



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2022		31	03	2023

## Section A Reference and administration details

Charity name

Maldon Museum in the Park

Other names charity is known by

Registered charity number (if any) 1185595

Charity's principal address

47 Mill Road

Maldon

Essex

Postcode CM9

5HX

### 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	Jonathan Cruikshank			
2	Steven Gridley			
3	Elizabeth Jeary	Chair		
4	Keith Jeary	Treasurer		
5	David Patient			
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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

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed or reappointed at the Annual General Meeting held annually in October.

### 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 museum has a board of five trustees and is run by a management committee consisting at present of ten members. Trustees and committee members are all volunteers. There are no paid staff. We are accommodated in a building owned by Maldon District Council, which we occupy rent free. Approximately one third of our collection is on loan from the district council, which we display, store and care for on their behalf.

We are a member of Museums Essex, a team of museum workers that support Essex museums, galleries and heritage organisations. Their aim is to give guidance, share knowledge, share skills and financially support museum projects with their grants scheme.

We are also a member of Art Fund\_ who run our ticketing system for Fossil Tours and other ticketed events.

## Section C Objectives and activities

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

To advance the education of the public in the history of Maldon and the local district by providing and maintaining a museum and by protecting, conserving and displaying artefacts and items from the collections held by the museum.

**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)**

<p>Our vision is to develop Maldon Museum in the Park into a hub for diverse and integrated community activity and a visitor experience that adds value to the town as a tourist destination. Entry to the museum is free for all, although we do ask for donations. The trustees see making the museum welcoming and inclusive as an important part of our objectives.</p> <p>In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission’s guidance on public benefit, including the guidance on public benefit and fee charging.</p> <p>The museum relies on grants and the income from visitor donations to cover its operating costs. In setting the level of entry fees if necessary in the future, the trustees will give careful consideration to the accessibility of the museum for those on low incomes.</p> <p>The strategies employed to achieve the charity’s aims and objectives are to:</p> <p>present a broad range of exhibitions for the enjoyment and education of our local community;</p> <p>offer opportunities for a broad range of young people to get involved in arts activity exploring their own creativity;</p> <p>celebrate the diversity of cultures in our society by having exhibitions highlighting differing cultural backgrounds.</p> <p>Putting these strategies into action we have three major areas of activity which are: permanent and special exhibitions, children’s art and crafting sessions, off-site tours.</p> <p>We endeavour to encourage all within our community to view our exhibitions and to take part in our activities. These are to be enjoyed by all but we appreciate that some may have particular appeal to our older residents.</p> <p>Affordability and access is important to us and we try to enable all within our community, whatever their means, to take part in our activities and to view our exhibitions. Exhibitions, art and craft activities and off-site tours are available free to the public, or for a small fee (which may be waived or reduced in cases of hardship).</p>
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We are grateful for the many hours volunteers spend working (often behind the scenes) to maintain the museum's premises, displays and artefacts. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

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

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## Achievements and performance

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

The museum was open from Easter until the end of October and this year celebrated its Centenary.

We welcomed a variety of groups by special arrangement, which included groups from local schools, the U3A and parties visiting from further afield.

#### ACTIVITIES FOR CHILDREN

These include a quiz to take them around the museum and a fossil hunt in the courtyard. Special art and craft activities are offered during school holidays and are supported by the local branch of the Arts Society. This year also featured Hallowe'en Crafts sessions.

A volunteer runs Family Fossil Tours at nearby Creeksea during the summer months, which have continued to be very popular.

#### DISPLAYS AND EXHIBITIONS

Apart from the permanent displays we ran a programme of temporary exhibitions. These included: a display on Mary Anning and Victorian Fossil Hunters alongside two ammonite fossils on loan from the Horniman Museum and Garden; a presentation "Barge'in to Maldon", exploring links, past and present, between the district and Thames Sailing Barges; as part of our Centenary celebrations we made our scrapbooks, dating back to 1970, available for public reading.

Our permanent displays are being reviewed and rationalised to more clearly reflect life in the community, past and present.

We are working with Marvellous Micro Museums to put together a new style of interpretive labelling for some of our themed rooms.

The museum was involved in the Share Museums East Mystery Shopper Scheme and received a very favourable review from the clandestine visitor.

Before the 2023 Easter opening, a full dismantling of most displays, thorough cleaning of the premises and artefacts, insect eradication and preventative treatment was undertaken by (primarily) two of our volunteers. This had a negative impact on the museum's finances as specialist equipment and chemicals had to be purchased and no grant was available. These treatments should last five years.

## Section E

## Financial review

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

Cash at bank 31/3/2023 was £27k in unrestricted funds. The main financial risk to the charity is loss of premises from MDC and reduced donations. The funds are held to cover over 12 months operational costs in the event of a loss of income and to meet any unforeseen expenditure that may occur.

### Details of any funds materially in deficit

N/A

### 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.

One volunteer's travel expense is more than covered by ticket sales for the Fossil Tours.

The principal source of (non-grant) funding is visitor donations – two donation boxes are now in use and donations have remained steady.

A £5k grant was used to conserve much of the museums' textiles collection by employing a specialist conservator (with volunteer assistance).

## 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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Keith Jeary	Elizabeth Jeary	
Treasurer		

**MALDON MUSEUM IN THE PARK****INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31 MARCH 2023**

	<b>2023</b>		<b>2022</b>	
<b>INCOME</b>	£		£	
Grants received		2,611		5,877
Events income		326		
Taxidermy income		1,035		
Donations		2,329		1,605
Shop sales	760		564	
Less purchases	<u>256</u>	<u>504</u>	<u>394</u>	<u>170</u>
Interest received		5		
<b>TOTAL INCOME</b>		<b><u>6,810</u></b>		<b><u>7,652</u></b>
<b>EXPENDITURE</b>				
Insurances	654		649	
Lighting & Heating	1,355		914	
Property maintenance	1,548		499	
Telephone & Broadband	60		144	
Printing, Stationery & Postage	267		161	
Subscriptions & Donations	115		91	
Collection: maintenance & display	2,305		875	
Equipment maintenance	44		398	
Patio expenses	163		1,107	
Equipment purchases	1,695		1,533	
Advertising	104		245	
Volunteer Expenses	403		0	
Sundry expenses	378		107	
Bank charges	54		0	
<b>TOTAL EXPENDITURE</b>		<b><u>9,145</u></b>		<b><u>6,724</u></b>
<b>SURPLUS (DEFICIT)</b>		<b><u>(2,335)</u></b>		<b><u>928</u></b>

**BALANCE SHEET AT 31 MARCH 2023**

Equipment & Furniture		1		1
Cash in hand		50		116
Balance at bank	Current	26,941		24,748
	Deposit	0		4,644
Debtor		222		
Stock		<u>533</u>		<u>505</u>
		27,747		30,014
Less Creditor		<u>-236</u>		<u>-168</u>
		<b><u>27,511</u></b>		<b><u>29,846</u></b>
<b>ACCUMULATED FUND</b>				
Balance brought forward		29,846		28,918
Surplus (Deficit) for year		<u>2,335</u>		<u>928</u>
Balance carried forward		<b><u>27,511</u></b>		<b><u>29,846</u></b>

Keith Jeary                      Hon Treasurer

I have reviewed the above Account, without carrying out an audit, and confirm that it is in accordance with the financial records of the Museum.

Colin Pryke 17<sup>th</sup> November 2023