



# Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 01	Month 01	Year 2021	Day 31	Month 12	Year 2021

**From**

**To**

## 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)

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## 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.

All trustees are aware of, and comply with, the guidance

## Section C Objectives and activities

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

To advance the education of the public 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 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)**

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.

**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

Signature(s)	K. Cook	
Full name(s)	Kevin Cook	
Position (eg Secretary, Chair, etc)	Chair	
Date	26 October 2022	



## Receipts and payments accounts

For the period from	01.01.2021	To	31.12.2021
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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 £
<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 £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
			-
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
-
11,389

-
-

11,389
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450
273
- 65
10
155
43
292
296
42
140
945
-
-
-
-
62
20
90
2,753

-
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2,753
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8,636
-
2,004
10,640





**Endowment  
funds  
to nearest £**

-
-
-
-

OK

**Endowment  
funds  
to nearest £**

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of approval

26-Oct-22