



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

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			
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17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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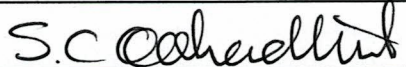
Other optional information

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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	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Laxfield and District Museum CIO

1186030

Receipts and payments accounts

For the period from		To	31/12/20
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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 £
A1 Receipts				
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
	-	-	-	-
Sub total (Gross income for AR)	11,389	-	-	11,389
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	11,389	-	-	11,389
A3 Payments				
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
Sub total	2,753	-	-	2,753
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	2,753	-	-	2,753
Net of receipts/(payments)	8,636	-	-	8,636
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	2,004	-	-	2,004
Cash funds this year end	10,640	-	-	10,640

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Unity Trust Current Account	10,640	-
		-	-
		-	-
		-	-
	Total cash funds	10,640	-
	(agree balances with receipts and payments account(s))		

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

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

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

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

Signature

Print Name

1-4/10/21
S.C. Orchard - Lisle

KEVIN JOHN COOK
S.C. ORCHARD - LISLE

28/10/21
28/10/21

CC16a



Last year
to the nearest £

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Endowment
funds
to nearest £

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Endowment
funds
to nearest £

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Current value
(optional)

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Current value
(optional)

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When due
(optional)

Date of approval

28/10/21
28/10/21