

## Trustees' Annual Report for the period

**From: 03/Feb/2020 Period start date To: 31/Dec/2020 Period end date**

**Charity name: HOLSWORTHY MUSEUM**

**Charity registration number: 1187705**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To collect and preserve artefacts linked to the history of Holsworthy;
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	Managing, documenting, conserving, and safeguarding the museum collections and holdings; to exhibit, interpret and provide access to the museum collection and holdings; to provide material, evidence and associated information and learning experiences and activities relating to the objects in the collection; and to research, promote and publish studies of the area.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees continue to provide a facility for informing and educating the public about the history of Holsworthy and its environs by running and managing Holsworthy Museum.

	SORP reference	
Contribution made by volunteers	Para 1.38	The Trustees recognise the importance of the contribution of volunteers in enabling them to continue to fulfil the charity's Objects and Activities. During the period covered by this report, although the Museum was unable to open owing to the Covid Pandemic, the Trustees continued to communicate with the volunteers.

## 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>Owing to the Pandemic, the Museum remained closed to the public during the entire period covered by this report.</p> <p>The process of transferring assets from Holsworthy Museum Society (Charity No: 10550880) was not completed for the same reason, but because the Trustees of the Museum are also Trustees of the Society, they were able to ensure that the general public was kept aware of the Museum's activities and intentions through making use of social media to promote the museum and its collections</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Owing to the Covid Pandemic the process of transferring the assets of Holsworthy Museum Society (Charity No: 1055088) could not be completed.</p> <p>Initially, difficulties were experienced communicating with the Museum's Bank to start the process of opening a Bank Account for the new Charity.</p> <p>Although the Trustees had chosen to continue with the same Bank (HSBC) this process caused a lot of frustration. As a consequence it was decided to continue to operate as Holsworthy Museum Society for the period covered by this report. For this reason the financial report shows no income or expenditure in this period.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity's reserves will continue to be held in a savings account for ease of access if required. Reserves are required to ensure that the Museum can continue to cover the cost of overheads in the event that no income is received. The Museum is normally closed for a period of 3-4 months during the winter and therefore the minimum level of reserves maintained is 6 months operating costs.
Amount of reserves held	Para 1.22	Upon completion of the transfer of assets the expectation is that the amount of reserves will be in the region of £30,000

Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Currently none

### Additional information

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity will rely upon income from voluntary donations from visitors and users of the Service Point and the sale of books about the history of Holsworthy.
A description of the principal risks facing the charity	Para 1.46	The charity is entirely reliant upon volunteers and the biggest risk will be a loss of volunteers. Many current volunteers are elderly and the pandemic has caused some to be concerned and they are now reluctant to act as stewards during opening hours.
Other		Upon completion of the transfer of assets the Museum is expected to be in healthy financial position relative to its size and operating costs.

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document <i>(trust deed, 1041 charter)</i>	Para 1.25	Constitution
How is the charity constituted? <i>(e.g. incorporated association, CIO)</i>	Para 1.25	Charitable Incorporated Organisation
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	The Museum is dependent upon the skills that an individual can bring to the management of the Museum, which is wholly reliant upon volunteers to ensure that it continues to comply with governing legislation and the requirements of Museum Accreditation. These factors will be a primary consideration when selecting Trustees who are asked to commit for a minimum period of 3 years

## Reference and Administrative details

Charity name	Holsworthy Museum
Other name the charity uses	None
Registered charity number	1187705
Charity's principal address	Manor Offices North Road Holsworthy DEVON EX22 6DJ

## 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	Dr David Kenneth Hillebrandt			
2	Mrs Margaret Benjafield	Treasurer/ Secretary		
3	Mrs Elizabeth Mary Curtis			
4	Mrs Pamela Jane Johns			

## Corporate trustees – names of the directors at the date the report was approved

Director name		
NONE		

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

Trustee name	Dates acted if not for whole year	
NONE		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	All items comprising the Museum's collections
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	The items comprising the Museum's collection are held in trust for the benefit of the local community
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Under the terms of the Constitution none of the items in the collections can be used as security for loans or mortgages.  Safe custody is by means of physical security and a monitored alarm system.  The value of the collections does not form part of the Museum's balance sheet.

## Additional information

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

Type of adviser	Name	Address
Mentor	Alison Mills	Barnstaple Museum, Barnstaple Devon

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

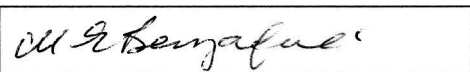
## Other optional information

None

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MRS MARGARET BENJAFIELD	
Position (eg Secretary, Chair, etc)	SECRETARY	
Date	03/11/2021	