

# LAXFIELD & DISTRICT MUSEUM CIO

England & Wales · Charity number 1186030

## Details

---

**Other names** L&DM;, LAXFIELD & DISTRICT MUSEUM, LAXFIELD MUSEUM

**Status** Registered

**Legal form** CIO

**Registered** 2019-10-29

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** LAXFIELD & DISTRICT MUSEUM  
The Old Guildhall  
High Street  
Laxfield  
Woodbridge  
IP13 8DU

**Phone** 07925840120

**Email** [laxfieldmus@btinternet.com](mailto:laxfieldmus@btinternet.com)

**Website** [laxfieldmuseum.onesuffolk.net](http://laxfieldmuseum.onesuffolk.net)

## Activities

---

**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC BY THE PROVISION AND MAINTENANCE OF A MUSEUM IN LAXFIELD FOR:(A) THE PRESERVATION AND EXHIBITION OF SPECIMENS OF ARCHAEOLOGY, GEOLOGY, AND THE AGRICULTURAL, NATURAL AND SOCIAL HISTORY OF THE DISTRICT;(B) THE CONSERVATION AND MAINTENANCE OF THE MUSEUM'S COLLECTIONS AND ARCHIVES.

**Activities:** To advance the education of the public by the provision and maintenance of a museum in Laxfield for: (a) The preservation and exhibition of specimens of archaeology, geology and natural and social history of the district. (b)The conservation and maintenance of the Museum's collections.

## Classification

---

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

---

- **Area of benefit:** LOCAL
- Suffolk

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£6,165	£4,495	-	-
2023-12-31	£4,452	£3,282	-	-
2022-12-31	£2,772	£3,948	-	-
2021-12-31	£2,826	£3,170	-	-
2020-12-31	£11,389	£2,753	-	-

## Trustees

---

Name	Role	Appointed
<b>Mary Elizabeth Jones BA History</b>	Chair	2024-10-15
Elaine Ann Nason		2019-06-25
Julie Ann Flatman		2019-06-25
Kim Webb BSc An/Psy		2019-06-25
Lisa Sharman		2019-06-25
Simon Comrie Orchard-Lisle		2019-06-25

**LAXFIELD & DISTRICT MUSEUM CIO**

England & Wales - Charity number 1186030

---

# Accounts

---



## Trustees' Annual Report for the period

From 01/01/2024  
Period end date

Period start date To 31/2/2024

Charity name: Laxfield and District Museum CIO

Charity registration number: 1186030

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of the public by the provision and maintenance of a museum in Laxfield for:</b> a) The preservation and exhibition of specimens of archaeology, geology and natural and social history of the district; b) The conservation and maintenance of the Museum's collections
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>To make accessible to the public the historical artefacts and records in the Museum;</b> <b>To help enquirers find out about local and family history;</b> <b>To arrange history events in the community.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees have achieved all of the charity's purposes in the year under review in order to serve as many of the public as possible.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		<b>The Museum is run entirely on the efforts of volunteers</b>

## Achievements and Performance

	SORP reference	
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	<p><b>The Museum has received many complimentary comments and the visitors have come from far and wide including the USA.</b></p> <p><b>One American visitor said: "A fantastic educational experience - enjoyed the friendliest museum faculty – loved it!"</b></p> <p><b>Anther said "Very engaging for the kids – the volunteers were great"</b></p> <p><b>Our outreach programme continues to provide those with mobility issues with some access to artefacts and photographs.</b></p> <p><b>Local schools continue to borrow our loan boxes with exhibits and information.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The state of the Museum's financial position remains strong, due to strong financial controls, and continuing successes in fundraising exercises</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	<b>£0</b>
Reasons for holding zero reserves	Para 1.22	<b>While the charity does not hold reserves, the current account surplus is held to defray future development and expansion project costs</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

### 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	
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	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Foundation Model Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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	<b>Laxfield Parish Council, as the appointing body, may appoint one charity trustee. Trustees are appointed with regard to qualifying skills etc.</b>

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Laxfield and District Museum CIO
Other name the charity uses	N/a
Registered charity number	1186030
Charity's principal address	The Guildhall, High Street, Laxfield, Suffolk IP13 8DU

**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	M Jones	Chair from 15/10/2024, acting from 24/04/2024 to 15/10/2024		
2	S Orchard-Lisle	Treasurer		
3	E Nason			
4	K Webb			
5	J Flatman		Non attendance for 2 years	
6	K Cook	01/01/2024 to 24/04/2024		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**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

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

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

**Signature(s)**

S Orchard-Lisle

**Full name(s)**

Simon Comrie Orchard-Lisle

**Position (eg Secretary,  
Chair, etc)**

Treasurer

**Date**

24<sup>th</sup> October 2025



## Receipts and payments accounts

For the period from	01/01/24	To	31/12/24
---------------------	----------	----	----------

### 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 £
<b>A1 Receipts</b>				
Donations	1,630	-	-	1,630
Sale of Goods	2,255	-	-	2,255
Events	2,280	-	-	2,280
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,165</b>	<b>-</b>	<b>-</b>	<b>6,165</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,165</b>	<b>-</b>	<b>-</b>	<b>6,165</b>
<b>A3 Payments</b>				
Rent	450	-	-	450
Insurance	236	-	-	236
Books and Stationery	676	-	-	676
Furniture & Equipment	996	-	-	996
Security	54	-	-	54
Events	741	-	-	741
Repairs and Maintenance	261	-	-	261
Purchases	-	-	-	-
Water	186	-	-	186
Electricity	352	-	-	352
Preservation	-	-	-	-
Memberships	282	-	-	282
Bank Charges & Commission	91	-	-	91
Promotions and Displays	170	-	-	170
<b>Sub total</b>	<b>4,495</b>	<b>-</b>	<b>-</b>	<b>4,495</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>4,495</b>	<b>-</b>	<b>-</b>	<b>4,495</b>
<b>Net of receipts/(payments)</b>	<b>1,670</b>	<b>-</b>	<b>-</b>	<b>1,670</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>10,291</b>	<b>-</b>	<b>-</b>	<b>10,291</b>
<b>Cash funds this year end</b>	<b>11,961</b>	<b>-</b>	<b>-</b>	<b>11,961</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Current Account	11,961	-
		-	-
		-	-
	<b>Total cash funds</b>	<b>11,961</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	
	S Orchard-Lisle	S ORCHARD-LISLE	

**CC16a**

**Last year  
to the nearest £**

2,061
538
1,853
-
-
-
-
-
4,452

-
-

4,452
-------

450
236
85
-
212
656
438
24
-
405
118
327
79
251
3,281

-
---

3,281
-------

1,171
-
9,120
10,291



**Endowment funds  
to nearest £**

-
-
-
-

OK

**Endowment funds  
to nearest £**

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-
-

**When due  
(optional)**


**Date of approval**

24/10/25

**LAXFIELD & DISTRICT MUSEUM CIO**

England & Wales - Charity number 1186030

---

# Accounts

---



## Trustees' Annual Report for the period

From 01/01/2023

Period start date To 31/12/2023

Period end date

Charity name: Laxfield and District Museum CIO

Charity registration number: 1186030

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of the public by the provision and maintenance of a museum in Laxfield for:</b> a) The preservation and exhibition of specimens of archaeology, geology and natural and social history of the district; b) The conservation and maintenance of the Museum's collections
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>To make accessible to the public the historical artefacts and records in the Museum;</b> <b>To help enquirers find out about local and family history;</b> <b>To arrange history events in the community.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees have achieved all of the charity's purposes in the year unofr review in order to serve as many as the public as possible.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		<b>The Museum is run entirely on the efforts of volunteers</b>

## Achievements and Performance

	SORP reference	
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	<b>The museum has received many very positive comments and compliments on our revamped displays. The comments include appreciation of the friendly welcome from our stewards, the availability of historical information and the more "open" way with which we display the artefacts and the beauty of the building. Our outreach programme has provided those with mobility issues with some displays of artefacts and photographs in the accessible village hall. Local schools continue to borrow our "loan boxes" with exhibits and information.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The state of the Museum's financial position remains strong, due to strong financial controls, and continuing successes in fundraising exercises</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	<b>£0</b>
Reasons for holding zero reserves	Para 1.22	<b>While the charity does not hold reserves, the current account surplus is held to defray future development and expansion project costs</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

### 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	
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	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Foundation Model Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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	<b>Laxfield Parish Council, as the appointing body, may appoint one charity trustee. Trustees are appointed with regard to qualifying skills etc.</b>

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Laxfield and District Museum CIO
Other name the charity uses	n/a
Registered charity number	1186030
Charity's principal address	The Guildhall, High Street, Laxfield, Suffolk IP13 8DU



## 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

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

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

S Orchard-Lisle

Full name(s)

Simon Comrie Orchard-Lisle

Position (eg Secretary,  
Chair, etc)

Treasurer

Date

15<sup>th</sup> October 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
--------------	-------------

CC16a

## Receipts and payments accounts

For the period from	1/1/2023	To	12/31/2023
---------------------	----------	----	------------

### 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>					
Donations	2,061	-	-	2,061	1,265
Sale of Goods	538	-	-	538	512
Events	1,853	-	-	1,853	995
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>4,452</b>	<b>-</b>	<b>-</b>	<b>4,452</b>	<b>2,772</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>4,452</b>	<b>-</b>	<b>-</b>	<b>4,452</b>	<b>2,772</b>
<b>A3 Payments</b>					
Rent	450	-	-	450	450
Insurance	236	-	-	236	281
Books and Stationery	85	-	-	85	271
Security	212	-	-	212	-
Repairs and Maintenance	438	-	-	438	142
Purchases	24	-	-	24	257
Electricity	405	-	-	405	527
Events	656	-	-	656	638
Memberships	327	-	-	327	297
Promotions and Displays	251	-	-	251	356
Fixtures and Fittings	-	-	-	-	80
Preservation	118	-	-	118	545
Bank Charges	79	-	-	79	72
Other	-	-	-	-	32
<b>Sub total</b>	<b>3,281</b>	<b>-</b>	<b>-</b>	<b>3,281</b>	<b>3,948</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,281</b>	<b>-</b>	<b>-</b>	<b>3,281</b>	<b>3,948</b>
<b>Net of receipts/(payments)</b>	<b>1,171</b>	<b>-</b>	<b>-</b>	<b>1,171</b>	<b>- 1,176</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>9,120</b>	<b>-</b>	<b>-</b>	<b>9,120</b>	<b>10,296</b>
<b>Cash funds this year end</b>	<b>10,291</b>	<b>-</b>	<b>-</b>	<b>10,291</b>	<b>9,120</b>

## 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>	Current Account	10,291	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	10,291	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	K Cook	K Cook	4/16/2024	

**LAXFIELD & DISTRICT MUSEUM CIO**

England & Wales - Charity number 1186030

---

# Accounts

---



## Trustees' Annual Report for the period

From 01/01/2022 Period start date To 31/12/2022 Period end date

Charity name: Laxfield and District Museum CIO

Charity registration number: 1186030

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of the public by the provision and maintenance of a museum in Laxfield for:</b> a) The preservation and exhibition of specimens of archaeology, geology and natural and social history of the district; b) The conservation and maintenance of the Museum's collections
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>To make accessible to the public the historical artefacts and records in the Museum;</b> <b>To help enquirers find out about local and family history;</b> <b>To arrange history events in the community.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees have achieved all of the charity's purposes in the year under review in order to serve as many of the public as possible.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by	Para 1.38	

volunteers		
Other		<b>The Museum is run entirely on the efforts of volunteers.</b>

## Achievements and Performance

	SORP reference	
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	<b>The celebration of the 500<sup>th</sup> anniversary of the Laxfield Guildhall, combined with the 50<sup>th</sup> anniversary of the Museum, brought a greater awareness to the inhabitants of Laxfield, and beyond, of the importance and attraction of the Museum's artefacts. The Museum also mounted several outreach events in the local village hall during the year, again enhancing local awareness of the relevance of the Museum to the locality.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The state of the charity's financial position is strong, partly due to the careful husbandry of the local council grant received in 2020, and partly to successful increases in fundraising exercises</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Not applicable</b>
Amount of reserves held	Para 1.22	<b>£0</b>
Reasons for holding zero reserves	Para 1.22	<b>While the charity does not hold reserves, the current account surplus is held to defray future development and expansion project costs</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

### 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	
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	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Foundation Model Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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	<b>Laxfield Parish Council, as the appointing body, may appoint one charity trustee. Trustees are appointed with regard to qualifying skills etc.</b>

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Laxfield and District Museum CIO
Other name the charity uses	n/a
Registered charity number	1186030
Charity's principal address	The Guildhall, High Street, Laxfield, Suffolk IP13 8DU



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
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

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

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

### Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

K Cook

Full name(s)

Kevin John Cook

Position (eg Secretary,  
Chair, etc)

Chair

Date

17/10/2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Laxfield and District Museum CIO

1186030

## Receipts and payments accounts

CC16a

For the period from	Period start date 1/1/2022	To	Period end date 12/31/2022
---------------------	-------------------------------	----	-------------------------------

### 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>					
Donations	1,265	-	-	1,265	981
Sale of Goods	512	-	-	512	235
Events	995	-	-	995	665
Grants Received	-	-	-	-	945
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>2,772</b>	<b>-</b>	<b>-</b>	<b>2,772</b>	<b>2,826</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,772</b>	<b>-</b>	<b>-</b>	<b>2,772</b>	<b>2,826</b>
<b>A3 Payments</b>					
Rent	450	-	-	450	450
Insurance	281	-	-	281	277
Telephone	-	-	-	-	10
Books and Stationery	271	-	-	271	164
Security	-	-	-	-	82
Repairs and Maintenance	142	-	-	142	362
Electricity	527	-	-	527	281
Events	638	-	-	638	-
Memberships	297	-	-	297	187
Promotions and Displays	356	-	-	356	864
Fixtures and Fittings	80	-	-	80	62
Gratuities	-	-	-	-	133
Sanitising Supplies	-	-	-	-	98
Goods Purchased	257	-	-	257	76
Sundry	32	-	-	32	44
Preservation Costs	545	-	-	545	-
Bank Charges	72	-	-	72	80
<b>Sub total</b>	<b>3,948</b>	<b>-</b>	<b>-</b>	<b>3,948</b>	<b>3,170</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,948</b>	<b>-</b>	<b>-</b>	<b>3,948</b>	<b>3,170</b>
<b>Net of receipts/(payments)</b>	<b>- 1,176</b>	<b>-</b>	<b>-</b>	<b>- 1,176</b>	<b>- 344</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>10,296</b>	<b>-</b>	<b>-</b>	<b>10,296</b>	<b>10,640</b>
<b>Cash funds this year end</b>	<b>9,120</b>	<b>-</b>	<b>-</b>	<b>9,120</b>	<b>10,296</b>

## 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>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	K.Cook	K Cook	10/17/2023	

**LAXFIELD & DISTRICT MUSEUM CIO**

England & Wales - Charity number 1186030

---

# Accounts

---



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2021		Day 31	Month 12	Year 2021

## Section A Reference and administration details

**Charity name**

Laxfield and District Museum CIO

**Other names charity is known by**

**Registered charity number (if any)**

1186030

**Charity's principal address**

The Guildhall, High Street,  
Laxfield  
Suffolk  
Postcode IP13 8DU

### 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	K. Cook	Chair		
2	S. Orchard-Lisle	Treasurer		
3	L. Sharman			
4	E. Nason			
5	K. Webb			
6	M. Jones			
7	J. Flatman			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Foundation Model Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Laxfield Parish Council, as the appointing body, may appoint one charity trustee. Trustees are appointed with regard to qualifying skills etc.

**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.

<p>All trustees are aware of, and comply with, the guidance</p>
---

**Section C Objectives and activities**

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

<p>To advance the education of the public by the provision and maintenance of a museum in Laxfield for:</p> <ul style="list-style-type: none"> <li>a) the preservation and exhibition of specimens of archaeology, geology and natural and social history of the district;</li> <li>b) the conservation and maintenance of the Museum's collections</li> </ul>
--

To make accessible to the public the historical artefacts and records in the Museum;  
To help enquirers find out about local and family history;  
To arrange history events in the community.

**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)**

**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.

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

The Museum reopened in June 2021 when Government allowed and we extended our season to accommodate more visitors.

The new gallery, which was prepared in 2020 was opened to the public with new displays in partnership with the Lottery-funded Laxfield Church Bells Project.

The Museum implemented safety measures for stewards and the public in light of the pandemic

## Section E

## Financial review

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

While the charity does not hold reserves, the current account surplus is held to defray future development and expansion project costs.

**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.

## 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>	K. Cook	
<b>Full name(s)</b>	Kevin Cook	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	26 October 2022	



## Receipts and payments accounts

For the period from	01.01.2021	To	31.12.2021
---------------------	------------	----	------------

### 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 £
<b>A1 Receipts</b>				
Grants Received	945	-	-	945
Donations	981	-	-	981
Bank Commission Refund	-	-	-	-
Theft Recovery	-	-	-	-
Sale of Goods	235	-	-	235
Interest Received	-	-	-	-
Events Income	665	-	-	665
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,826</b>	<b>-</b>	<b>-</b>	<b>2,826</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,826</b>	<b>-</b>	<b>-</b>	<b>2,826</b>
<b>A3 Payments</b>				
Rent	450	-	-	450
Insurance	277	-	-	277
Telephone	10	-	-	10
Books and Stationery	164	-	-	164
Security	82	-	-	82
Repairs and Maintenance	362	-	-	362
Electricity	281	-	-	281
Memberships	187	-	-	187
Website	-	-	-	-
Promotions and Displays	864	-	-	864
Church Bells Project	-	-	-	-
Fixtures and Fittings	62	-	-	62
Gratuities	133	-	-	133
Sanitising Supplies	76	-	-	76
Goods Purchased	98	-	-	98
Sundry	44	-	-	44
Events	-	-	-	-
Bank Charges	80	-	-	80
<b>Sub total</b>	<b>3,170</b>	<b>-</b>	<b>-</b>	<b>3,170</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,170</b>	<b>-</b>	<b>-</b>	<b>3,170</b>
<b>Net of receipts/(payments)</b>	<b>- 344</b>	<b>-</b>	<b>-</b>	<b>- 344</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>10,640</b>	<b>-</b>	<b>-</b>	<b>10,640</b>
<b>Cash funds this year end</b>	<b>10,296</b>	<b>-</b>	<b>-</b>	<b>10,296</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>		-	-
		-	-
		-	-
	<b>Total cash funds</b>	-	-

(agree balances with receipts and payments account(s))

Agreement Error	OK
-----------------	----

Unrestricted funds to nearest £	Restricted funds to nearest £
------------------------------------	----------------------------------

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
K Cook	K Cook

**CC16a**

**Last year  
to the nearest £**

10,000
805
25
400
50
15
94
-
<b>11,389</b>

-
<b>-</b>

<b>11,389</b>
---------------

450
273
- 65
10
155
43
292
296
42
140
945
-
-
-
-
62
20
90
<b>2,753</b>

-
<b>-</b>

<b>2,753</b>
--------------

<b>8,636</b>
-
2,004
<b>10,640</b>



**Endowment funds to nearest £**

-
-
-
-

OK

**Endowment funds to nearest £**

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-

**When due (optional)**


**Date of approval**

26-Oct-22

**LAXFIELD & DISTRICT MUSEUM CIO**

England & Wales - Charity number 1186030

---

# Accounts

---



**Trustees' Annual Report for the period**

**From 01/11 2019 Period start date**

**To 31/12/2020 Period end date**

**Charity name: Laxfield And District Museum**

**Charity registration number: 1186030**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public by the provision and maintenance of a museum in Laxfield for: a) the preservation and exhibition of specimens of archaeology, geology and natural and social history of the district; b) the conservation and maintenance of the Museum's collections
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To make accessible to the public the historical artefacts and records in the Museum; To help enquirers find out about local and family history To arrange history events in the community
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees are aware of and comply with the guidance

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	

Other		

## Achievements and Performance

	SORP reference	
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	The Museum was closed in the year 2020 due to the pandemic, but, when allowed by Government, the charity prepared a new additional gallery to further pursue education and engagement. Like all museums, we add to the wider historical knowledge.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's finances were in good shape at the end of the period mainly due to the receipt of a support grant from mid-Suffolk District Council in the sum of £10,000. As the Museum was closed for the greater part of the year under review, most of its normal income was lost, apart from historically regular donations; on the other hand, with no salaries to be paid, and very low other fixed costs, the bank balance suffered relatively little.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	While the Museum does not hold reserves, the current account surplus is held to defray future development and expansion project costs
Amount of reserves held	Para 1.22	See above
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no perceived specific threats to the Museum's future as a going concern.

### 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	
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	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation Model Constitution
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	Laxfield Parish Council, as the appointing body, may appoint one charity trustee. Trustees are nominated with regard to qualifying skills, etc.

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Laxfield And District Museum CIO
Other name the charity uses	
Registered charity number	1186030
Charity's principal address	The Guildhall, High Street, Laxfield, Suffolk IP13 8DU

**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	S. Orchard-Lisle	Treasurer		
2	K. Cook	Chair		
3	L. Sharman			
4	E. Nason			
5	K. Webb			
6	M. Jones			
7	J. Flatman			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**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
-----------------	------	---------


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

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--


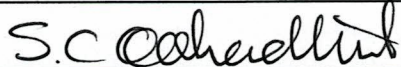
**Other optional information**

--

## 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)	KEVIN JOHN COOK	SIMON COMRIE ORCHARD-LISLE
Position (eg Secretary, Chair, etc)	CHAIR OF TRUSTIES	TREASURER/TRUSTEE
Date	28/10/2021	



## Receipts and payments accounts

For the period from		To	31/12/20
---------------------	--	----	----------

### 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 £
<b>A1 Receipts</b>				
Grants Received	10,000	-	-	10,000
Donations	805	-	-	805
Bank Commission Refund	25	-	-	25
Theft Recovery	400	-	-	400
Sale of Goods	50	-	-	50
Interest Received	15	-	-	15
Events Income	94	-	-	94
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>11,389</b>	<b>-</b>	<b>-</b>	<b>11,389</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>11,389</b>	<b>-</b>	<b>-</b>	<b>11,389</b>
<b>A3 Payments</b>				
Rent	450	-	-	450
Insurance	273	-	-	273
Telephone	65	-	-	65
Books & Stationery	10	-	-	10
Security	155	-	-	155
Repairs & Maintenance	43	-	-	43
Electricity	292	-	-	292
Memberships	296	-	-	296
Website	42	-	-	42
Promotions and Displays	140	-	-	140
Church Bells Project	945	-	-	945
Sundry	62	-	-	62
Events	20	-	-	20
Bank charges	90	-	-	90
	-	-	-	-
<b>Sub total</b>	<b>2,753</b>	<b>-</b>	<b>-</b>	<b>2,753</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,753</b>	<b>-</b>	<b>-</b>	<b>2,753</b>
<b>Net of receipts/(payments)</b>	<b>8,636</b>	<b>-</b>	<b>-</b>	<b>8,636</b>
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	2,004	-	-	2,004
<b>Cash funds this year end</b>	<b>10,640</b>	<b>-</b>	<b>-</b>	<b>10,640</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Unity Trust Current Account	10,640	-
		-	-
		-	-
	<b>Total cash funds</b>	<b>10,640</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> </div>	Print Name <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     KEVIN JOHN COOK                 </div>
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     S.C. ORCHARD-LISLE                 </div>

28/10/21  
28/10/21





**Endowment funds to nearest £**

-
-
-
-



**Endowment funds to nearest £**

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-

**When due (optional)**


**Date of approval**

28/10/21
28/10/21