



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2022		Day 31	Month 12	Year 2022

## Section A Reference and administration details

**Charity name** Norfolk Museum of Freemasonry

**Other names charity is known by**

**Registered charity number (if any)** Charitable Incorporated Organisation 1183920

**Charity's principal address**

NORFOLK MUSEUM OF FREEMASONRY

47 ST. GILES STREET

NORWICH

**Postcode** NR2 1JR

### 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	Stephen Norman Allen			
2	Michael Stanley Gooderson BEM			
3	Michael Terry Goffin			
4	Charles James Hall			

### 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)**

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The charity is a Charitable Incorporated Organisation (CIO), controlled by its Constitution document dated 26 November 2018.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation 1183920
Trustee selection methods (eg. appointed by, elected by)	New Trustees may be recruited to the Board at any time by the Trustees. In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

### 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.

The Trustees manage the affairs of the Charity and meet regularly to discuss and review its financial and operational affairs.

The charity trustees make available to each new charity trustee, on or before their first appointment, a copy of the current version of the Constitution document and a copy of the Charitable Incorporated Organisation's latest Trustees' Annual Report and statement of accounts.

The principal risks to the Trust are the general level of donations which make up a significant portion of the Trust's income and the possible damage to and loss of the museum's collections.

Best practices are adopted in the identification, evaluation, and control of risks to ensure that, as far as possible, such risks are eliminated or reduced to an acceptable level.

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

To advance education for the benefit of the public by the maintenance of a museum and library.

## 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)

The Norfolk Museum of Freemasonry is a small museum run by volunteers. It is open to everyone and entrance is free. There is also a reference library.

The highlights in the collection include the Provincial Grand Master's chair, the Provincial sword with a flame shaped blade and a 17th century portrait of a Freemason wearing a long operative apron in lodge. New cabinets and lighting installed have been installed and visitors can learn about jewels, aprons, rare books, regalia, glassware, pottery, and other masonic items mostly associated with Norfolk Freemasonry.

There is also a rolling TV screen with pictures showing recent local masonic events and the work of Freemasons in the community. We also have a large reference library.

The charity continues to managed effectively.

The Trustees have considered the guidance given by the Charity Commission and are satisfied that the charity meets the requirements on public benefit.

## Additional details of objectives and activities (Optional information)

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

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

The opening of the museum was possible with much hard work from volunteers and help by the curators from the Norwich Museum Services.

The Museum is located in Norwich on a site owned by the Masonic Province of Norfolk on a rent-free basis, and in the year did not contribute for the costs of the building.

**Summary of the main achievements of the charity during the year**

The Museum is located in Norwich on a site owned by the Masonic Province of Norfolk on a rent-free basis, and in the year did not contribute for the costs of the building.

The CIO continues to deliver a permanent facility allowing it to showcase informative displays on local and national masonic history, presented through a variety of media, artefacts and collections.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The charity feels it has achieved the necessary amount of funding to enable it to achieve its objectives. The charity's policy on reserves is to hold sufficient funds to meet day to day needs.

### 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.

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Stephen Norman Allen	Michael Stanley Gooderson BEM
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	Trustee
<b>Date</b>	18/07/23	





## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/01/2022		31/12/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	700	-	-	700	-
Donations	-	-	-	-	-
Other	-	-	-	-	-
Sale of surplus items	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	700	-	-	700	-
<b>Total receipts</b>	700	-	-	700	-
<b>A3 Payments</b>					
Audit of collection	-	-	-	-	-
Display equipment	-	-	-	-	-
Restoration	-	-	-	-	-
Membership	-	-	-	-	-
Other	-	-	-	-	62
<b>Sub total</b>	-	-	-	-	62
<b>Total payments</b>	-	-	-	-	62
<b>Net of receipts/(payments)</b>	700	0	0	700	(62)
<b>A5 Transfers between funds</b>	0	0	0	0	0
<b>A6 Cash funds last year end</b>	110	0	0	110	172
<b>Cash funds this year end</b>	810	0	0	810	110

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account	810	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	810	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Michael Stanley Gooderson BEM		18/07/2023
		Stephen Norman Allen		18/07/2023