

Trustees' Annual Report for the period 01-Jan-2024 to 31-Dec-2024

Charity name: HOLSWORTHY MUSEUM

Charity registration number: 1187705

Introduction

This report covers the third year that the charity was fully operating as a Charitable Incorporated Organisation (CIO). The transfer of assets from Holsworthy Museum Society (Charity No 1055088) was formally completed and that Charity has now been removed from the Charity Commission register.

Objectives and Activities

In summary, the purpose of the charity, as set out in its governing document, is to collect and preserve artefacts linked to the history of Holsworthy.

Its main activities are the 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.

The Trustees will 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 for the benefit of the public.

The Trustees recognise the importance of the contribution volunteers will make in enabling them to continue to fulfil the charity's Objects and Activities.

Achievements and Performance

The Trustees appreciate the commitment of volunteers to enable this work to be carried out and ensure that the Museum can remain open to the public from March/April – December each year. The closed period is used for housekeeping, collection care and cataloguing and this work is ongoing.

Financial Review

The Charity's reserves 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 if no income is received. The Museum is normally closed for a period of 3-4 months during the winter and therefore the aim is to hold a minimum level of reserves for 6 months operating costs.

Visitor numbers have been steady, and donations were again significantly up on the previous year, and costs, although some have increased, were manageable.

The Trustees took the decision to approve the reprint of one of the Museum's books, at a cost of £3527. This required a significant effort on the part of volunteers as the book had to be re-compiled with some revisions before it could be reprinted. The stock of another book, which was held on a sale or return basis, was donated to the Museum by the executors of the author's widow. Both publications will hopefully generate income for the Museum Shop.

The Museum's treasurer continued to pursue online banking.

Additional information

The Charity will start the next financial year still in a healthy financial position, relative to its size and operating costs, but will continue to rely upon income shop sales, from grants, voluntary donations from visitors, and users of the Service Point.

The Charity continues to rely entirely upon volunteers, and the biggest risk will be a loss of volunteers. The age of our volunteers continues to be a concern; family commitments and health issues can impact

availability from time to time. The museum opens only on weekdays, so it is difficult to find younger volunteers who are not in paid employment and who are able to commit their time.

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation governed by a constitution.

The Museum is dependent upon the skills that an individual can bring to the management of the Museum, which is reliant wholly 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:

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

There are no corporate charities or Trustees holding title to property belonging to the Charity.

Funds held as custodian trustees on behalf of others:

All items comprising the Museum's collections are held in trust for the benefit of the local community. 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 - The Trustees benefit from the guidance of a professional Mentor.


Exemptions from disclosure - 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


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MRS MARGARET BENJAFIELD

TRUSTEE/SECRETARY

Date: 3 September 2025

								Surplus/Deficit
								Current Year
INCOME	Debit	Credit	Total	EXPENDITURE	Debit	Credit	Total	
Interest		1,334.52	1,334.52	Maintenance & Refurbishment	70.74		70.74	
Sale of surplus Items		50.00	50.00	Insurance	1,043.60		1,043.60	
Museum Shop		528.89	528.89	Telephone & Broadband	644.62		644.62	
Misc Sales			0.00	Authors & Supplier Costs	65.89		65.89	
Postage & Packing Charges			0.00	Peter Bakel costs	186.78		186.78	
Misc Income		3.10	3.10	Security	679.20		679.20	
Fundraising		349.20	349.20	Computer & IT	270.00		270.00	
Donations & Grants:			0.00	Membership Fees	128.00		128.00	
Benevity Grant		657.10	657.10	Volunteer Costs	716.24		716.24	
Holsworthy Town Council (incl Bakel)		400.00	400.00	Publicity & Promotion	245.00		245.00	
Visitor Donations (General)		1,055.18	1,055.18	Travel & Meetings			0.00	
Gift Aided Donations		15.00	15.00	Fundraising	84.00		84.00	
Gift Aided Donations (Service Point)			0.00	Care & Conservation	120.72		120.72	
Outreach, Talks, Community Group Visits			0.00	Service Point & Research			0.00	
Service Point (excl Gift Aided)		190.00	190.00	Business Rates	129.07		129.07	
Other Donations		7.00	7.00	Office Costs	255.81		255.81	
Pay Pal Charges			0.00	Postage (Sales)	7.50		7.50	
Gift Aid Refund		471.55	471.55	Covid Protection Costs			0.00	
Reconciliation Discrepancies				Misc Costs	60.72		60.72	
				Book Reprint	3,527.00		3,527.00	
				HSBC Charges	72.52		72.52	
				Sum Up & PayPal Charges	9.10		9.10	
				Till Difference	1.42		1.42	
				Petty Cash Difference		0.23	(0.23)	
							0.00	
Total Income			5,061.54					
OTHER INCOME								
Value of Stock Donated /Purchased		£ 5,109.02	5,109.02					
Less								
Cost of goods Sold	176.72		(176.72)					

	Gross Profit	176.72	10,170.56	9,993.84		Total Expenditure	8,317.93	0.23	8,317.70	Surplus/Deficit	1,676.14
BROUGHT FORWARD					CLOSING BALANCES						
Funds (Holsworthy Museum - Charity No 1187705)					Museum Funds (Holsworthy Museum - Charity No 1187705)						
				Balance						Balance	
HSBC	£3,263.09			3,263.09	HSBC	£1,463.41				1,463.41	
Coventry	£34,222.75			34,222.75	Coventry	£32,030.27				32,030.27	
PayPal	£144.84			144.84	PayPal	£217.80				217.80	
			£0.03	(0.03)				£0.03		(0.03)	
Petty Cash	£100.00			100.00	Petty Cash	£11.99				11.99	
Donations Box	£10.00			10.00	Donations Box	£10.00				10.00	
Till Float	£20.00			20.00	Till Float	£0.00				0.00	
Cash in Transit	£24.31			24.31	Cash in Transit	£288.90				288.90	
Other Current Assets	£1,818.01			1,818.01	Other Current Assets	£5,150.40				5,150.40	
Other Current Liabilities			£1,828.77	(1,828.77)	Other Current Liabilities			£228.86		(228.86)	
Accounts Payable			£613.58	(613.58)	Accounts Payable			£107.12		(107.12)	
	Prior Year Fund Balance b/fwd	39,603.00	2,442.38	37,160.62		Current Fund Balance c/fwd	39,172.77	336.01	38,836.76		1,676.14
				47,154.46						47,154.46	(0.00)
Accounts Payable:											
BT				(53.12)							
Holsworthy Memorial Hall Coffee Morning 2024				(42.00)							
Ashwater Railway				(3.00)							
Thornbury PCC				(9.00)							
Total Accounts Payable				(107.12)							