



## Trustees' Annual Report for the period

From 5<sup>th</sup> November 2023 Period start date to 4<sup>th</sup> November 2024 Period end date

Charity name: The Beaminster Museum Trust

Charity registration number: 1179769

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>MISSION:</b> To encourage research, collect, conserve and exhibit objects, images and records associated with the history of Beaminster and the surrounding villages, so adding to the cultural and educational facilities for local adults, children and visitors to the area.</p> <p><b>AIMS:</b></p> <ol style="list-style-type: none"><li>1. To care for the Museum building and maintain the terms of the Museum Covenant.</li><li>2. To care for the Permanent Collections, advised by recommended best practice.</li><li>3. To present and display materials, particularly to encourage learning.</li><li>4. To provide temporary exhibitions and other opportunities for educational and cultural events in the Museum.</li><li>5. To develop the Reference Section to provide materials for local history studies and family history research.</li><li>6. To care for the volunteers who help run the museum by offering opportunities to learn and develop new skills in a happy, friendly and safe working environment.</li><li>7. To maintain the effective management of resources, finances and personnel to ensure the delivery of the Museum's aims well into the future.</li><li>8. To work in collaboration with schools, community groups, the Beaminster Festival, Dorset Arts Weeks, regional and local councils and other museums so enhancing the contribution of the Museum to community well-being.</li><li>9. To implement a wide marketing policy in order to achieve the aims.</li></ol>
Summary of the main activities in relation to those purposes for the public	Para 1.17 and 1.19	As a community run museum, we are open four days a week to the public, and on two additional days for our research group and for a social

benefit, in particular, the activities, projects or services identified in the accounts.		coffee morning for our volunteers to address weekly issues. In addition to being a museum about our community, from pre history to the present day, we support family history and social history research for both local residents and visitors with historic links to the area.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>To open the Museum for 6 months of the year</p> <p>In addition to our permanent collection , to provide temporary displays such as this years "When the Romans came to Dorset" and "One and two halves to Beaminster"</p> <p>To open for group visits to see the museum collection.</p> <p>To arrange visits by children in school groups. To answer queries from the public concerning the history of the area.</p> <p>To help with family research for people world-wide with a Beaminster connection.</p> <p>To provide a history-based series of lectures during the winter months.</p> <p>We co-manage with the Jurassic Coast Tust a NNS site of geological interest which we open to the public from time to time or on request.</p> <p>We confirm that trustees have had regard to the guidance issued by the Charity Commission in respect of public benefit</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We hold reserved funds for educational purposes, the main use of which recently has been to subsidise transport for visiting schools.
Policy on social investment including program related investment	Para 1.38	Our main activity in this regard is preserving the buildings for the future benefit of the community.
Contribution made by volunteers	Para 1.38	We are 100% volunteer run, with volunteers providing stewarding, DIY, Research and designing and installing exhibits.
Other		

### Achievements and Performance

	SORP reference
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We have hosted many educational visits, and played our part in the supporting and promoting the cultural heritage of West Dorset to visiting tourists.
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We are succeeding in gradually increasing our visitor numbers post Covid. We have provided two bespoke exhibitions so far this year.
Performance of fundraising activities against objectives set	Para 1.41	We are broadly on track financially and are pursuing our plans to fund raise specifically for stained glass window replacement.
Investment performance against objectives	Para 1.41	We have been applying for grants for our planned stained glass repairs.
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We expect to be close to break even this year
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold a contingency fund against unplanned maintenance expenditure.
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materiality in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None. Although in some years we may fail to break even, if needed we would utilise part of the reserve in the short term and address additional fund raising needed to restore the reserve.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Visitor donations and community events and lectures during the year. Legacies provide a welcome addition but are essentially unplanned.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The principal risks are around the building, in the shorter term we need to raise £25,000 for stained glass window repairs, and in continuing to be able to attract volunteers to support the work of the museum.
Other		

## Structure, Governance and Management

Description of charity's trusts:		All our key documents are at <a href="http://beaminstermuseum.co.uk/governance/">http://beaminstermuseum.co.uk/governance/</a>
Type of governing document (trust deed, royal charter)	Para 1.25	Policies as above.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at AGM on a three year cycle.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	See <a href="http://beaminstermuseum.co.uk/governance/">http://beaminstermuseum.co.uk/governance/</a>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is mentored by through a council nominee and is a member of various local museum associations in the SouthWest.  We have loose associations with other local museums, and many of our artefacts on display are loans from Dorchester Museum and Art Gallery.
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	The Beaminster Museum Trust
Other name the charity uses	<a href="https://beaminstermuseum.co.uk/">https://beaminstermuseum.co.uk/</a>
Registered charity number	1179769
Charity's principal address	Beaminster Museum Whitcombe Road Beaminster DT8 3NB, Dorset

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	Honorary President		Lifetime award
2	Alec Crawford	Chair of Trustees		Elected at AGM
3	Colin Bowditch			Elected at AGM
4	Matthew Kirkman			Elected at AGM
5	Jonathon Fairchild			Elected at AGM
6	Marcus Chambers			Elected at AGM
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Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address
Mentor	Vicky Dewitt	Museums Advisor for BCP & Dorset Councils Dorset History Centre 07876 790641 <a href="mailto:vicki.dewitt@dorsetcouncil.gov.uk">vicki.dewitt@dorsetcouncil.gov.uk</a> <a href="http://www.dorsetcouncil.gov.uk">www.dorsetcouncil.gov.uk</a>

#### Name of chief executive or names of senior staff members (Optional information)

Matthew Kirkman - Chairman - Operating Committee

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date



2022/23	Operating Income	2023/24
5209	Legacies	410
1014	General donations	474
0	Bespoke donations	0
75	Gift Aid on general and bespoke donations	25
	<b>General Donations Subtotal</b>	<b>909</b>
1194	Friends' subscription income	1,099
332	Gift Aid on Friends' subscriptions	206
	<b>Friends' Income Subtotal</b>	<b>1,305</b>
2009	Visitor donations	1,925
0	Donation point	843
505	Gift Aid on visitor donations	502
410	Grant income	838
	<b>Exhibition Income Subtotal</b>	<b>4,108</b>
1859	Shop sales	1,830
0	Sales of this year's museum publications	0
	<b>Shop Income Subtotal</b>	<b>1,830</b>
70	Education income	80
0	Education funding	0
	<b>Education Income Subtotal</b>	<b>80</b>
2125	Events income (see page 2)	2007
540	Room hire income	590
125	Miscellaneous income	120
560	Bank Interest received on CCLA funds	953
10	Horn Park Quarry net income	-53
<b>16037</b>	<b>Total Operating Income</b>	<b>11,849</b>

**3389 Operating Surplus/Deficit for the Year**

**-2,975**

### Long-term Project Income

1184	Building and repair funding	
152	Bank Interest on Renovation Account	
<b>1336</b>	<b>Total Long-term Project income</b>	<b>0</b>

**-4709 Long-term Project Surplus/Deficit for the Year**

**0**

**17373 Total Income**

**11,849**

**-1320 Net Surplus/Deficit for the Year**

**-2,975**

### 2022/23 Operating Expenditure

2023/24

74	Friends' subscription printing and postage	66
128	Other Friends' expenditure	79
	<b>Friends' Expenditure Subtotal</b>	<b>145</b>
436	General display costs	407
1469	Funded exhibition costs	237
54	Reference section costs	17
22	SumUp Card Fees	43
663	Marketing costs	442
696	Computer & digital equipment costs	1,261
	<b>Exhibition Expenditure Subtotal</b>	<b>2,407</b>
1360	Shop purchases	426
0	Shop publication printing costs	115
	<b>Shop Expenditure Subtotal</b>	<b>541</b>
209	Children's activities	68
0	Funded education expenditure	0
	<b>Education Expenditure Subtotal</b>	<b>68</b>
171	Events expenditure	279
185	Miscellaneous expenditure	99
5981	General property expenditure (see page 2)	10,233
1200	General administration costs (see page 2)	1,052
<b>12648</b>	<b>Total Operating Expenditure</b>	<b>14,824</b>

### Long-term Project Expenditure

6045	Funded building and repair expenditure	
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**6045 Total Long-term Project Expenditure**

**0**

**18693 Total Expenditure**

**14,824**

# Beaminster Museum Trust

## Income and Expenditure Summary

Year ending 4th November 2024

for the financial year 5th November 2023 - 4th November 2024

<b>Bank Balances</b>	
<b>Opening balances 5th November 2023 -</b>	
Cash (float)	50
TSB Current Account	6,500
CCLA 1 General Deposit Account	10,390
2 Bespoke Funds	5,277
2 Horn Park Quarry Funds	511
3 Renovation Fund	74
	<b>16,252</b>
Less advance ticket sales 2023 Xmas concert	-16
Less loan box deposits held	-50
Web hosting expenses overpaid	86
<b>Total opening balances 5th November 2023</b>	<b>22,822</b>
<b>Closing balances 4th November 2024</b>	
Cash (float)	30
TSB Current Account	4,370
CCLA 1 General Reserve	10,348
2 Bespoke Funds	4,692
2 Horn Park Quarry Funds	511
3 Renovation Fund	79
	<b>15,630</b>
<b>Total closing balances 4th November 2024</b>	<b>20,030</b>
(See note below)	
Less advance payments for volunteer lunch November 2024	-183
Less loan box deposits held	0
<b>Net Surplus/Deficit for the Year</b>	<b>-2,975</b>

Note: The museum has a general reserve policy of retaining £10,000.

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

Signed:

*Colin Schofield*

Colin Schofield (Examiner)

Dated:

*7th Jan 2025*

<b>General property expenditure</b>	
<b>2022/23</b>	<b>2023/24</b>
2362 Utilities	6,039
1856 Insurance	1,927
677 Repairs and Renewals	1,101
1086 Cleaning	1,166
<b>5,981</b>	<b>10,233</b>
<b>General administration costs</b>	
735 Telephone and Broadband	632
405 Printing, Postage and Stationery	420
60 Other Administration costs	0
<b>1,200</b>	<b>1,052</b>
<b>Events Income</b>	
411 Book Sale	314
865 Winter Talks	975
30 Other Talks	105
182 Christmas Concert 2023	488
77 Christmas Coffee Morning 2023	125
110 Family History workshop	
394 Bric a brac sale	
56 Surplus on volunteers' lunch 2023	
<b>2,125</b>	<b>2,007</b>