



Tewkesbury Museum

Annual Report and Accounts for the Year Ended 31 March 2023

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Reference and Administrative Details

Charity Number 1185929

Address 64 Barton Street
Tewkesbury
Gloucestershire
GL20 5PX

Trustees Ian Bartlett (retired 22/10/22)
Karen Brennan (retired 22/10/22)
Ian Coates
Emma Cook
Paul Drake
Joanne Raywood (Chair from 10/5/22)
Catherine Robertson (appointed 5/12/22)
Jennifer Smart

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 nominated by Tewkesbury Town Council, subject to ratification by the existing trustees.

The Museum has comprehensive policies and processes for the recruitment and induction of new trustees.

The Museum is run entirely by volunteers.

Objectives and Activities

The objects of the Museum are:

1. The establishment and maintenance of one or more Museums in Tewkesbury
2. The advancement of public knowledge and education about the history and heritage of Tewkesbury and its environs

Our constitution lists the main activities of the Museum as:

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

We also engage or plan to engage in other important activities that further our second object such as walks, talks and external displays.

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'.

Review of 2022/23

Visitors

After prolonged closures in the last two years due to Covid 19 and roof repairs, the Museum returned to normal in 2022/23 and recorded very satisfactory visitor figures:

- We opened on 285 days of the year, the second highest in nine years
- We hosted 5,758 visitors, the highest in the last twenty-five years
- The average of 20.2 visitors a day was the highest in the last nine years

Building

As for the previous twenty years, the poor repair of our building has continued to cause problems, with both exhibition rooms on the second floor now being closed since November 2021 due to unsafe ceilings and a leak from the west wall.

There has, however, finally been some good news: in March 2023 the Museum Estate and Development Fund awarded our landlord, Tewkesbury Town Council, a substantial grant to pay for repairs. More details are given in 'Plans for the Future' below.

Events

Our walks and talks are an important part of delivering our second object (page 3):

- Walks, run in conjunction with 'Project Alleycat', take place mainly in the spring and summer and focus on the history of Tewkesbury's unusual alleys and courts. They are particularly popular with visitors to the town, although well-attended by local people as well. Typically, around 15 people attend each walk

In 2022/23 there were 38 walks with 529 participants, a big step up from 2021/22 when there were 16 walks with 208 participants

- Talks are held in the spring and early autumn and attract far more locals than visitors. There is a wide variety of subjects, but nearly all have a strong connection to the Tewkesbury area. Attendance varies widely, depending on the subject and the speaker's reputation, between 15 and 50+

2022/23 was particularly successful, with 11 talks attracting 459 participants. By comparison, in 2019/20, the last year when a full programme was held, there were 8 talks with 352 participants.

Collections

Between a lack of suitable volunteers and Covid, we have been struggling for some years to bring our records up to the standards required by Spectrum, the UK collection management standard. This situation has started to improve, with our collections trustee, supported by our Chair, training a dozen new and existing volunteers to help with this project.

In spring 2022 we moved most of our Victorian exhibition into store so that we could accommodate a temporary display on the ground floor celebrating 100 years of Guiding in Tewkesbury, curated by a local enthusiast. This proved very popular, especially with visitors old enough to have owned similar items in their youth. When this exhibition finished, items belonging to or about local man Sir Raymond Priestley, an Antarctic explorer on expeditions with both Scott and Shackleton, were moved from the second floor, where they had languished unseen for nearly a year, and redisplayed on the ground floor.

We have held a large amount of archaeological deposits on loan from Tewkesbury Borough Council since 2004. We have given notice to terminate the relevant agreements, requesting that these items should either be taken back or, preferably, that title should be transferred to the Museum so that we can manage these collections indefinitely.

Trustees and Volunteers

We have been looking for trustees to help us with fundraising, building management and volunteer management for over a year. Despite advertising on on-line recruitment websites, on our own website and social media, and via posters in our window and in shops, suitably qualified applicants have proved very elusive, and existing trustees have had to work hard to compensate for this deficiency.

Volunteer numbers have climbed steadily, passing 30 at the end of the year. This has made it easier to comply with our new policy of avoiding lone working wherever possible.

Plans for the Future

As mentioned above, our landlord has been awarded a large grant to address the many defects that have plagued the building – and the Museum – for many years. Work is expected to begin in autumn 2023, and to last for about nine months.

We do not yet know how great an impact this will have on the Museum. It is likely that we will have to close to visitors for at least half, and possibly all, the time. We are hoping that volunteers will be able to enter the building to carry on with the conservation and cataloguing of our collections for some of this time, but there is no certainty of this.

When more is known about the timing of the works we will try to secure temporary accommodation where volunteers can work and where all or part of our collection can be stored and, hopefully, displayed to visitors.

These repairs will remove the difficulties and, indeed, the existential threat, that the poor condition of our building has posed for many years. The building will not, however, be perfect: it will still be cold, drab and inaccessible to visitors with mobility issues. We are therefore working on an additional project to transform the interior of the Museum.

The details have not yet been finalised, but it is likely that improvements will include:

- The whole of the ground floor will become accessible to wheelchair users
- An enlarged room on the ground floor will contain the reception desk and an area for reading, resting or enjoying a 'virtual Museum' display
- An accessible toilet will be installed
- The back room on the ground and first floors will be extended to provide better exhibition space and a combined office and store
- A general refurbishment will make the interior look more attractive
- Better insulation and heating will make the Museum warmer and more welcoming for visitors and volunteers alike

Raising funds for this project is likely to take two years or more, so, even if our grant applications are successful, it could be three or four years before all the works are completed and the transformation is complete.

Our Arts Council re-accreditation expired in June 2023, so we have been working on a re-accreditation application. However, the repairs that will start in late 2023 have introduced so much uncertainty that we have decided to apply for provisional re-accreditation instead. We will register for full accreditation again once the repairs have been carried out and we – and visitors - are able to return to our building.

The inventory and cataloguing project, now in full flow, will continue. It will probably continue into 2024/25.

We hope to find several new trustees, to ease the burden on existing ones and to allow more focus on volunteer training and fundraising.

Financial Review

Income

Total income, £18.2k, was almost exactly the same as in 2021/22, but there are some large differences within this total figure:

- Donations were low last year, as we were closed, due to Covid restrictions and roof repairs, for six months. 2022/23 visitor numbers are well over twice those for 2021/22, and visitor donations reflect this increase, climbing from £2.5k to £6.8k
 - In addition, we received £1.7k from the closure of the Friends of Tewkesbury Museum and £1.5k from the Tewkesbury Town Mayor's fund
- Gift aid, introduced in September last year, more than doubled from £0.9k to £2.0k

- Grants fell to £0.8k this year from £10.3k last year, when we received two large grants totalling £9k, one relating to Covid and one toward the refurbishment of the Battle Room
- Our walks and talks programme, returning to full strength after being severely curtailed in the previous two years, contributed a significant amount of income, growing from £0.5k last year to £2.1k this year
- Donated trustee expenses dipped slightly from £1.1k to £1.0k
- Trading income remained at £2.0k, with £0.3k extra from costume hire – again, greatly restricted in the last two years - making up for a similar fall in sales

Expenditure

Total expenditure fell £6.6k from last year's £18.2k to £11.6k. Main variances were:

- Project expenditure reduced £6.1k from last year's £9.0k - which included £6.1k on the Battle Room - to £2.9k
- Cost of Sales increased by £0.7k, due to the £0.8k write-off at 31/3/23 of remaining Alley Books. This reflects a marked downturn in sales of these books which resulted in a stockholding, before the write-off, of 6 years
- Utility costs, mainly electricity, reduced £2.1k from £2.9k to £0.8k, due partly to an overly prudent accrual at 31/3/22, which fell in a long period when our provider was unable to generate invoices. This accrual led to our 21/22 costs being overstated, and our 22/23 costs being understated, by about £1k. We benefited from a fixed rate contract that expires at the end of July 2023

Surplus and Reserves

We recorded a net surplus for the year of £6.7k, increasing our net assets from £37.0k to £43.7k. This may seem excessive for a charity with total 2022/23 expenditure of £11.6k, but, with the repairs to our building starting later this year and with our transformation project commencing, it is fortunate that funds have been built up to this level in recent years.

Our reserves policy is to hold:

- General funds of six to twelve months of our forecast ongoing running costs (ie excluding projects and other non-recurring costs)
- Restricted and designated funds of up to two years of our forecast project costs

Our running costs are estimated at £8.5k in 2023/24, and we have set our general funds at £6.2k, equivalent to 9 months of such costs.

We have £1.5k restricted funds and have set designated funds at £36.0k:

- The grant obtained by Tewkesbury Town Council for repairs should cover most of the extra costs we will incur in relocating to alternative premises while works are carried out, but we will inevitably incur some costs ourselves, and we will lose up to nine months' visitor donations
- Initial estimates suggest that our transformation project could cost up to £600k, including VAT. Typically, funders will only cover 95% of total costs, so we may have to contribute £30k toward the project. There could, moreover, be additional costs that funders do not consider to be part of the project and for which we will be fully liable ourselves, eg fundraiser fees

Approval

This report was approved by the Trustees on 24 July 2023 and signed on their behalf by:

Joanne Raywood (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 2023

Charity no. 1185929

Set out on pages 10 to 18

**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 31/3/2023.

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:

Melanie Kisby

Address:

66 Church Street
Tewkesbury
Gloucestershire
GL20 5RZ

Tewkesbury Museum
Statement of Financial Activities
Year Ended 31 March 2023

<i>All Figures in £</i>	Note	Current Year			Prior Year
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Income					
Transfer from predecessor organisation	2	0	0	0	846
Donations and legacies		12,029	2,155	14,184	14,871
Charitable activities		2,076	0	2,076	498
Trading activities		1,959	0	1,959	1,958
Total income	3	16,064	2,155	18,219	18,173
Expenditure					
Raising funds		1,621	0	1,621	710
Charitable activities		9,157	775	9,932	17,516
Total expenditure	4	10,778	775	11,553	18,226
Net income/(expenditure) and net movement in funds		5,286	1,380	6,666	-53
Reconciliation of funds					
Total funds brought forward		36,916	120	37,036	37,089
Total funds carried forward		42,202	1,500	43,702	37,036

Tewkesbury Museum

Balance Sheet at 31 March 2023

<i>All Figures in £</i>	Note	Current Year	Prior Year
	_____	<u>Total</u>	<u>Total</u>
Current assets			
Stock	5	0	258
Debtors	6	579	1,204
Cash at bank and in hand		44,581	38,106
Total current assets		<u>45,160</u>	<u>39,568</u>
Liabilities			
Creditors: amounts falling due within one year	7	1,458	2,532
Net current and total net assets		<u>43,702</u>	<u>37,036</u>
Funds of the charity	8		
Unrestricted: Designated		36,000	25,000
Other		6,202	11,916
Total		<u>42,202</u>	<u>36,916</u>
Restricted		1,500	120
Total funds		<u>43,702</u>	<u>37,036</u>

Approved by the trustees on 24 July 2023 and signed on their behalf by:

Joanne Raywood

Paul Drake

The notes on pages 12 to 18 form part of these accounts.

Notes to the Accounts for the Year Ended 31 March 2023

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), effective from 1 January 2019; 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 notes to the accounts and/or the Financial Review in the Trustees' Report. 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 equipment, including cabinets, cases and platforms, 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 below £250 are not considered material. Any such purchases are, therefore, charged when incurred. Acquisitions above £250 are recorded on the balance sheet. Provisions or write-offs are made, if appropriate, following a review of stocks held and the rate of sales.

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 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 10 to 18 relate to this organisation only. They include cash and bank balances that were transferred from the predecessor organisation.

3 Analysis of Income

All Figures in £

		Current Year			Prior Year
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Transfer from predecessor organisation		0	0	0	846
Donations and Legacies	Donations	8,895	1,500	10,395	2,625
	Donated trustee expenses	1,006	0	1,006	1,065
	Gift aid	1,978	0	1,978	860
	Grants - government	0	325	325	4,821
	Grants - other	150	330	480	5,500
	Total	12,029	2,155	14,184	14,871
Charitable Activities	Walks and talks	2,076	0	2,076	498
	Archaeological storage	0	0	0	0
	Total	2,076	0	2,076	498
Trading	Sale of goods	1,151	0	1,151	1,495
	Costume hire	355	0	355	10
	Christmas	453	0	453	453
	Total	1,959	0	1,959	1,958
Total Income		16,064	2,155	18,219	18,173

Details of grants are given in the Financial Review.

4 Analysis of Expenditure

All Figures in £

		Current Year			Prior Year Total
		<u>Unrestricted Costs</u>	<u>Restricted Costs</u>	<u>Total</u>	
Raising Funds	Fundraising and marketing	224	0	224	104
	Cost of sales	1,264	0	1,264	556
	Christmas	133	0	133	50
	Total	1,621	0	1,621	710
Charitable Activities	Projects	2,895	0	2,895	8,986
	Walks and talks	42	120	162	430
	Visitors	155	330	485	70
	Insurance	1,522	0	1,522	1,520
	Utilities	759	0	759	2,914
	Broadband and IT	1,289	0	1,289	1,366
	Trustee expenses	1,006	0	1,006	1,065
	Collections	607	0	607	322
	Other	882	325	1,207	843
	Total	9,157	775	9,932	17,516
Total Expenditure		10,778	775	11,553	18,226

All charitable expenditure is incurred in running the Museum and its activities. There are no governance or accounting costs. There are, therefore, considered to be no support costs.

5 Stock

All Figures in £

		Current Year	Prior Year
Books for resale	Opening stock	258	0
	Additions	845	789
	Sold or donated	-316	-531
	Written off	-787	
	Closing stock	0	258

6 Debtors

All Figures in £

	Current Year	Prior Year
Trade debtors	0	0
Prepayments and accrued income	579	1,204
Total	579	1,204

7 Creditors

<i>All Figures in £</i>	Current Year	Prior Year
Trade creditors	1,080	0
Accruals	378	2,532
Total	1,458	2,532

All creditors are due within one year.

8 Funds of the Charity

<i>All Figures in £</i>	Current Year	Prior Year
<u>Restricted Funds</u>		
Opening balance	120	0
Income	2,155	6,350
Expenditure	-775	-6,230
Transfers	0	0
Closing balance	1,500	120
<u>Unrestricted Funds</u>		
Designated Funds:		
Opening balance	25,000	20,000
Income	0	0
Expenditure	-1,815	-3,186
Transfers	12,815	8,186
Closing balance	36,000	25,000
General Funds:		
Opening balance	11,916	17,089
Income	16,064	11,823
Expenditure	-8,963	-8,810
Transfers	-12,815	-8,186
Closing balance	6,202	11,916
Total Unrestricted Funds:		
Opening balance	36,916	37,089
Income	16,064	11,823
Expenditure	-10,778	-11,996
Transfers	0	0
Closing balance	42,202	36,916

Total Funds

Opening balance	37,036	37,089
Income	18,219	18,173
Expenditure	<u>-11,553</u>	<u>-18,226</u>
Closing balance	<u>43,702</u>	<u>37,036</u>

Restricted Funds - Income. In 2021/22 grants were received for the Battle Room refurbishment, a new computer, the Rebuilding the Foundations project and our programme of talks. All such grants were spent in the year, except for £120 for talks which was carried over to 2022/23.

In 2022/23 grants and donations were received from South West Museum Development for a trustee advert, from Barnwood Trust for an access audit, and from the Tewkesbury Town Mayor's Trust for accessibility improvements. All such income, and the £120 brought forward from 2021/22, was spent in the year, except for £1,500 from the Mayor's Trust, which has been carried forward to 2023/24.

Designated funds are for project expenditure not covered by grants or donations. See the Financial Review in the Trustees' Report for more detail.