



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/01/2024**
Period end date

Period start date To **31/12/2024**

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 | 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 volunteers | Para 1.38 | |
| 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 | <p>The Museum has received many complimentary comments and the visitors have come from far and wide including the USA.</p> <p>One American visitor said: "A fantastic educational experience - enjoyed the friendliest museum faculty – loved it!"</p> <p>Another said "Very engaging for the kids – the volunteers were great"</p> <p>Our outreach programme continues to provide those with mobility issues with some access to artefacts and photographs.</p> <p>Local schools continue to borrow our loan boxes with exhibits and information.</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 | The state of the Museum's financial position remains strong, due to strong financial controls, and continuing successes in fundraising exercises |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | |
| 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 | 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 | | | | |
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| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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

| Director name | | |
|---------------|--|--|
| | | |
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| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
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| | | |

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

24th October 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Laxfield & District Museum CIO

No (if any)
1186030

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 £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|
| A1 Receipts | | | | |
| Donations | 1,630 | - | - | 1,630 |
| Sale of Goods | 2,255 | - | - | 2,255 |
| Events | 2,280 | - | - | 2,280 |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| Sub total (Gross income for AR) | 6,165 | - | - | 6,165 |
| A2 Asset and investment sales, (see table). | | | | |
| | - | - | - | - |
| | - | - | - | - |
| Sub total | - | - | - | - |
| Total receipts | 6,165 | - | - | 6,165 |
| A3 Payments | | | | |
| 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 |
| Sub total | 4,495 | - | - | 4,495 |
| A4 Asset and investment purchases, (see table) | | | | |
| | - | - | - | - |
| | - | - | - | - |
| Sub total | - | - | - | - |
| Total payments | 4,495 | - | - | 4,495 |
| Net of receipts/(payments) | 1,670 | - | - | 1,670 |
| A5 Transfers between funds | - | - | - | - |
| A6 Cash funds last year end | 10,291 | - | - | 10,291 |
| Cash funds this year end | 11,961 | - | - | 11,961 |

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 | Current Account | 11,961 | - |
| | | - | - |
| | | - | - |
| | Total cash funds | 11,961 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ |
| B2 Other monetary assets | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| B3 Investment assets | | | |
| | | | |
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| B4 Assets retained for the charity's own use | | | |
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| B5 Liabilities | | | |
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| | | | |
| 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)**

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Date of approval

| |
|----------|
| 24/10/25 |
| |