

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	Vacuum 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



SIGNED: Independent Examiner



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

8 th March 2024
