



CHARITY COMMISSION
FOR ENGLAND AND WALES

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 | 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 | 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. |

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 | | The Museum is run entirely on the efforts of volunteers. |

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 celebration of the 500th anniversary of the Laxfield Guildhall, combined with the 50th 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. |

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 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 |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Not applicable |
| Amount of reserves held | Para 1.22 | £0 |
| Reasons for holding zero reserves | Para 1.22 | While the charity does not hold reserves, the current account surplus is held to defray future development and expansion project costs |
| Details of fund materially in deficit | Para 1.24 | Not applicable |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | Not applicable |

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 appointed 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 | 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 | 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 | | | | |
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| 12 | | | | |
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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 | 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 £ |
|---|---|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 1,265 | - | - | 1,265 | 981 |
| Sale of Goods | 512 | - | - | 512 | 235 |
| Events | 995 | - | - | 995 | 665 |
| Grants Received | - | - | - | - | 945 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total(Gross income for AR) | 2,772 | - | - | 2,772 | 2,826 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 2,772 | - | - | 2,772 | 2,826 |
| A3 Payments | | | | | |
| 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 |
| Sub total | 3,948 | - | - | 3,948 | 3,170 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 3,948 | - | - | 3,948 | 3,170 |
| Net of receipts/(payments) | - 1,176 | - | - | - 1,176 | - 344 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 10,296 | - | - | 10,296 | 10,640 |
| Cash funds this year end | 9,120 | - | - | 9,120 | 10,296 |

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 £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | - | - | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK | OK |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| 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 | |