining £6,000.

I have checked the above figures against bank statements, schedules, deposit statements and invoices, and found them correct.

Signed:



Colin Schofield (Examiner)

Dated:

20/1/21



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
The Beaminster Museum Trust

On accounts for the year
ended

4 November 2020

Charity no
(if any)

1179769

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **04 / 11 / 2020**.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of 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 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 Charities 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.

Signed:

Date:

20/11/21

Name:

Colin Schofield

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

Chartered Engineer

Address:

37 The Beeches

Beaminster

DT8 3SL

Section B

Disclosure

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

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

Comments from last check acted upon satisfactorily. No new comments.