

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

