



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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 under 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	<p><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.</b></p> <p><b>Our outreach programme has provided those with mobility issues with some displays of artefacts and photographs in the accessible village hall.</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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Foundation Model Constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	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	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				

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)**

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)
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## Receipts and payments accounts

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For the period from	1/1/2023	To	12/31/2023
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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 £	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 £
B1 Cash funds	Current Account	10,291	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	10,291	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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	