

Chairman's Report AGM 2023

The past year has been one of consolidation and a return to normality. We have been reviewing and adding additional exhibits to the Museum, welcoming more visitors and have made steady progress to becoming a recognised tourist attraction in Bishop's Waltham. We are fortunate to be located in the Palace grounds and to have a good working relationship with English Heritage. We have developed mutually beneficial interests with the Bishop's Waltham Society and the Town Team, well demonstrated last July with the Treaty of Waltham pageant. We are indebted to the Parish Council who have assisted and advised us in a number of ways and we are grateful for their regular attendances at our Trustee meetings.

None of this could be achieved without the dedication and considerable efforts of our Volunteers and Friends, the former taking good care of the staffing of the Museum and the latter providing a solid base for the funds that are needed to keep the Museum afloat. We could not continue without your support and are pleased to say that there has been a small but steady stream of new and interested recruits.

We have a Trustee team whose members enjoy what they do and work closely together. Our constitution permits us to have a maximum of eight Trustees and these positions are currently filled, but we must look continuously for others who will replace those of our team who will eventually retire. I know we all value our Museum and it will survive and grow only with a capable and effective management team. Please talk to us if you would like to contribute in this way.

A great deal of effort has been expended in identifying and implementing an Action Plan which we review regularly. It enables us to focus upon what matters and to adopt more professional management for the Museum. There are five major headings and within them some twenty-six sub headings, each identified with a lead Trustee. The plan includes for each item estimated costs, source of funding, expected completion date and performance measurement. Each category is reviewed as required at our Trustee meetings. We would be pleased to share the details of our plan with our Members, so please ask if you would like to see a copy. Our Trustees will outline their related activities in the reports they provide.

Dr Roy Stainton

24th April 2023

Date	Description	Bank ref	Amount	Rates	Insurance	Exhibitions & Acquisitions	Printing & Stationery	Website	Museum FP Development	Computer/Office Equipment	Books	WW2 Booklet	Events	Conservation	Oral History	Subscriptions	Grants	Alarm costs	Notes
01.01.22	Tugl South Coast	BACS	£239.72		£239.72														Trustee Indemnity
10.01.22	J Greenfield	BACS	£106.40					£106.40											Website Hosting
19.01.22	Penny Copeland	BACS	£35.00													£35.00			Hampshire Archives Trust
19.01.22	St Peter's Hall	BACS	£34.00										£34.00						AGM venue
19.01.22	BWS	BACS	£10.00										£10.00						Contribution to Zoom costs
20.01.22	The Sign Space	BACS	£589.66						£589.66										2 off External Signboards
24.02.22	Roy Stainton	BACS	£75.00										£75.00						Film Show costs
01.03.22	BW Parish Council	BACS	£61.81										£61.81						Quiz night
02.03.22	BWS	BACS	£10.00										£10.00						Contribution to Zoom costs
09.03.22	Towergate Ins	BACS	£416.50		£416.50														
12.03.22	N Whitehead	BACS	£340.48	£340.48															Rates payment by NJW
22.03.22	A Kippenberger	BACS	£10.00													£10.00			Refund of double payt
21.03.22	BW Parish Council	BACS	£22.20										£22.20						Post Quiz night cleaning
22.03.22	BW Society	BACS	£181.20											£181.20					Austin & Wyatt Storage
26.03.22	K Ashman	100417	£300.00										£300.00						Quiz night guest Egghead
	Greenfield Sites	BACS	£35.27					£35.27											Website hosting
21.04.22	Modes Users	BACS	£89.00					£89.00											Annual support
19.05.22	Anita Taylor	BACS	£22.99							£22.99									Disability grabber
28.05.22	UK POS	BACS	£76.79							£76.79									Cash Box & spare lightbulbs
4.06.22	Penny Copeland	BACS	£488.17			£460.62				£27.55									
9.6.22	AIM	BACS	£65.00													£65.00			Annual membership
27.07.22	BW Society	BACS	£10.00										£10.00						
27.07.22	BW Society	BACS	£75.00								£75.00								
02.08.22	Anita Taylor	BACS	£55.81				£55.81												Treaty of Waltham craft table
24.8.22	Roy Stainton	BACS	£50.00										£50.00						Donation to Corhampton Church re visit
13.10.22	N Whitehead	BACS	£30.00										£30.00						Donation to Corhampton Church re visit
28.10.22	B Biddel	Chq	£70.93								£70.93								Payment for books sold
5.11.22	N Whitehead	BACS	£20.98											£20.98					Paint for Gun brackets
22.11.22	BWS	BACS	£1,562.00								£1,562.00								
			£5,083.91	£340.48	£656.22	£460.62	£55.81	£230.67	£589.66	£127.33	£1,707.93	£0.00	£603.01	£202.18	£0.00	£110.00	£0.00	£0.00	£5,083.91
																			£0.00

Check sum

Museum Trust Income

Date	Description	Superting partner	Bank ref	Bank Total	Subscription	Donations	Bank Interest	Book sales	Gift Aid	Grants	Ins. Contribution	Rates	Events	Details	
04.01.22	P Copeland		Deposit	29.00				£29.00							
04.01.22	L Leesmith		Deposit	10.00	10.00									Entry reconciled to Barclay's bank account	
04.01.22	K Fry		Deposit	10.00	10.00									Entry reconciled to Co-op bank account	
04.01.22	A Taylor		Deposit	10.00	10.00									Entry reconciled to Barclay's , received from Sum-up	
04.01.22	R & M Pilling		Deposit	15.00	15.00									NB It is not usually possible to know if book sales are paid for with cash or via Sum -Up. The allocations between the two below, are therefore 'best guesses'. They do not affect the accuracy of total donations or total booksales	
04.01.22	P Meadows		Deposit	15.00	15.00										
05.01.22	S Houghton		Deposit	10.00	10.00										
07.01.22	DG Morgan		Deposit	15.00	15.00										
10.01.22	TA Kippenbriger		Deposit	10.00	10.00										
10.01.22	R Stainton		Deposit	15.00	15.00										
10.01.22	GK & L Dandy		Deposit	15.00	15.00										
14.01.22	R Horn		Deposit	10.00	10.00										
18.01.22	G Williams		PI 200220	10.00		8.00		£2.00							
20.01.22	N Whitehead		Deposit	15.00	15.00										
24.01.22	J Malec		Deposit	10.00	10.00										
1.02.22	P Copeland		Deposit	15.00	15.00										
15.02.22	Josie Wood		Deposit	50.00									50.00	Quiz	
16.02.22	KS Lloyd		Deposit	20.00									20.00	Quiz	
16.02.22	RS Wingrove		Deposit	15.00	15.00										
21.02.22	P Copeland		Deposit	60.00									60.00	Quiz	
21.02.22	E McKensie		Deposit	20.00									20.00	Quiz	
22.02.22	SJ Moore		Deposit	50.00									50.00	Quiz	
22.02.22	G Williams		PI 200221	25.00	25.00									Woodsford & G Williams	
25.02.22	E Field		Deposit	10.00	10.00										
25.02.2022	AP & SM Coombes		Deposit	10.00	10.00										
02.03.22	N Whitehead pay-in		Chq deposit	25.00	25.00									Edwards (£15) Akehurst (£10)	
02.03.22	JM Wood		Deposit	10.00	10.00										
02.03.22	CA Tait		Deposit	10.00	10.00										
02.03.22	P Meadows		Deposit	15.00		15.00								Duplicate payt of subs - offered as a donation	
02.03.22	G Atkins		Deposit	10.00	10.00										
08.03.22	J Gregory		Deposit	60.00									60.00	Quiz	
08.03.22	C Kovacs		Deposit	60.00									60.00	Quiz	
08.03.22	M Pavey		Deposit	20.00									20.00	Quiz	
08.03.23	A Kippenberger		Deposit	10.00	10.00									Second subs payt - subsequently refunded	
10.03.22	Sum Up (1)		Deposit	39.33	39.33									Roy King; Roger Freemantle; Jennifer Williams	
14.03.22	Sarah Moore		Deposit	10.00									10.00	Quiz	
16.03.22	Gill Williams (?)		Deposit	60.00	50.00	10.00		Peare?						Betty £10; Poole £10; Ashdown £10; Romer £10; Dear £10 = £50	
18.03.22	T Kemp		Deposit	60.00									60.00	Quiz	
21.03.22	M&L Loveless		Deposit	40.00									40.00	Quiz	
23.03.22	N Whitehead		Deposit	20.00									20.00	Quiz	
31.03.22	Bishops Waltham Society		BACS	190.00									190.00	Refund: Cash received by NW but paid by him to BWS in error	
31.03.22	P Copeland		Deposit	30.00									30.00		
5.04.22	N Whitehead		Deposit	72.00									72.00	Cheques from quiz tickets	
05.04.22	Co-op Bank		Deposit	11.76			11.76							Savings account	
07.04.22	Clephan		BACS	15.00	15.00										
26.04.22	Bishop's Waltham PCC		BACs	208.25							208.25				
03.05.22	N Whitehead		PO deposit	50.00									50.00	Cash from Quiz tickets	
03.05.22	Sum-up (2)		BACS	32.46		12.46		20.00						Day book £20 of £45 of books sold 3/4 May	
10.05.22	Sum-up (3)		BACS	10.82		4.82		6.00						Day book £6 of book sales 7/8 May	
11.05.22	Transfer from Barclays		BACS											£308.03 (not external income) to close account	
10.0.22	P Copeland		PO card	35.00		35.00								Cash from museum 1/2 May	
16.05.22	P Copeland		PO card	100.20		75.20		25.00						Cash from museum 14/15 May. £25 of £45 books sold 3/4 May	
17.05.22	Sum-up (4)		BACS	9.84		6.84		3.00						Day book £3 of books sold 14/15 May	
24.05.22	Sum-up (5)		BACS	19.67		8.17		11.50						Book sales in day book 22 May	
28.05.22	P Copeland		BACS	70.00		67.00		3.00						Cash from museum // Book sales in day book 22 May	
31.05.22	Sum-up (6)		BACS	9.83		6.83		3.00						Day book 28/5 £3 book sales	
06.06.22	P Copeland		PO Card	125.00		66.00		59.00						Day book 28/5 £24 book sales; 3/6 £9; 4/6 £26 = £59	
07.06.22	Sum-up (7)		BACS	9.83		9.83									
08.06.22	Sum -Up (8)		BACS	15.73		15.73									
09.06.22	P Copeland		PO card	25.00		25.00									
20.06.22	Sum up (9)		BACS	12.78		0.78		12.00						Daybook 18/6 £6; 19/6 £6 booksales = £12	
27.06.22	Sum -Up (10)		BACS	4.92		1.92		3.00						Daybook 26/6 £3 booksale	
27.06.22	P Copeland		PO card	12.00		12.00								£59 (£25; £62 £25; £65 £12 = £162 (Day'b 29/5 £80 & £82 4/6 = £162)	
04.07.22	N Whitehead		PO card	80.00		80.00								Daybook 2/7 Cash taken £80	
04.07.22	Sum up (11)		BACS	19.66		19.66									
07.07.22	P Copeland		PO card	182.00		182.00									
12.07.22	Sum -Up (12)		BACS	1.97		1.97									
19.07.22	Sum -Up (13)		BACS	29.50		16.50		13.00						Daybook 16/7 £6 book sales 17/7 £7 book sales	
22.07.22	G Williams		PO card	10.00	10.00									Heyes	
25.07.22	Sum -Up (14)		BACS	7.87		4.87		3.00						Daybook 23/7 £3 book sale	
25.07.22	P Copeland		PO card	45.00		36.01		8.99						Daybook 24/7 £8.99 book sale	
25.07.22	P Copeland		PO card	61.00		61.00									
29.07.22	Bishops Waltham Society		BACS	1,050.00		50.00				1,000.00				Repyment of Treaty of Waltham grant from 2021	
2.8.22	Sum -Up (15)		BACS	55.07		38.07		17.00						Daybook 30/7 £14 book sales	
6.8.22	Bishops Waltham Society		BACS	-150.00						-150.00				Partial refund ToWf grant repayment (29.7.22)	
2.8.22	R Stainton		PO Card	100.00		97.00		3.00						Daybook 2/8 £3 book sale	
3.8.22	Sum-up (16)		BACS	2.95		2.95									
8.8.22	Sum -Up (17)		Bacs	18.68		18.68								Daybook 6/8 £5 book sale	
15.8.22	Sum -Up (18)		BACS	2.95		2.95									
15.8.22	Donation Box			95.00		95.00								Daybook 14/8 3.50 book sale	
22.8.22	Sum-up (19)			13.77		13.77									
30.8.22	Crump		BACS	15.00	15.00										
30.8.22	Rule		BACS	15.00	15.00										
30.8.22	Collection Box		BACS	46.28		38.28		8.00						Daybook 27/8 £8 book sales	
30.8.22	Donation Box		BACS	61.00		40.50		20.50						Daybook 29/8. £ 20.50	
30.8.22	Donation Box		BACS	98.00		98.00									
31.08.22	Sum -Up (20)		BACS	48.67		31.67		17.00						Daybook 3/9/22 Bishop's Waltham - A History £17	
5.09.22	Sum-Up (21)		BACS	9.84		9.84									
6.09.22	Donation box		BACS	45.00		42.00		3.00						Daybook 4/9 BW Palce £3	
12.09.22	Sum -Up (22)		BACS	11.81		11.81									
12.09.22	Donations box		BACS	51.00		45.00		6.00						Daybook 10/9 BW Palace (2) £6	
13.09.22	Donations box		BACS	58.00		58.00									
20.09.22	Sum-Up 23		BACS	24.59		24.59									
26.09.22	Sum-Up (24)		BACS	15.74		9.74		6.00						Daybook 18/9 BW Palace (2) £6	
05.10.22	Bank Credit		BACS	40.36		40.36								Savings account	
07.10.22	G Williams		Chq deposit	10.00	10.00									Arnsts	
10.10.22	Sum -Up (25)		BACS	17.70		4.70		13.00						Daybook 8/10 Four books £13	
14.10.22	Donations box		BACS	20.00		20.00								??	
24.10.22	Sum-up (26)		BACS	3.93		3.93								??	
25.10.22	Donations box		BACS	113.00		113.00								??	
26.10.22	Donation Box		BACS	30.00		30.00								??	
31.10.22	Sum -Up (27)		BACS	6.89		6.89									
7.11.22	Penny Copeland		BACS	£20.00		£20.00									
11.11.22	Thomson		Chq deposit	£20.00		£3.00		£17.00						BW - A History - B Biddle	
11.11.22	G Williams		Chq deposit	£15.00	£15.00									Filbrook subscription	
17.11.22	HMRC		BACS	544.04					£544.04						

Museum Trust Final

	<u>2022</u>	<u>2021</u>
	£	£
RECEIPTS		
Friends Subscriptions	469.33	425.00
Donations	1711.96	1188.68
Sales of Books and Cards	311.99	264.36
Rates ('20 refund)	0.00	69.52
Insurance Contribution	208.25	224.00
Grants	850.00	8000.00
Gift Aid	544.04	413.10
WW2 Booklet	0.00	142.00
Events	812.00	0.00
Bank Interest	52.12	0.00
	<u>4959.69</u>	<u>10726.66</u>

PAYMENTS

Rates	340.48	197.19
Insurance	656.22	597.94
Exhibitions & Acquisitions	460.62	120.00
Printing & Stationery	55.81	15.20
Website	230.67	135.74
Trips/Room hire/hospitality	0.00	0.00
Museum (FP) development	589.66	843.72
Computer / museum equipment	127.33	813.39
Book Purchase	1707.93	142.98
Conservation	202.18	122.79
Events	603.01	98.83
Oral History Bench	0.00	2566.80
WW2 Booklet	0.00	214.50
Organisation Subscriptions	110.00	97.00
Grants	0.00	1305.00
Alarm costs	0.00	972.89
	<u>5083.91</u>	<u>8243.97</u>

Surplus/(Deficit) for the Year	<u>-124.22</u>	<u>2482.69</u>
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FUNDS BALANCES

Balance at 1st January	21844.01	19361.32
Surplus for the Year	-124.22	2482.69

Balance at 31st December	<u>21719.79</u>	<u>21844.01</u>
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Honorary Treasurer: Nick Whitehead

Examiner's Report

I certify that the 2022 Receipts and Payments Account has been correctly prepared from the Trust's records and supporting documentation.

Examiner Name: Keith Fry Signature

Approved by the Trustees Signature

Date:

Book	Total Sales	Accrual (£)	Price (£)	Stock April	Sales
<i>BW Palace</i>	0		2.99	5	
<i>3 Palaces</i>	0		2.99	6	
<i>Changing Face</i>	0		16.00	7	
<i>We Will Remember</i>	0		8.50	9	
<i>BW-A History</i>	0		25.00	1	
<i>Nap. Prisoners</i>	0		8.99	5	
<i>Villages of MV</i>	0		15.00	2	
<i>800 Yrs of Pond</i>	0		5.00	1	
<i>Shopping</i>	0		5.00	19	
<i>North Pond (we pay £4.50) to Conservation group</i>	0		7.00	9	
<i>Fire Brigade</i>	0		0.50	1000	
<i>Upham</i>	0		2.00	1000	
<i>Newtown & Clay</i>	0		0.50	1000	
<i>Rural Memories</i>	0		0.50	1000	
<i>Patchwork</i>	0		0.50	1000	
<i>Bosworth</i>	0		4.00	5	
Totals	£0.00	£0.00			

	Books (£)	Dntns (£)	Visitors	Books (£)
May 04	2.99	37.35	78	Jun 01 8.99
May 05				
May 06				
May 11				
May 12				
May 18				
May 19				
May 25				
May 26				
May 27				
Totals	£2.99	£37.35	78	£8.99
	Ratio			Ratio
May 04	0.479			Jun 01 0.540
May 05				Jun 02
May 06				Jun 08
May 11				Jun 09
May 12				Jun 15
May 18				Jun 16
May 19				Jun 22
May 25				Jun 23
May 26				Jun 29
May 27				Jun 30

Month

0.479

Month

0.540

Value (£)	Change	Stock May	Sales	Value (£)	Change	Stock June	Sales
0		12		0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00		8		0.00			
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00				0.00			
£0.00				£0.00			

Dntns (£)	Visitors	Books (£)	Dntns (£)	Visitors	Books (£)
19.99	37	Jul 06 5.00	8.40	21	Aug 03 0.00

£19.99 37 £5.00 £8.40 21 £0.00

Ratio	Ratio
Jul 06 0.400	Aug 03 0.490
Jul 07	Aug 04
Jul 13	Aug 10
Jul 14	Aug 11
Jul 20	Aug 17
Jul 21	Aug 18
Jul 27	Aug 24
Jul 28	Aug 25
	Aug 26
	Aug 31

Month 0.400

Month 0.490

Value (£)	Change	Stock July	Sales	Value (£)	Change	Stock Aug	Sales
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00				0.00			
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00		1000		0.00		1000	
0.00				0.00			
£0.00				£0.00			

Dntns (£)	Visitors		Books (£)	Dntns (£)	Visitors
16.16	33	Sep 01	0.00	21.08	32

					<u>Totals for</u>
					Books
£16.16	33		£0.00	£21.08	32
		Ratio			£16.98
	Sep 01	0.659			0.512
	Sep 07				
	Sep 08				
	Sep 14				
	Sep 15				
	Sep 21				
	Sep 22				
	Sep 28				
	Sep 29				

Month	0.659
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Value (£)	Change	Stock Oct	Sales	Value (£)
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
0.00				
£0.00				

Change

Stock
Oct

Sales

Value (£)

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

£0.00

Year

Donations Visitors

£102.98

201

Museum Trust - Summary

	2022	2021
	£	£
RECEIPTS		
Friends Subscriptions	469.33	425.00
Donations	1711.96	1188.68
Sales of Books and Cards	311.99	264.36
Rates refund (20) /contribution (19)	0.00	69.52
Insurance Contribution	208.25	224.00
Grants	850.00	8000.00
Gift Aid	544.04	413.10
WW2 Booklet	0.00	142.00
Events	812.00	0.00
Bank Interest	52.12	0.00
	4959.69	10726.66
PAYMENTS		
Rates	340.48	197.19
Insurance	656.22	597.94
Exhibitions & Acquisitions	460.62	120.00
Printing & Stationery	55.81	15.20
Web Site	230.67	135.74
Trips/room hire/hospitality	0.00	0.00
Museum (FP) Development	589.66	843.72
Computer and Museum Equipment	127.33	813.39
Book Purchase	1707.93	142.98
Conservation	202.18	122.79
Events	603.01	98.83
Oral History Bench	0.00	2566.80
WW2 Booklet	0.00	214.50
Organisation subscriptions	110.00	97.00
Grants	0.00	1305.00
Alarm costs	0.00	972.89
	5083.91	8243.97
Surplus/Deficit	-124.22	2482.69
Balance at 1st January	21844.01	19361.32
Current Balance in Bank	21719.79	21844.01
Available to Museum Trust	21719.79	

2021 column linked to last year's spreadsheet by formulae

Barclays	CLOSED	C a/c
Co-op Dep	3665.31	C a/c
Co-op Sav	18054.48	D a/c
Total	21719.79	
Accounts	21719.79	
Diff:	0.00	

21719.79