



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01.06.2023** Period start date To **31.05.24** Period end date

Charity name: **Milborne Port History and Heritage Group**

Charity registration number: **1186468**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To share the history of the village, preserve our heritage &amp; foster a sense of community for the future</b>
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>Preserve &amp; display archive material. Involve people in local research. Organise meetings &amp; other events Work with similar groups Encourage local people to take an active role To provide active 'open days' referencing our particular area To liaise with the local schools to promote the children's links to the village</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 confirm that they have regard to the guidance issued by the CC on public benefit</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	<b>Volunteers assist the group by manning the Museum &amp; general administration. Also when we organise 'open days' to use locals to speak about their memories of the village and surrounding area</b>

Other		The group is supported by Milborne Port Parish Council by providing us with a venue for our Museum on a three year lease at a peppercorn rent.
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## 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>We have a Museum which is open during the summer months &amp; on request by members of the public</b></p> <p><b>We are now getting more booked visits outside of our normal opening hours from local people, groups and those further afield</b></p> <p><b>We hold regular monthly talks of historical interest attended by 40 – 70 people</b></p> <p><b>We arrange visits to places of historical interest.</b></p> <p><b>We have produced 6 booklets of local interest including several reprints.</b></p> <p><b>Two more booklets are in progress</b></p> <p><b>We have an 'oral history' archive which is available on our website along with a Facebook page which is continually visited and comments made relating to both local and general history matters.</b></p> <p><b>Our website is continually updated and contains many links to other history groups and other items of interest</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>We feel that we have fulfilled many of our objectives, see above</b>
Performance of fundraising activities against objectives set	Para 1.41	<p><b>We rely on donations &amp; are self-sufficient in that respect.</b></p> <p><b>We are now Gift Aid registered with HMRC</b></p>
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>Bank balance as at 31.05.24: £3125.55</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>To cover ongoing expenses ie insurance, rent, electric and speakers fees plus cover for any additional maintenance expenses that may occur</b>
Amount of reserves held	Para 1.22	<b>As bank balance</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The Museum is an old building and cost of any maintenance will be high although the Milborne Port Parish Council do help us with this especially regarding maintenance ie reroofing the building</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	<b>Membership fees Booklet sales Donations at meetings, the museum and other events</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>Cost of maintaining the Museum</b>
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>Trust</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>Trustees are selected by their enthusiasm for the group and it's aims. No-one person can select a Trustee, they can put a name forward and their appointment is made by general agreement of the other Trustees</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	<b>Each new Trustee is given a copy of the Constitution and the most recent Trustee's report</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The History &amp; Heritage Group also has a general committee who make the day to day decisions regarding charging for talks, cost of membership and ideas for speakers and events</b>
Relationship with any related parties	Para 1.51	<b>We receive advice from Somerset County Museum Service</b>
Other		

## Reference and Administrative details

Charity name	Milborne Port History & Heritage Group
Other name the charity uses	N/A
Registered charity number	1186468
Charity's principal address	The Bungalow Lower Gunville Milborne Port Sherborne Dorset DT9 5AP

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### 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	Harold Clarke	Chair	2021/2025	
2	Lesley Wray	Historian	2019/2025	
3	Marilyn Harrison	Secretary	2019/2025	
4	Steven Underwood		2019/2025	
5	James Roberts		2019/2025	
6	John Fanning		2019/2025	
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### Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## 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	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

#### Name of chief executive or names of senior staff members (Optional information)

N/A
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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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)

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Full name(s)

Marilyn Joy Harrison

Marilyn Joy Harrison	
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Position (eg Secretary,  
Chair, etc)

Trustee Secretary

Trustee Secretary	
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Date

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**Income**

Membership	£	289.00	5-Jun
Donation	£	107.00	5-Jun
Museum Sales	£	63.30	5-Jun
Walk donation	£	69.00	3-Jul
Museum donation	£	5.00	3-Jul
Sales	£	45.00	3-Jul
Donation	£	20.00	3-Jul
Membership	£	104.00	3-Jul
Membership	£	169.00	3-Jul
Donation	£	116.00	3-Jul
Donation	£	5.00	23-Oct
Donation	£	50.00	17-Jan
Membership	£	18.00	12-Jan
Donation - Jan talk	£	175.00	16-Jan
Sales	£	102.20	2-Feb
Donation	£	162.75	2-Feb
Membership	£	20.00	2-Feb
Talks and Quiz income	£	961.30	5-Feb
Donation - JP booklets	£	48.60	14-Mar
Donation - Feb talk	£	135.00	14-Mar
Sales	£	20.50	22-Mar
Donations March talk	£	170.00	22-Mar
Donations April talk	£	55.00	17-Apr
Walk donation	£	48.00	15-Apr
Sales	£	159.30	13-May
Donation - History Day	£	72.50	13-May
Donations May Talk	£	225.00	23-May
Grant from MPPC	£	250.00	31-May
Donation - Walk	£	16.50	31-May

Total income **£ 3,681.95**

Excess of income over  
expenditure **£ 1,713.94**

Opening balance of Bank on 1/6/2023 **£1,501.61**  
 Closing balance of Bank on 31/5/2024 **£3,215.55**  
 Increase at bank **£1,713.94**

**Expenditure**

Cheque 104	£	45.00	16-Jun
British Gas	£	18.20	16-Jun
British Gas	£	16.85	17-Jul
Cheque 105	£	66.00	28-Jul
British Gas	£	15.55	11-Aug
British Gas	£	18.08	18-Sep
British Gas	£	15.69	16-Oct
British Gas	£	17.32	16-Nov
British Gas	£	40.97	18-Dec
Cheque 107	£	520.80	20-Dec
Cheque 106	£	20.00	27-Dec
Cheque 108	£	50.00	12-Jan
British Gas	£	60.32	16-Jan
Cheque 109	£	234.20	26-Jan
Cheque 110	£	137.60	6-Feb
British Gas	£	70.62	16-Feb
Cheque 121 - Insurance	£	203.51	18-Mar
British Gas	£	63.36	18-Mar
British Gas	£	65.81	16-Apr
Remous Printers	£	128.00	16-Apr
Church House	£	51.20	8-May
Remous Printers	£	46.80	8-May
British Gas	£	62.13	16-May

Total Expenditure **£ 1,968.01**