

Chairman's Report AGM April 2025

The past year has been a productive one for the Museum, one in which we have made steady progress and provided stability for the future. We work as a team with three principal elements; our Volunteers, our Members/Friends and our Trustees. There are also other important stakeholders, of course, with whom the Museum relates and these include our Visitors, English Heritage (EH), the Bishop's Waltham Parish Council (BWPC), the Charity Commission (CC) and the Arts Council England (ACE).

It bears repeating that we are indebted to our Volunteers, without whom the Museum would not be able to function. The Trustee responsible for Volunteer affairs is Dawn and one of her various activities is to ensure that the Museum is appropriately and safely staffed when open. Dawn also arranges various visits and social events for Volunteers and Friends, of whom the latter, through their subscriptions, provide the Museum with its basic income. Recruitment and retention of both has been broadly successful and we are achieving our targets, which are reviewed regularly through the medium of our Action Plan.

The Museum's principal purposes are to provide interest, education and entertainment for its Visitors. We have learnt from surveys conducted by Allison that we are fulfilling these aims for those who do visit us, but it has become clear that we need to publicise better. We have established that there is a significant number of Bishop's Waltham residents who do not know where the Museum is located or even that it exists.

Nevertheless, we are fortunate that the Museum is based in the only habitable building in the Palace grounds, which are managed by EH who are our landlords. Many of our Visitors come to experience the Palace environment and call in thereby to see our Museum collection. Much as we enjoy and are pleased that they do so, we recognise that there remains considerable opportunity to increase our footfall, particularly since EH reports that they had 78,000 visitors to the site during the year of whom we welcomed 3,132, admittedly over just eight hours each weekend during the summer months. In return for overseeing the Palace, we have negotiated a mutually beneficial agreement with EH with whom we have an especially sound understanding and assured security for at least the next five years.

We are grateful to the BWPC for their interest, for the support they provide and in particular, the participation of Councillor Josie. As an example, one of our responsibilities as an EH tenant is to manage and control the litter and rubbish disposal on the site and the advice and help that Josie has given us has been most helpful.

There are two other organisations with whom we work, the CC and ACE. The former is a legal necessity to maintain our charity status and related benefits, whilst the latter has required us to identify and develop a number of policies and corresponding documents in order to achieve their accreditation. We have a deadline to reach for completion, towards which all Trustees are making their valuable contributions.

Our Treasurer Nick will have provided his own separate report and Collections Manager Penny will present her report to you at the AGM. As well as their related responsibilities, they, with Rob who focusses mainly on merchandising, and with our Secretary Gill, are very much involved in our other various trustee activities and we work together as an effective and cohesive team.

	<u>2024</u>	<u>2023</u>
	£	£
RECEIPTS		
Friends Subscriptions	445.00	370.00
Donations	2352.91	1351.94
Bank Interest	462.48	329.98
Book sales	357.50	392.51
Gift Aid	685.95	423.93
Grants	395.00	0.00
Insurance (EH Contribution)	236.45	208.25
Rates (EH Contribution)	0.00	136.19
Events	0.00	668.00
	<u>4935.29</u>	<u>3880.80</u>
PAYMENTS		
Rates	134.08	64.00
Insurance	680.91	624.50
Exhibitions & Acquisitions	54.98	585.00
Printing & Stationery	18.75	85.00
Website	144.85	354.50
Museum Development	198.89	198.35
Computer / museum equipment	1346.65	61.13
Book Purchase	737.38	208.40
Conservation	664.59	269.49
Events	172.31	1180.06
Organisation Subscriptions	103.00	138.00
Grants	0.00	0.00
Alarm costs	220.09	0.00
	<u>4476.48</u>	<u>3768.43</u>
Surplus/(Deficit) for the Year	<u>458.81</u>	<u>112.37</u>
FUNDS BALANCES		
Balance at 1st January	21832.16	21719.79
Surplus for the Year	458.81	112.37

Balance at 31st December	<u>22290.97</u>	<u>21832.16</u>
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Honorary Treasurer: Nick Whitehead

Examiner's Report

I certify that the 2024 Receipts and Payments Account has been correctly prepared from the Trust's records and supporting documentation.

External Examiner:	Signature	Mr Doug Emmett
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Approved by the Trustees	Signature	Revd Nick Whitehead
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Date: Mar-25