

**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

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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	<u>7,220</u>	<u>7,133</u>
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	<u>8,300</u>	<u>6,078</u>
NET (DEFICIT)/SURPLUS	(1,080)	1,055
CASH BALANCES BROUGHT FORWARD	19,782	18,727
CASH BALANCES CARRIED FORWARD	<u>18,702</u>	<u>19,782</u>

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
	<hr/> <u>18,702</u>	<hr/> <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