



Tewkesbury Museum

Annual Report and Accounts for the Period 22 October 2019 to 31 March 2021

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Reference and Administrative Details

**Charity
Number** 1185929

Address 64 Barton Street
Tewkesbury
Gloucestershire
GL20 5PX

Trustees Steve Goodchild (Chair)
Ian Bartlett
Karen Brennan
Paul Drake
Craig Fletcher (retired 31/12/20)
Joanne Raywood

P Drake was appointed on 27/1/20. All other trustees were appointed on 22/10/19 as the first trustees in the charity's constitution.

Trustees' Report

Structure, Governance and Management

The Museum is a Charitable Incorporated Organisation, registered with the Charity Commission for England and Wales, number 1185929.

The Museum's governing document is its Constitution, approved by the Charity Commission on 22 October 2019.

The governing body consists of up to nine trustees. Up to four trustees may be appointed by Tewkesbury Town Council, subject to ratification by the existing trustees.

Objectives and Activities

The objects of the Museum are:

- The establishment and maintenance of one or more museums in Tewkesbury
- The advancement of public knowledge and education about the history and heritage of Tewkesbury and its environs□.

The main activities of the Museum are:

1. Effective stewardship of the CIO's collections and archives
2. Exhibiting, interpreting and providing access to collections and archives
3. Collecting artefacts in its own right or in collaboration with other museums
4. Working in partnership with other organisations that have an interest in the history of Tewkesbury and its environs

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to guidance on public benefit published by the Commission, specifically PB2 'Public benefit: running a charity'.

The Museum is run entirely by volunteers.

Achievements and Performance

The CIO was formed on 22 October 2019 but did not take over responsibility for the running of the Museum until 1 June 2020. Until that date the Museum continued to be run by the CIO's predecessor organisation, the unincorporated charity Tewkesbury Museum, registration number 203157.

Covid-19 restrictions reduced the Museum's operations dramatically:

- Visitors
 - o Between April 2019 and March 2020 the Museum was open on 262 days and had 4,531 visitors
 - o During April and May 2020 and between November 2020 and March 2021 it was closed
 - o Between April 2020 and March 2021, it was open on 75 days and had 1,394 visitors, an approximately 70% reduction on the previous 12 months
- Events
 - o Between April 2019 and March 2020, volunteers led 15 tours and walks with 271 participants, gave 5 talks to groups and 8 public talks with 280 participants.
 - o Between April 2020 and March 2021 there were no tours, walks or talks, our Father Christmas sessions had to be cancelled, and with the cancellation of the Medieval Festival no-one hired our costumes

The model fairground, constructed by Alfred Salt in the 1950s and relocated to a new position in the front room of our ground floor in the first few months of 2020, proved a big success, particularly with our younger visitors, in the months when we were allowed to open.

The Battle Room – the first floor room dedicated to the Battle of Tewkesbury – is being refurbished. By 31 March 2021 nearly half the work had been done. We were planning to have a grand unveiling ceremony on 4 May 2021, the 550th anniversary of the battle, but this has had to be delayed due to Covid. This has also led to the postponement of improvements to the adjoining gallery (see 'Plans for the Future').

We have continued the task of reconciling our collection, paper records and Modes database. Alongside this, we have started to record environmental conditions in our galleries and stores, to better understand any deficiencies which might affect the condition of objects in our care. To this end, we acquired a further ten therma-hygrometers in November.

Our landlords, Tewkesbury Town Council, made a successful application to Historic England for a £25k grant to make urgently-needed repairs to the roof of the museum. These are being carried out in April and May 2021. They will, unfortunately only partially resolve the major problems with the roof structure and covering, and a much more substantial grant will be needed to fund further repairs to the roof and other structural elements of the building. To be considered for such a grant our building will have to be included in Historic England's 'At Risk' register. An inspection to achieve such a registration has been delayed, first by floods and then by Covid.

The deadline for our re-accreditation with Arts Council England was originally March 2020. This has been deferred twice, first to March 2021 and then to March 2022. To meet the new deadline we will have to repeat some of the work we have already done. On a positive note, however, this gives us time to review and embed the policies and procedures into our ways of working.

Plans for the Future

We will be continuing work to properly record our collection, to fully comply with the national 'Spectrum' standard and our obligations for accreditation. Alongside this, we will be fully implementing our Collection Care plan to manage the collection.

We were not allowed to enter the museum building while the roof repairs were in progress. This meant that we were unable to open on the first allowed date of 17 May 2021, but had to wait a few weeks longer. We hope to resume our programme of tours, walks and talks at about the same time.

With regard to the major repairs needed to the roof area and the damaged second floor ceilings, we have commissioned a structural survey which will be carried out in the spring or summer, and Tewkesbury Town Council have appointed a grant-finding consultancy to help develop a strategy for these repairs. We will work closely with them in this project. Our building will not be fit for its present, or indeed any other use, if these repairs are not carried out in the next few years.

Once the Battle Room refurbishment is complete, and as allowed by structural repairs, we will carry out substantial work in the adjoining gallery on the second floor. Our plan is to dedicate it to the prehistoric, Roman and medieval periods, accommodating some items displaced from the Battle Room, and to transfer the Ashchurch exhibit there. We will also repurpose the 'children's corner' on the first floor into a discovery area, move our Victorian exhibits on the ground floor and expand the Raymond Priestley display.

Financial Review

Although the CIO was formed on 22 October 2019, it did not take over the running of the Museum until 1 June 2020. There were no financial transactions between these two dates; so, while the official accounting period is for over 17 months, the new charity was only active for ten of these.

The apparently extremely favourable surplus for this period is misleading:

- The headline surplus of £37.1k reflects £33.1k which was transferred from our predecessor organisation, the unincorporated charity Tewkesbury Museum, registration number 203157

- Much of our normal expenditure continued, despite all events being cancelled and the museum itself being closed between November 2020 and March 2021, resulting in a deficit on ongoing activities of £7.3k
- We were very lucky to receive £11.3k Covid-related government grants, converting this deficit into a surplus of £4.0k

As a new charity, we had no funds brought forward, and therefore ended the year with funds equal to our overall surplus of £37.1k. Our reserves policy is to hold designated funds of up to two years of our forecast project costs and general funds of one to two years of our forecast running costs. £20k of our funds have been designated for projects, leaving £17.1k general funds, equivalent to 28 months' forecast running costs.

Although the CIO and its predecessor organisation are, legally, different entities, they are, in substance, the same. Memorandum accounts have therefore been prepared, showing the combined results of the two charities for the normal financial year from 1 April 2020 to 31 March 2021, with comparatives for the previous year. These accounts and related notes are set out on pages 17 to 22. The comments above, other than the £33.1k transfer, also apply to these combined figures; and differences in income and expenditure between the two years are almost entirely due to the effects of Covid restrictions.

Approval

This report was approved by the Trustees on 13 May 2021 and signed on their behalf by:

Steve Goodchild (Chair)

Independent examiner's report on the accounts

Report to the trustees/ members of

Tewkesbury Museum

On the accounts for the period ended

31 March 2021

Charity no. 1185929

Set out on pages

8 to 16

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31/3/2021.

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:

Name:

Elizabeth Giles

Address:

c/o Tewkesbury Museum

64 Barton Street
Tewkesbury
Gloucestershire
GL20 5PX

Tewkesbury Museum

Statement of Financial Activities Period from 22 October 2019 to 31 March 2021

All Figures in £

	Note	Current Period		
	—	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Income from:				
Transfer from Predecessor Organisation		33,072	0	33,072
Donations and legacies		15,673	0	15,673
Charitable activities		35	0	35
Trading activities		18	0	18
Total Income	3	48,798	0	48,798
Expenditure on:				
Raising funds		0	0	0
Charitable activities		11,709	0	11,709
Total expenditure	4	11,709	0	11,709
Net income/(expenditure) and net movement in funds for the year		37,089	0	37,089
Reconciliation of funds				
Total funds brought forward		0	0	0
Total funds carried forward		37,089	0	37,089

Tewkesbury Museum

Balance Sheet at 31 March 2021

<i>All Figures in £</i>	Note 	<u>Current Period</u>
Current assets		
Debtors	5	278
Cash at bank and in hand		40,990
Total current assets		<u>41,268</u>
Liabilities		
Creditors: amounts falling due within one year	6	4,179
Net current and total net assets		<u>37,089</u>
Funds of the charity		
	7	
Unrestricted: Designated		20,000
Other		17,089
Total		<u>37,089</u>
Restricted		0
Total funds		<u>37,089</u>

Approved by the trustees on 13 May 2021 and signed and authorised for issue on their behalf by:

Steve Goodchild

Paul Drake

The notes on pages 10 to 16 form part of these accounts.

Notes to the Accounts for the Period 22 October 2019 to 31 March 2021

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), issued on 16 July 2014; and with
- The Charities Act 2011.

Tewkesbury Museum meets the definition of a public benefit entity under FRS 102.

b) Going concern

Given the Museum's level of year-end reserves, the Trustees consider that the charity has adequate resources to continue in operation for the foreseeable future. Accordingly, the financial statements have been prepared on a going concern basis.

c) Fund accounting

Unrestricted funds are available to spend on activities that further any of our charitable purposes.

Restricted funds are donations where the donor has specified they should only be used for certain aspects of our work. The costs of raising and administering such funds are charged against the specific fund, unless expressly forbidden by the donor.

The aim and use of each material restricted fund is set out in the accounting policy notes. Investment income, gains and losses are allocated to the appropriate fund.

d) Income

Income is recognised when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources, and the monetary value can be measured with sufficient reliability.

Donations, grants and gifts are recognised when receivable. If a donation is subject to performance conditions, the income is recognised in our Statement of Financial Activities when it is probable that those conditions will be met, unless it is considered more appropriate to include it as deferred income in Creditors.

There has been no offsetting of assets and liabilities, or of income and expenditure, unless required or permitted by the FRS 102 SORP.

Legacies are recognised when there is a high probability that they will be received and the amount can be measured with a reasonable degree of accuracy.

Gift Aid recoverable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be a part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Interest on deposits is included when receivable and the amount can be measured reliably, which is normally on notification by the bank of the interest paid or payable.

Trading income is recognised at the point of sale.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation and the amount can be measured with reasonable certainty. All expenditure is accounted for on an accruals basis under the following headings:

- *Expenditure on raising funds* comprises marketing costs, costs incurred in seeking donations, grants and legacies, and the costs of fundraising activities
- *Expenditure on charitable activities* comprises the costs of running the Museum and its programme of walks and talks, and in storing archaeological artefacts on loan
- *Support costs* are incurred in support of expenditure on the objects of the charity. However, as the Museum has no staff,

governance or accounting costs and its administrative costs are negligible, it is considered that there are no support costs

- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

f) Volunteers

The value of the services provided by volunteers is not included in these financial statements.

g) Fixed assets

Assets costing more than £1,000 are capitalised at their historical cost when purchased.

The Museum's objects and display furniture do not generate income, and are, therefore, not classified as fixed assets. Any acquisition costs are charged when incurred.

h) Stock

It is uncertain whether merchandise will be sold, and acquisition costs are not material. Any such purchases are, therefore, charged when incurred.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered.

j) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments.

k) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Basis of Accounts

Tewkesbury Museum was registered as a Charitable Incorporated Organisation on 22 October 2019. On 31 May 2020 the predecessor organisation transferred all its assets and liabilities to the new organisation, which assumed the running of the museum from 1 June

2020. The Accounts and Notes set out on pages 8 to 16 relate to this organisation only.

The current organisation is, legally, different to the predecessor organisation, but the two are, in substance, the same. The Memorandum Accounts and Notes set out on pages 17 to 22, showing the combined figures for both organisations, reflect the performance of the Museum as a whole for the last two years.

3 Analysis of Income

All Figures in £

		Current Period		
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Transfer from Predecessor Organisation		33,072	0	33,072
Donations and Legacies	Donations	1,339	0	1,339
	Grants	14,334	0	14,334
	Total	15,673	0	15,673
Charitable Activities	Walks and talks	35	0	35
	Archaeological Artefact Storage	0	0	0
	Total	35	0	35
Trading Activities	Sale of Goods	18	0	18
	Paranormal	0	0	0
	Costume Hire	0	0	0
	Father Christmas	0	0	0
	Total	18	0	18
Total Income		48,798	0	48,798

Tewkesbury Museum was registered as a Charitable Incorporated Organisation on 22 October 2019. On 31 May 2020 the predecessor organisation transferred all its assets and liabilities to the new organisation, which assumed the running of the museum from 1 June 2020. Assets with a financial value consisted of a bank balance and sales and petty cash floats.

Government grants totalling £11,334 were received in respect of the closure of the museum and the cessation of other activities due to Covid 19. A Growth Hub grant of £3,000 was received for a 3-D imaging project.

4 Analysis of Expenditure

All Figures in £

		Current Period		
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
		<u>Costs</u>	<u>Costs</u>	<u>—</u>
Raising Funds	Leaflets	0	0	0
	Father Christmas	0	0	0
	Other	0	0	0
	Total	0	0	0
Charitable Activities	Projects	6,859	0	6,859
	Insurance	1,073	0	1,073
	Utilities	1,402	0	1,402
	Broadband and IT	630	0	630
	Equipment and Maintenance	1,312	0	1,312
	Other	433	0	433
	Total	11,709	0	11,709
Total Expenditure		11,709	0	11,709

Expenditure on raising funds includes that on marketing, fundraising and trading activities.

All charitable expenditure is incurred in running the Museum and its programme of walks and talks, and in storing archaeological artefacts on loan. There are no governance or accounting costs. There are, therefore, considered to be no support

£3,019 of current year project expenditure was for a 3-D imaging project. The rest was predominantly for the refurbishment of the battle room.

5 Debtors

All Figures in £

Current
Period

Owed in respect of trading activities	0
Prepayments	278
Total	278

6 Creditors

All creditors are due within one year.

All Figures in £

Current
Period

Owed to Suppliers	2,978
Accruals	1,201
Total	4,179

7 Funds of the Charity

All Figures in £

Current
Period

Restricted Funds

Opening Balance	0
Income	0
Expenditure	0
Transfers	0
Closing Balance	0

Unrestricted Funds

Designated Funds:

Opening Balance	0
Income	0
Expenditure	0
Transfers	20,000
Closing Balance	20,000

General Funds:

Opening Balance	0
Income	48,798
Expenditure	-11,709
Transfers	-20,000
Closing Balance	17,089

Total Unrestricted Funds:

Opening Balance	0
Income	48,798
Expenditure	-11,709
Transfers	0
Closing Balance	37,089

Tewkesbury Museum - Current and Predecessor Organisations

Memorandum Balance Sheet at 31 March 2021

<i>All Figures in £</i>	Note —	Current Year <u>Total</u>	Prior Year <u>Total</u>
Current assets			
Debtors	5	278	1,007
Cash at bank and in hand		41,836	35,302
Total current assets		<u>42,114</u>	<u>36,309</u>
Liabilities			
Creditors: amounts falling due within one year	6	4,179	1,671
Net current and total net assets		<u>37,935</u>	<u>34,638</u>
Funds of the charity	7		
Unrestricted: Designated		20,000	20,000
Other		17,935	14,638
Total		<u>37,935</u>	<u>34,638</u>
Restricted		0	0
Total funds		<u>37,935</u>	<u>34,638</u>

The notes on pages 19 to 22 form part of these memorandum accounts.

Notes to the Memorandum Accounts for the Year Ended 31 March 2021

1 Accounting Policies

The accounting policies for the memorandum accounts are the same as for the official accounts. See pages 10 to 12 above.

2 Basis of Accounts

These accounts are for both Tewkesbury Museum organisations, the current one (the CIO) and the original one. They compare the current year (1 April 2020 to 31 March 2021) with the prior year (1 April 2019 to 31 March 2020).

There was very little activity in April and May, ie until the CIO took over the running of the Museum. Nearly all current year figures are, therefore, for the CIO, but they also include the original organisation's income of £5 and expenditure of £725.

The CIO did not receive any income or incur any expenditure in the prior year, so these figures are entirely for the original organisation. They are a modified version of that organisation's published figures. The published figures were prepared on a cash basis; those shown below have been restated onto an accruals basis.

3 Analysis of Income

All Figures in £

		Current Year			Prior Year
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Donations and Legacies	Donations	1,344	0	1,344	4,304
	Grants	14,334	0	14,334	0
	Total	15,678	0	15,678	4,304
Charitable Activities	Walks and talks	35	0	35	1,440
	Archaeological Storage	0	0	0	525
	Total	35	0	35	1,965
Trading Activities	Sale of Goods	18	0	18	526
	Paranormal	0	0	0	225
	Costume Hire	0	0	0	359
	Father Christmas	0	0	0	1,001
	Total	18	0	18	2,111
Total Income		15,731	0	15,731	8,380

Government grants totalling £11,334 were received in respect of the closure of the museum and the cessation of other activities due to Covid 19. A Growth Hub grant of £3,000 was received for a 3-D imaging project

4 Analysis of Expenditure

All Figures in £

		Current Year			Total
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
		<u>Costs</u>	<u>Costs</u>	<u>Costs</u>	
Raising Funds	Leaflets	0	0	0	473
	Father Christmas	0	0	0	80
	Other	0	0	0	0
	Total	0	0	0	553
Charitable Activities	Projects	6,859	0	6,859	8,471
	Insurance	1,555	0	1,555	1,668
	Utilities	1,565	0	1,565	2,167
	Broadband and IT	710	0	710	824
	Equipment & Maintenance	1,312	0	1,312	437
	Other	433	0	433	723
	Total	12,434	0	12,434	14,290
Total Expenditure		12,434	0	12,434	14,843

Expenditure on raising funds includes that on marketing, fundraising and trading activities.

All charitable expenditure is incurred in running the Museum and its programme of walks and talks, and in storing archaeological artefacts on loan. There are no governance or accounting costs. There are, therefore, considered to be no support costs.

Prior year project expenditure was for the refurbishment of the fairground and for a costed condition report on the museum building.

£3,019 of current year project expenditure was for a 3-D imaging project. The rest was predominantly for the refurbishment of the battle room.

5 Debtors

All Figures in £

	<u>Current Year</u>	<u>Prior Year</u>
Owed in respect of trading activities	0	525
Prepayments	<u>278</u>	<u>482</u>
Total	<u>278</u>	<u>1,007</u>

6 Creditors

All creditors are due within one year.

All Figures in £

	<u>Current Year</u>	<u>Prior Year</u>
Owed to Suppliers	2,978	350
Accruals	<u>1,201</u>	<u>1,321</u>
Total	<u>4,179</u>	<u>1,671</u>

7 Funds of the Charity

All Figures in £

	Current Year	Prior Year
<u>Restricted Funds</u>		
Opening Balance	0	0
Income	0	0
Expenditure	0	0
Transfers	0	0
Closing Balance	<u>0</u>	<u>0</u>
<u>Unrestricted Funds</u>		
Designated Funds:		
Opening Balance	20,000	0
Income	0	0
Expenditure	-6,859	0
Transfers	6,859	20,000
Closing Balance	<u>20,000</u>	<u>20,000</u>
General Funds:		
Opening Balance	14,638	41,101
Income	15,731	8,380
Expenditure	-5,575	-14,843
Transfers	-6,859	-20,000
Closing Balance	<u>17,935</u>	<u>14,638</u>
Total Unrestricted Funds:		
Opening Balance	34,638	41,101
Income	15,731	8,380
Expenditure	-12,434	-14,843
Transfers	0	0
Closing Balance	<u>37,935</u>	<u>34,638</u>
<u>Total Funds</u>		
Opening Balance	34,638	41,101
Income	15,731	8,380
Expenditure	-12,434	-14,843
Closing Balance	<u>37,935</u>	<u>34,638</u>

Designated fund expenditure was mainly on 3D imaging and the battle room refurbishment. The designated fund balance is in respect of expenditure on projects that are expected to be carried out in the next two years. This includes the completion of the battle room refurbishment and the relay of the second floor, including a new Raymond Priestley exhibition.

