

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO

England & Wales · Charity number 1186814

Details

Status	Registered
Legal form	CIO
Registered	2019-12-09
Register	View on the Charity Commission register

Contact

Address	Tenbury Museum Cross Street Tenbury Wells Worcestershire WR15 8EF
Phone	07361 701804
Email	info@tenburymuseum.org.uk
Website	www.tenburymuseum.org.uk

Activities

Objects: THE OBJECT OF THE CIO IS: TO ADVANCE THE EDUCATION OF THE PUBLIC IN TENBURY AND THE SURROUNDING AREA BY: A) PROVIDING AND MAINTAINING A MUSEUM WITHIN OR NEAR TENBURY AND TO ACQUIRE, PRESERVE, AND DISPLAY ITEMS OF HISTORICAL INTEREST RELATING TO TENBURY AND ITS ENVIRONS;(B) UNDERTAKING AND PROMOTING RESEARCH INTO THE HISTORY OF TENBURY AND ITS ENVIRONS, THE USEFUL RESULTS OF WHICH WILL BE PUBLISHED FOR THE PUBLIC BENEFIT; (C) ASSISTING, IN CONJUNCTION WITH OTHER INTERESTED PARTIES AND SOCIETIES, IN THE CONSERVATION OF TENBURY'S HISTORICAL BUILDINGS AND AMENITIES.

Activities: The charity provides and maintains a Museum in Tenbury to collect and display items of historic interest particularly for the local area. This includes various documents and photographs including digital copies of the Tenbury Advertiser available for research. In addition the charity organises monthly talks on historical subjects especially as related to the local area.

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** LOCAL
- Shropshire
- Worcestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£7,220	£8,300	-	-
2023-12-31	£7,132	£6,078	-	-
2022-12-31	£17,920	£11,466	-	-
2021-12-31	£6,969	£2,973	-	-
2020-12-31	£4,388	£12,141	-	-

Trustees

Name	Role	Appointed
Dr David Patrick		2019-12-09
Jill Malek		2020-09-03
Monica Rees		2019-12-09
Phillip Rees		2019-12-09
Richard Franklin		2025-04-03
Steven Howard Malek		2020-09-03
Tracey Morris		2019-12-09

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO

England & Wales - Charity number 1186814

Accounts

**Tenbury Wells Museum and History Group CIO
Receipts & Payments Account
(Charity Number 1186814)
for the year ended
31 December 2024**

**Prepared by:
Dhjh Tenbury Wells LLP
Chartered Certified Accountants
81 Teme Street
Tenbury Wells
Worcestershire
WR15 8AE**

Tenbury Wells Museum and History Group CIO
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for the year ended
31 December 2024

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**TENBURY WELLS MUSEUM AND HISTORY GROUP CIO
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2024**

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1186814

Principal address

Goff's School
Cross Street
Tenbury Wells
Worcestershire
WR14 8EF

Trustees

Steven Malek	(Chair)
Philip Rees	(Vice Chair)
David Patrick	(Treasurer)
Tracey Morris	(Secretary)
Monica Rees	(Outreach & Education Officer)
Jill Malek	(Collection & Archive Care)
Richard Franklin	(Co-opted)

Independent examiner

Tim Giles FCCA
Dhjh Tenbury Wells LLP
Chartered Certified Accountants
81 Teme Street
Tenbury Wells
Worcestershire
WR15 8AE

OBJECTIVES AND ACTIVITIES

The objectives of the Charity are:

- To advance the historical education of the public in Tenbury and the surrounding area
- To undertake and promote research into the history of Tenbury and its environs,
- To assist, in conjunction with other interested parties and societies, in the conservation of Tenbury's historical buildings and amenities.

The activities of the Charity:

- Providing and maintaining a museum within Tenbury by acquiring, preserving, and displaying items of historical interest

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2024

OBJECTIVES AND ACTIVITIES

The activities of the Charity (continued):

- Outreach activities:
 - Holding monthly members meetings with historical talks given by guest speakers
 - Hosting family history research sessions in collaboration with Tenbury Library
 - Participating in Dementia Café/reminiscence sessions held at Tenbury Library
 - Participating at local agriculture shows and festivals
 - Participating in national Heritage Open Day events
 - Providing educational sessions to local primary schools and youth groups
- Promoting the museum and its activities via print and social media
- Fundraising

Public Benefit

The Trustees have kept in mind the Charity Commission's guidance on public benefit by providing and maintaining a free to enter museum within Tenbury; by preserving and displaying items of historical interest relating to Tenbury and by furthering the education of the area's heritage. This is achieved through the work of a dedicated team of Trustees and volunteers, who receive no remuneration for their time.

The Trustees are grateful to all their current volunteers for their continued support; the museum and its activities are entirely managed and stewarded by them and would not function without their efforts.

ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

- Continued engagement and museum promotion through participation in local agricultural show & festivals, Heritage Open Days, Primary school and youth group visits and postings on social media: Engagement performance on par with 2023, with museum visits increased by 3.5% but outreach decreased by similar figure, likely due to non-attendance at the town's annual Apple Festival. A general analysis of data collected 'in house' shows that compared with 2023 there were fewer local visitors including the wider area of Worcestershire, but there was a 50% increase in the number of people visiting from the West Midlands. Followers on Facebook and Instagram increased by 2% and 5% respectively, while Website visits increased by 7%
- Volunteer numbers remained the same
- Continuation of regular, well attended meetings with guest speakers
- Training - Collection care for paper and parchment items undertaken in March 2024
- Successful application to Assoc. Indep. Museums / Pilgrim Trust for collection audit grant – audit to be undertaken in early 2025
- Collaboration with Tenbury Library Services, hosting reminiscence and family research sessions; and also with Tenbury Town Council co-hosting D Day commemorations
- Following a successful EGM held in September and subsequent work with consultants, an application to the Lottery Heritage Fund was submitted in December 2024 to enable the purchase of Tenbury Methodist Church
- Fundraising achievements with substantial amounts pledged to help match-fund Heritage Fund application

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2024

FINANCIAL REVIEW

Reserves Policy

The Trustees aim to maintain free reserves in unrestricted funds at a level that equates to approximately six months of unrestricted expenditure. The Trustees consider that this level will allow time to develop new sources of income or to cut-back on related expenditure. The Charity's whole funds were unrestricted but in line with museum policy, any reserve amounts would be monitored at regularly held committee meetings and stated at every AGM in the Treasurer's Report.

Financial Position

At the end of 2024 the charity's finances were in a good position following a healthy number of membership subscriptions and amounts raised through fundraising activities.

There are no funds materially in deficit. There are no funds held as custodian trustees on behalf of others.

Principal risks facing the Charity:

- Reduction in visitor numbers and related donations
- Reduction in membership and related subscriptions
- Termination of lease for Goff's School site with Malvern Hills District Council
- Extreme rise in energy costs that would affect the sustained opening of the museum

The Charity's principal sources of income this year:

- Membership fees
- Museum visitor donations
- Donations made by private individuals
- Donations from local family Trusts
- Fees for local school visits
- Sales of small merchandise donated to the museum for the sole purpose of raising funds
- Admissions fees for non-members to monthly history talks
- Fundraising campaign May - October 2024

How funds have been spent this year:

- Housekeeping: Insurance and compulsory fire safety checks, consumables, electricity bill
- Membership fee for Museum Association, Association of Independent Museums & Rural Museums Network
- Guest speaker fees and hire of meeting room
- Fees for building valuation and consultancy work in relation to Lottery Heritage Fund application
- Accountant Independent Examination Fees

PLANS FOR FUTURE PERIODS

Details of future aims/plans

- Accredited Museum status to be renewed when notified by Arts Council England
- Notification of lottery application (expected in February 2025) will determine next steps

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The museum is a Charitable Incorporated Organisation and has an association model constitution, adopted in December 2019.

Recruitment and appointment of new trustees

Trustees serve a three-year term and are appointed or reappointed at the Annual General Meeting held in March.

Management

Trustees serve as members of the governing committee that oversees the museum's day to day management; the committee currently consists of 3 Members and 7 Trustees, one being a representative of Tenbury Town Council. Trustees receive no remuneration or other benefits from the Charity.

The Charity is an Arts Council England Accredited Museum and also a member of the Association of Independent Museums, the Rural Museums Network and a member of the West Midlands Museum Development (run in partnership by Ironbridge Gorge Museum Trust & Leicester County Council).

The museum's Accreditation mentor is Tonia Collett of Collett Consultancy, Worcester.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 3 April 2025 and signed on its behalf by:

S Malek - Chair

T Morris - Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
TENBURY WELLS MUSEUM AND HISTORY GROUP CIO**

Independent examiner's report to the trustees of Tenbury Wells Museum and History Group CIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2024 which are set out on pages 6 and 7.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Tim Giles FCCA
Dhjh Tenbury Wells LLP
Chartered Certified Accountants
81 Teme Street
Tenbury Wells
Worcestershire
WR15 8AE

3 April 2025

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2024

	<u>Unrestricted</u> <u>Funds</u> <u>2024</u>	<u>Unrestricted</u> <u>Funds</u> <u>2023</u>
RECEIPTS		
Donations	4,519	5,014
Memberships	1,060	752
Visitors to talks	696	408
Christmas Lunch	360	407
Sales	214	230
Miscellaneous Income	109	160
Interest Received	262	162
TOTAL RECEIPTS	7,220	7,133
PAYMENTS		
Refund part NHLF grant	-	2,491
Professional fees	5,565	-
Insurance	809	706
Light and Heat	33	112
Rural Museums Network	10	10
Guest Speakers	610	615
Venue Hire	272	279
Christmas Lunch	342	405
Print, post and stationery	276	593
Repairs and renewals	189	512
Sundry expenses	124	256
Training & Membership	71	100
TOTAL PAYMENTS	8,300	6,078
NET (DEFICIT)/SURPLUS	(1,080)	1,055
CASH BALANCES BROUGHT FORWARD	19,782	18,727
CASH BALANCES CARRIED FORWARD	18,702	19,782

**TENBURY WELLS MUSEUM AND HISTORY GROUP CIO
STATEMENT OF ASSETS AND LIABILITES AS AT 31ST DECEMBER 2024**

	<u>Unrestricted</u> <u>Funds</u> <u>2024</u>	<u>Unrestricted</u> <u>Funds</u> <u>2023</u>
Current Account	711	3,021
Instant Access Account	17,991	16,760
	<u>18,702</u>	<u>19,782</u>

Client Approval Certificate

The financial statements were approved by the Board of Trustees on 3 April 2025 and were signed on its behalf by:

S Malek - Chair

T Morris - Secretary

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO

England & Wales - Charity number 1186814

Accounts

TENBURY WELLS MUSEUM & HISTORY GROUP CIO
ANNUAL ACCOUNTS FOR YEAR ENDING 31 12 2023

CURRENT ACCOUNT

<u>INCOME</u>		<u>COSTS</u>	
Donations: Burford Trust x2	£3,000.00	Refund part NHLF grant	£2,490.67
Val Swanick legacy	£1,000.00	Insurance	£706.32
Crow Hotel	£410.00	Electricity	£111.81
Tenbury Photo Club	£43.00	Rural Museums Network	£10.00
Tenbury Pri. School	£30.00	Speakers for talks	£615.00
Regal Beatles Fest.	£25.50	Pump Rooms hire	£219.20
Museum donations	£445.10	Trustee training -room hire	£59.50
HOD donations	£60.28	- sandwiches	£66.00
Memberships 47 @ £16	£752.00	Volunteer meeting Burford Ho.	£18.55
Ditto 1 @ £15	£15.00	Purchases: Card Reader	£154.80
Visitors to talks 102@£4	£408.00	New leaflets	£322.00
Tea/coffee at talks	£61.89	Gazebo	£219.99
Christmas lunch 22@£18.50	£407.00	Vaccuum cleaner	£136.98
Raffle	£51.00	Christmas lunch- P.Gibbs	£405.00
Amazon Smile	£31.63	Printing/postage refund MR	£271.21
Cash sales	£150.59	Sundries-refund TM	£48.45
Card Sales	£79.85	Costs paid from Petty Cash	£101.08
Transfer from Inst Access a/c	£2,490.67	Card reader fees	£1.57
		Cash left as float in donations	£20.00
		Transfer to Inst. Access a/c	£4,000.00
TOTALS	£9,461.51		£9,978.13
Less Costs	£9,978.13		
Deficit on year	£516.62		

INSTANT ACCESS ACCOUNT

Interest payments	£162.01	AIM training cost	£100.00
Transfer from Current account	£4,000.00	Transfer to Current account	£2,490.67
TOTALS	£4,162.01		£2,590.67
Less costs	£2,590.67		
Surplus on year	£1,571.34		
TOTAL SURPLUS ON YEAR	£1,054.72		

SUMMARY OF CASH HELD

Opening balance at 31 12 22		Closing balance at 31 12 23	
Current Account	£3,538.10	Current account	£3,021.48
Instant Access account	£15,188.96	Instant Access account	£16,760.30
TOTAL	£18,727.06		£19,781.78
		Deduct opening balance	£18,727.06
		Surplus on year	£1,054.72

SIGNED: Treasurer

A. Pabur

SIGNED: Independent Examiner

G. Smith

TENBURY WELLS MUSEUM & HISTORY GROUP CIO

TRUSTEES' ANNUAL REPORT

1st JANUARY 2023 TO 31ST DECEMBER 2023

Charity name: TENBURY WELLS MUSEUM & HISTORY GROUP CIO
Other name the charity uses: Tenbury Museum
Registered charity number: 1186814
Charity's principal address: Goff's School, Cross Street, Tenbury Wells, Worcestershire, WR14 8EF
Social Media / Website: @tenburymuseum www.tenburymuseum.org.uk

Objectives and Activities

The objectives of the Charity are:

- To advance the historical education of the public in Tenbury and the surrounding area
- To undertake and promote research into the history of Tenbury and its environs,
- To assist, in conjunction with other interested parties and societies, in the conservation of Tenbury's historical buildings and amenities.

The activities of the Charity:

- Providing and maintaining a museum within Tenbury by acquiring, preserving, and displaying items of historical interest
- Outreach activities:
 - holding monthly members meetings with historical talks given by guest speakers
 - Taking part in reminiscence sessions at local care homes
 - Taking part at local agriculture shows and festivals
 - Taking part in national Heritage Open Day events
- maintaining the Hidden Tenbury historical digital trail App
- Promoting the museum and its activities
- Fundraising

The Trustees have kept in mind the Charity Commission's guidance on public benefit by providing and maintaining a free to enter museum within Tenbury; by preserving and displaying items of historical interest relating to Tenbury and its environs; by furthering the education of the area's heritage. This is achieved through the work of a dedicated team of Trustees and volunteers, who receive no remuneration for their time.

The Trustees are grateful to all their current volunteers for their continued support; the museum and its activities are entirely managed and stewarded by them and would not function without their efforts.

Achievements and performance

- Continued engagement in audience development and museum promotion through participation in local agricultural shows, town festivals, Heritage Open Days; hosting school and adult group visits and postings on social media.
- Small increase in volunteer numbers
- Continuation of regular members meetings with guest speakers.
- Capacity building and Trustee Training continued from 2022 into April 2023 -new plans and policies put in place
- Regrettably, visitor numbers down compared to 2022, due in part to a wet early summer that affected attendance figures in many museums across the UK.
- Relocation – site move not achieved, other premises being investigated for their suitability

Financial Review

At the end of 2023 the charity's finances were in a good position having received a healthy number of membership subscriptions and substantial amounts raised through private donations.

The Charity's Financial Reserves Policy: The Trustees aim to maintain free reserves in unrestricted funds at a level that equates to approximately six months of unrestricted expenditure. The Trustees consider that this level will allow time to develop new sources of income or to cut-back on related expenditure. There is £118 held in restricted funds for Hidden Tenbury project; the Charity's remaining funds are unrestricted. Reserve amounts are monitored at regularly held committee meetings and stated at every AGM in the Treasurer's Report.

There are no funds materially in deficit. There are no funds held as custodian trustees on behalf of others.

Principal risks facing the Charity:

- Reduction in visitor numbers and related donations
- Reduction in membership and related subscriptions
- Termination of lease for Goff's School site with Malvern Hills District Council
- Extreme rise in energy costs that would affect the sustained opening of the museum

The Charity's principal sources of income this year:

- Membership fees
- Museum visitor donations
- Donations made by private individuals
- Donations from local family Trusts
- Small grant received from Malvern Hills District Council
- Fees for local aschool visits and adult group visits hosted outside opening hours
- Sales of small merchandise donated to the museum for the sole purpose of raising funds
- Admissions fees for non-members to monthly history talks
- Small grant from National Lottery Heritage Fund for capacity building exercises

How funds have been spent this year:

- Housekeeping: electricity bills, Insurance and compulsory fire safety checks, consumables
- Membership fee for Museum Association, Association of Independent Museums & Rural Museums Network
- Purchases: a card reading machine to aid visitor purchases; another new gazebo for stalls at local Agricultural shows and recruitment drives
- Trustee training and capacity building in partnership with Association of Independent Museums and the National Lottery Heritage Fund
- Fees for guest speakers at monthly meetings

Details of future aims/plans

- Accredited Museum status renewal - process moved again to summer 2024
- Continuation of plan to relocate to a suitable premise

Structure, Governance and Management

The museum is a Charitable Incorporated Organisation and has an association model constitution, adopted in December 2019.

Trustees are committee members who are appointed or reappointed at the Annual General Meeting held every March.

The museum is managed by a governing committee, consisting of 6 Trustees and 3 co-opted members, one being a representative of Tenbury Town Council. Trustees receive no remuneration or other benefits from the Charity.

The Charity is an Arts Council England accredited museum; a member of the Association of Independent Museums; a member of the Rural Museums Network and a member of the West Midlands Museum Development run by Ironbridge Trust.



The museum's Accreditation mentor is Tonia Collett of Collett Consultancy, Worcester

	<u>Trustee name</u>	<u>Office held</u>
1	Steven Malek	Chair
2	Philip Rees	Vice Chair
3	David Patrick	Treasurer
4	Tracey Morris	Secretary
5	Monica Rees	
6	Jill Malek	

Declaration

Following the AGM the trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Steven Malek	Tracey Morris
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO

England & Wales - Charity number 1186814

Accounts

TENBURY WELLS MUSEUM & HISTORY GROUP CIO

TRUSTEES' ANNUAL REPORT

1st JANUARY 2022 TO 31ST DECEMBER 2022

Charity name: TENBURY WELLS MUSEUM & HISTORY GROUP CIO
Other name the charity uses: Tenbury Museum
Registered charity number: 1186814
Charity's principal address: Goff's School, Cross Street, Tenbury Wells, Worcestershire, WR14 8EF
Social Media / Website: @tenburymuseum www.tenburymuseum.org.uk

Objectives and Activities

The objectives of the Charity are:

- To advance the historical education of the public in Tenbury and the surrounding area
- To undertake and promote research into the history of Tenbury and its environs,
- To assist, in conjunction with other interested parties and societies, in the conservation of Tenbury's historical buildings and amenities.

The activities of the Charity:

- Providing and maintaining a museum within Tenbury by acquiring, preserving, and displaying items of historical interest
- holding monthly members meetings with historical talks given by guest speakers
- Taking part at local agriculture shows and festivals
- Taking part in Heritage Open Days
- maintaining the Hidden Tenbury digital trail app
- Promoting the museum and its activities

The Trustees have kept in mind the Charity Commission's guidance on public benefit by providing and maintaining a free to enter museum within Tenbury; by preserving and displaying items of historical interest relating to Tenbury and its environs; by furthering the education of the area's heritage. This is achieved through the work of a dedicated team of Trustees and volunteers, who receive no remuneration for their time.

The Trustees are grateful to all their current volunteers for their continued support; the museum and its activities are entirely managed and stewarded by them and would not function without their efforts.

Achievements and performance

- Temporary Accredited Museum status has continued – Arts Council England has announced the renewal process will now begin Summer 2023.
- Continued engagement in audience development and museum promotion through participation in local agricultural shows, Jubilee celebrations, town festivals, Heritage Open Days and postings on social media.
- Continuation of regular members meetings with guest speakers.
- Fundraising activities such as table top sales
- Maintaining visitor numbers during a difficult season (due to overseas travel restrictions being lifted)
- A small National Lottery Heritage Grant was awarded to the museum for 'A Stronger Future' project that funded the engagement of a freelance museum development consultant, to help build capacity within the organisation, to help identify an alternative museum site and to assist in the writing a second Heritage Fund bid application to cover relocation costs.
- An agreement in principle allowing the museum to move to a council owned property (Pump Rooms) was received from Tenbury Town Council

Financial Review

At the end of 2022 the charity's finances were in a good position having received a healthy number of membership subscriptions and substantial amounts raised through private donations.

The Charity's Financial Reserves Policy: The Trustees aim to maintain free reserves in unrestricted funds at a level that equates to approximately six months of unrestricted expenditure. The Trustees consider that this level will allow time to develop new sources of income or to cut-back on related expenditure. There is £2018 held in restricted funds; the Charity's remaining funds are unrestricted. Reserve amounts are monitored at regularly held committee meetings and stated at every AGM in the Treasurer's Report.

There are no funds materially in deficit. There are no funds held as custodian trustees on behalf of others.

Principal risks facing the Charity:

- Reduction in public donations
- Reduction in membership and related subscriptions
- Termination of lease for Goff's School site with Malvern Hills District Council
- Extreme rise in energy costs that would affect the sustained opening of the museum

The Charity's principal sources of funding this year:

- Membership fees
- Public donations made while visiting the museum
- Larger donations made by private individuals, local groups and societies such as Women's Institute, Rolls Royce Club
- Sales of small merchandise donated to the museum for the sole purpose of raising funds
- Admissions fees for non-members to monthly history talks

How funds have been spent this year:

- Housekeeping: electricity bills, Insurance and compulsory fire safety checks, consumables
- Membership fees: Museum Association, Association of Independent Museums, Rural Museums Network
- Purchases: new projector to help facilitate monthly history talks and a new gazebo for stalls at local Agricultural shows and recruitment drives

Details of future aims/plans

- Submission of second bid application to National Lottery Fund for Heritage for a grant to fund site move to Pump Rooms
- Volunteer recruitment drives during closed season to increase local participation

Structure, Governance and Management

The museum is a Charitable Incorporated Organisation and has an association model constitution, adopted in December 2019.

Trustees are committee members who are appointed or reappointed at the Annual General Meeting held every February.

The museum is managed by a governing committee, consisting of 6 Trustees and 2 co-opted members, one being a representative of Tenbury Town Council. Trustees receive no remuneration or other benefits from the Charity.

The Charity is an Arts Council England accredited museum; a member of the Association of Independent Museums; a member of the Rural Museums Network and a member of the West Midlands Museum Development run by Ironbridge Trust.


The museum's Accreditation mentor is Rachel Cockett, Director of Development at Birmingham Museums Trust.

	<u>Trustee name</u>	<u>Office held</u>
1	Steven Malek	Chair
2	Philip Rees	Vice Chair
3	David Patrick	Treasurer
4	Tracey Morris	Secretary
5	Monica Rees	Education & Outreach Officer
6	Jill Malek	Curator/Archivist

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Steven Malek	Tracey Morris
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	31 st December 2022	

TENBURY WELLS MUSEUM & HISTORY GROUP CIO
ANNUAL ACCOUNTS FOR YEAR ENDING 31st DEC 2022

CURRENT ACCOUNT

<u>INCOME</u>		<u>COSTS</u>	
Donations: Omicron Grant	£2,667.00	Insurance	£685.77
Dyke Ruscoe	£2,000.00	Electricity	£293.33
Burford Trust	£1,500.00	Unpaid cheque	£1,500.00
Crow Hotel	£350.00	AIM Membership	£68.00
Midlands RR Club	£55.00	Rural Museums Network	£10.00
WI museum visit	£30.00	Tourist Guide Advert	£79.00
Tenbury Primary	£25.00	Pump Rooms Hire	£266.00
General donations	£500.98	Speakers for talks	£462.00
		New Gazebo	£94.95
Membership subs (52 @ £15)	£780.00	New Projector	£191.00
Membership sub for 2023	£15.00	Mobile phone for Museum	£21.99
Visitors to talks (150 @ £3)	£450.00	Printing/postage etc- MR	£171.61
Tea/coffee at talks	£72.62	Trustee Induction Course	£150.00
Amazon Smile	£16.19	Sundry costs- refund TM	£53.08
Jubilee exhibition	£58.00	Reprint DVD- Simon Wallace	£37.50
Sales	£251.95	Fire Extinguisher Service	£65.02
Christmas lunch payments	£527.00	Christmas Lunch- Phil Gibbs	£522.00
Raffle at Christmas Lunch	£53.00	1&1 Internet-website hosting	£47.96
Applefest stall refund	£35.00	Maggie Kingston book	£14.50
		Unpaid cheque	£34.00
		Applefest stall deposit	£35.00
		Sundry costs paid petty cash	£97.50
		Transfer to Instant Access a/c	£6,167.00
TOTAL	£9,386.74	TOTAL	£11,067.11
plus bank balance at 31 12 21	£5,218.47	Plus bank balance at 31 12 22	£3,538.10
	£14,605.21		£14,605.21

INSTANT ACCESS ACCOUNT

NHLF Grant	£10,000.00	Collett Consultancy	£8,100.00
Transfer from Current Account	£6,167.00		
Interest	£67.37		
TOTAL	£16,234.37	TOTAL	£8,100.00
Plus bank balance at 31 12 21	£7,054.59	Plus bank balance at 31 12 22	£15,188.96
	£23,288.96		£23,288.96

SUMMARY OF CASH HELD

Opening balance at 31 12 21		Closing balance at 31 12 22	
Current Account	£5,218.47	Current account	£3,538.10
Instant Access account	£7,054.59	Instant Access account	£15,188.96
	£12,273.06	TOTAL	£18,727.06

SIGNED- Treasurer



SIGNED- Independent Examiner



TENBURY WELLS MUSEUM AND HISTORY GROUP CIO

England & Wales - Charity number 1186814

Accounts

TENBURY WELLS MUSEUM & HISTORY GROUP CIO

TRUSTEES' ANNUAL REPORT

1st JANUARY 2021 TO 31ST DECEMBER 2021

Charity name: TENBURY WELLS MUSEUM & HISTORY GROUP CIO
Other name the charity uses: Tenbury Museum
Registered charity number: 1186814
Charity's principal address: Goff's School, Cross Street, Tenbury Wells, Worcestershire, WR14 8EF
Social Media / Website: @tenburymuseum www.tenburymuseum.org.uk

Objectives and Activities

The objectives of the Charity are:

- To advance the historical education of the public in Tenbury and the surrounding area
- To undertake and promote research into the history of Tenbury and its environs,
- To assist, in conjunction with other interested parties and societies, in the conservation of Tenbury's historical buildings and amenities.

The activities of the Charity:

- Providing and maintaining a museum within Tenbury by acquiring, preserving, and displaying items of historical interest
- holding monthly members meetings with historical talks given by guest speakers
- Taking part at local agriculture shows and festivals
- Taking part in Heritage Open Days
- maintaining the Hidden Tenbury digital trail app
- Promoting the museum and its activities

The Trustees have kept in mind the Charity Commission's guidance on public benefit, particularly with regard to reopening the museum this year following the covid lockdown, by extending the opening hours on certain weekends as well as using another social media platform to be more accessible to a wider audience.

Trustees attended several webinar events, hosted by West Midlands Museum Development, particularly concerning the recruiting, management and retaining of volunteers. The Trustees are grateful to all their current volunteers for their continued support; the museum and its activities are entirely managed and stewarded by them and could not function without their efforts.

Achievements and performance

- following planning approval for building renovations in December 2020 the Trustees submitted an Expression of Interest to the National Lottery Heritage Fund (NLHF) in March 2021. This was approved in April 2021.
- Further public consultation via in-house questionnaires and online surveys undertaken
- A formal bid was submitted to NLHF in August to help fund the refurbishment of a proposed new site, the Old Fire Station.
- An Expression of Interest was also submitted to the Capital Investment Programme, run by Arts Council England to help boost the charity's match funding should NLHF accept our bid.
- During 2021, the museum did not open its doors until 21st May due to covid restrictions and closed at the usual date of 31st October, but with extended opening hours on certain weekends. Following the reopening we saw a substantial increase in local visitor numbers, as well as overall numbers by month, when compared to the same period in 2019, (our last full year of opening pre covid).
- The museum took part in the National Heritage Open Days in August, in which various childrens' activities and a quiz was centred around the theme of food.
- The museum took part in the local Apple Festival in October and was well received.

- 5 history talks were given over the year by guest speakers to an increased audience of members and non-members alike.
- Rationalisation of the museum collection began to ensure its continued educational value, its accessibility and its beneficial worth to visitors and the local community.
- New displays depicting local cider making and promotion of volunteering roles were installed.
- An Instagram page for museum was opened

The reopening of the museum and the restarting of history talks have benefitted visitors and volunteers by providing educational activities, stimulating curiosity and encouraging interest in Tenbury's heritage. It has benefitted the local economy through increased footfall of visitors and has helped promote the group's aim of moving the museum into a heritage listed building.

Financial Review

At the end of 2021 the charity's finances were in a very good position having received a healthy number of membership subscriptions and higher amounts raised via retail sales and public/private donations than in previous years.

The Charity's Financial Reserves Policy was reviewed by the governing committee. To mitigate financial risk from unforeseen expenditure, sudden closure, a shortfall in income or an inability to control costs, the Trustees aim to maintain free reserves in unrestricted funds at a level that equates to approximately six months of unrestricted expenditure. The Trustees consider that this level will allow time to develop new sources of income or to cut-back on related expenditure. All the Charity's funds this year were unrestricted; there were no restricted funds. Reserve amounts are monitored at regularly held committee meetings and stated at every AGM in the Treasurer's Report.

There are no funds materially in deficit. There are no funds held as custodian trustees on behalf of others.

Principal risks facing the Charity:

- Reduction in public donations
- Reduction in membership and related subscriptions
- Termination of lease for Goff's School site with Malvern Hills District Council

The Charity's principal sources of funding this year:

- Membership fees
- Public donations made while visiting the museum
- Private donations by individuals posted to Treasurer or anonymously via local solicitors
- Sales of small merchandise donated to the museum for the sole purpose of raising funds
- Admissions fees for non-members to monthly history talks
- Proceeds of a locally produced historical booklet kindly donated by the author
- Proceeds of a Charity Car Wash via local Fire Service held September 2021

How funds have been spent this year:

- Housekeeping: electricity bills, Insurance and compulsory fire safety checks plus replacement printer and laminator & consumables
- Membership fees: Association of Independent Museums, Rural Museums Network
- Advertising: Banner and printing of leaflets
- Events: Heritage open days, Applefest, guest speaker costs, hire of meeting rooms
- Freelance consultant fees: providing advice for NLHF bid

Details of future aims/plans

- Maintain Accredited status by undergoing renewal process once reopened – advised Summer 2022 - and review policies as required.
- Engage with audience development and resume museum promotion through continued participation in local shows, festivals, Heritage Open Days and postings on social media platforms.
- Continuance of regular members meetings with guest speakers (2022 season fully booked).

- Fundraising to help cover running costs including installation of a contactless card reader for retail sales.
- Relocation funding: Two strong initial bid submissions, both to the Arts Council, England and the National Lottery Heritage Fund were declined in December. NLHF did, however, acknowledge the necessity for the museum to move premises and offered to meet with Trustees in January 2022 to help move the project forward. The museum will continue to be run as it currently is and with continued support from the public for the relocation and Trustees remaining fully committed to providing a new heritage centre, it has been agreed to resubmit to NLHF sometime during 2022, following guidance on a few amendments. If refused a second time, an extraordinary meeting with wider membership will be called to discuss the museum's long-term future and next steps.

Structure, Governance and Management

The museum is a Charitable Incorporated Organisation and has an association model constitution, adopted in December 2019.

Trustees are committee members who are appointed or reappointed at the Annual General Meeting held every February.

The museum is managed by a governing committee, consisting of 6 Trustees and 2 co-opted members, one being a representative of Tenbury Town Council. Trustees receive no remuneration or other benefits from the Charity.

The Charity is an Arts Council England accredited museum; a member of the Association of Independent Museums; a member of the Rural Museums Network and a member of the West Midlands Museum Development run by Ironbridge Trust. It was also a member of the Small Charities Coalition until its dissolution in Autumn 2021.

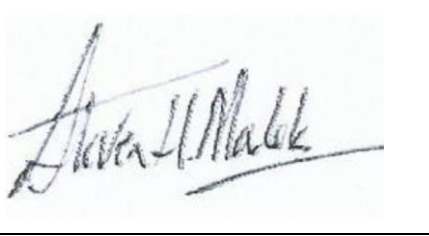
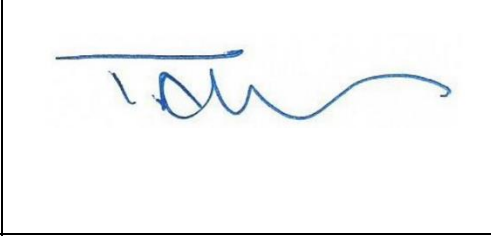
The museum's Accreditation mentor is Rachel Cockett, Director of Development at Birmingham Museums Trust.

	<u>Trustee name</u>	<u>Office held</u>
1	Steven Malek	Chair
2	Philip Rees	Vice Chair
3	David Patrick	Treasurer
4	Tracey Morris	Secretary
5	Monica Rees	Education Officer
6	Jill Malek	Curator/Archivist

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Steven Malek	Tracey Morris
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 20th January, 2022

Charity Commission Annual Return 2021

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO

Charity registration number: 1186814

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2021.

Financial period

Financial period start date

01/01/2021

Financial period end date

31/12/2021

Income and spending

Income £

£6,969

Spending £

£2,973

Fundraising - professional fundraiser

Did your charity raise funds from the public?

Yes

Did the charity work with any professional fundraisers?

No

Fundraising - commercial participator

Did your charity work with any commercial participators?

No

Government contracts

During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?

No

Government grants

During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?

Yes

How many grants did your charity receive from central government or local authorities?

1

What was the total value of these grants?

£450

Income from outside the UK

Did your charity receive income from outside the UK ?

No

Spending outside England & Wales

Did your charity operate outside England and Wales?

No

Trading subsidiaries

Did the charity have any subsidiaries?

No

Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?

No

Did any of the trustees resign and then take up employment with the charity?

No

Employees' salaries

Did any of your charity's staff receive total employee benefits of £60,000 or more?

Select No if your charity does not have any staff , or does not pay any staff.

No

For your highest paid member of staff only, what was the total value of their employee benefits?

(For example if your highest paid member of staff received £35,000 enter 35000). If you do not have any staff or did not pay any staff, enter 0 (zero)

£0

Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial period?

9

Financial controls

Did your charity review its internal financial controls?

Yes

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

Your role at the charity (select one):

Trustee

Given names	David
Family name	Patrick
Telephone number	01584 810502
Email	dpatrick1@btinternet.com
Date submitted	05/09/2022

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

TENBURY WELLS MUSEUM AND HISTORY GROUP CIO

England & Wales - Charity number 1186814

Accounts

TENBURY WELLS MUSEUM & HISTORY GROUP CIO

TRUSTEES' ANNUAL REPORT

1st JANUARY 2020 TO 31ST DECEMBER 2020

Charity name: TENBURY WELLS MUSEUM & HISTORY GROUP CIO
Other name the charity uses: Tenbury Museum
Registered charity number: 1186814
Charity's principal address: Goff's School, Cross Street, Tenbury Wells, Worcestershire, WR14 8EF
Social Media / Website: @tenburymuseum www.tenburymuseum.org.uk

Objectives and Activities

The objectives of the Charity are:

- To advance the historical education of the public in Tenbury and the surrounding area
- To undertake and promote research into the history of Tenbury and its environs,
- To assist, in conjunction with other interested parties and societies, in the conservation of Tenbury's historical buildings and amenities.

The normal activities of the Charity:

- Providing and maintaining a museum within Tenbury by acquiring, preserving, and displaying items of historical interest
- holding monthly governing meetings
- holding members meetings with historical talks given by guest speakers
- Taking part at local agriculture shows and festivals
- Taking part in Heritage Open Days
- maintaining the Hidden Tenbury digital trail app
- Promoting the museum and its activities

This was the Charity's first year as an Incorporated Organisation. Due to the covid pandemic and the Government's social restrictions the normal activities of the Charity listed above could not continue and the trustees decided for the safety of its volunteers and visitors to keep the museum closed throughout the whole of 2020. However, they kept in mind the Charity Commission's guidance on public benefit and used their social media platform (Facebook) as a tool to keep in touch with members, local residents and potential visitors by regularly posting photographs of the collection and other historical information. It was possible in October to hold just one members' meeting.

The Trustees are grateful to all those volunteers who remained with us for their continued support.

Achievements and performance

- Governing committee meetings continued to be held throughout the year via Zoom
- One members meeting held in October with guest speaker, which was well supported.
- A public presentation was held in February to display and discuss the proposed plans for moving site. The proposal met with approval and was well received.
- Various surveys of proposed new site undertaken, when possible, by environmental and planning consultants, leading to planning permission and listed building consent being submitted to Malvern Hills District Council in July - approval granted in December 2020
- In February, attendance of two trustees to a West Midlands Museum Development training session, 'Exceeding Visitor Expectations'.

Financial Review

At the end of 2020 the Charity's financial position was quite satisfactory. There were adequate funds to cover the low running costs and twelve months closure, but this would not be sustainable if museum has to remain closed throughout 2021 due to further restrictions.

The Charity's Financial Reserves Policy will be reviewed in 2021. To mitigate financial risk from unforeseen expenditure, sudden closure, a shortfall in income or an inability to control costs, the Trustees aim to maintain free reserves in unrestricted funds at a level that equates to approximately six months of unrestricted expenditure. The Trustees consider that this level will allow time to develop new sources of income or to cut-back on related expenditure. All the Charity's funds this year were unrestricted; there were no restricted funds. Reserve amounts are monitored at regularly held committee meetings and stated at every AGM in the Treasurer's Report.

There are no funds materially in deficit. There are no funds held as custodian trustees on behalf of others.

Principal risks facing the Charity:

- Reduction in public donations due to enforced closure
- Reduction in membership and related subscriptions due to enforced closure
- Termination of lease for Goff's School site with Malvern Hills District Council

The Charity's principal sources of funding this year:

- Private donations paid direct to Treasurer or via local solicitors
- Small outstanding balance for Hidden Tenbury project from Heritage Lottery Fund
- Membership subscriptions – reduced but quite a sizeable number continued to pay
- Merchandise – small number of books and postcards
- History talk admission fees of non-members

How funds have been spent this year:

- Housekeeping: electricity, Insurance, Website host, alarm and fire safety checks
- Membership fees: Association of Independent Museums, Rural Museums Network
Events: guest speaker cost, hire of meeting rooms for speaker and public presentation
- Freelance consultant fees: providing surveys for planning/listed building consent

Details of future aims/plans

- Reopen museum as soon as government restrictions allow
- Reinstate monthly history talks “ “ “ “
- Stay connected with existing volunteers, enlist new and arrange induction for all once open
- Ensure building is maintained by owner, Malvern Hills District Council
- Arrange and hold 2020 AGM as soon as possible
- Attend any local shows/festivals that open
- Promotion of museum and talks via local press and social media
- Review Charity's Financial Reserves Policy in 2021
- Following membership agreeing in 2019 that the current museum site of Goff's School is not fit for purpose and successful talks with Tesco Supermarket all efforts must be made to secure funding to refurbish the listed building known as the Old Fire Station to provide a much improved, centrally located museum and heritage centre. We will:
 - Work with a freelance consultant to write and submit an Expression of Interest to National Lottery Heritage Fund
 - If EOI successful, to write and submit a formal bid to National Lottery Heritage Fund

Structure, Governance and Management

The museum is a Charitable Incorporated Organisation and has an Association Model Constitution, adopted in December 2019.

Trustees are committee members who are appointed or reappointed at the Annual General Meeting held every February.

The museum is managed by a governing committee, consisting of 6 Trustees and 2 co-opted members, one being a representative of Malvern Hills District Council. Trustees receive no remuneration or other benefits from the Charity.

The Charity's networks and links:

The Charity is an Arts Council England accredited museum; a member of the Association of Independent Museums; a member of the Rural Museums Network; a member of the West Midlands Museum Development run by Ironbridge Trust and also a member of the Small Charities Coalition. The museum's Accreditation mentor is Rachel Cockett, Director of Development at Birmingham Museums Trust.

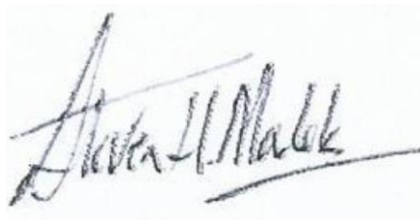
	<u>Trustee name</u>	<u>Office held</u>
1	Steven Malek	Chair
2	Philip Rees	Vice Chair
3	David Patrick	Treasurer
4	Tracey Morris	Secretary
5	Monica Rees	Education Officer
6	Jill Malek	Curator/Archivist

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Name: Steven Malek

Position: Chair



Tracey Morris

Secretary

Date: 17th June 2021
(signing postponed until covid restrictions eased)

TENBURY WELLS MUSEUM & HISTORY GROUP CIO

ANNUAL ACCOUNTS FOR YEAR ENDING 31st DEC 2020

CURRENT ACCOUNT

Income

Heritage Lottery (HT)	£216.00
Donations: Dyke Ruscoe	£2,000.00
Burford Trust	£1,500.00
Val Swanick	£85.00
General Donations	£13.80
Membership subs (28@£15)	£420.00
Book sales (Mike Watkins)	£16.50
Postcards for TIC (15@ 20p)	£3.00
Visitors to October talk (14)	£42.00
Transfer from Instant Access	£33.00

Expenditure

Ansvar Insurance	£640.76
Electric bills	£120.66
AIM membership	£62.00
Membership cards	£24.00
Rural Museums Network	£10.00
1 & 1 Internet	£47.96
Fire Extinguisher Service	£34.62
Burglar Alarm Service	£50.00
Hire Library Room	£33.00
Hire Pump Rooms for AGM	£14.00
Hire St Mary's Church for talk	£15.00
Speaker fee for Oct talk	£50.00
Transfer to Inst Access a/c	£2,000.00

TOTALS	£4,329.30
Plus bank balance at 31 12 19	£2,698.95 ✓
	£7,028.25

	£3,102.00
Plus bank balance at 31 12 20	£3,926.25 ✓
	£7,028.25

INSTANT ACCESS ACCOUNT

Transfer from Current a/c	£2,000.00
Interest payments	£58.97

Communities Can	£500.00
Baart Harries Newall	£8,393.80
Geosmart	£1,194.00
Worsfield & Bowen	£828.40
Regal Function Room Hire	£90.00

TOTALS	£2,058.97
--------	-----------

£11,039.20

Plus bank balance at 31 12 19	£13,330.37 ✓
	£15,389.34

Plus bank balance at 31 12 20	£4,350.14 ✓
	£15,389.34

SUMMARY

Opening balance at 31 12 19	
Current account	£2,698.95
Instant Access account	£13,330.37
TOTAL	£16,029.32

Closing balance at 31 12 20	
Current account	£3,926.25
Instant Access account	£4,350.14
TOTAL	£8,276.39

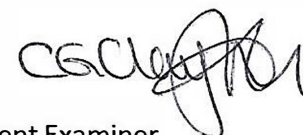
NOTE: All of the designated funds have been spent except for a residual sum of £117.83 relating to Hidden Tenbury. Apart from that all funds held are unrestricted.

SIGNED:



Treasurer

SIGNED:



Independent Examiner