



# Trustees' Annual Report for the period

	Period start date				Period end date		
	1	11	2019		31	10	2020
<b>From</b>				<b>To</b>			

## Section A Reference and administration details

**Charity name** The Staithes Museum and Heritage Trust

**Other names charity is known by** The Staithes Story

**Registered charity number (if any)** 1188348

**Charity's principal address** The Staithes Museum and Heritage Trust,  
High Street  
Staithes, North Yorkshire  
**Postcode** TS13 5BQ

### 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	David H Linley	Chair		
2	David Milne	Trustee		
3	Caroline Hawley	Trustee		
4	Colin Pyrah	Trustee		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Community Interest Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by Trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the CIO are.

A. Conserve and preserve the contents of Captain Cook and Staithes Heritage centre collection.

B. Promote the cultural heritage, History and Art within the collection through education and learning, enabling access for all to the collection where practicable.

C. Encourage and support community life and youth involvement through volunteering.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Our main activity is to share the story of Staithes and its history to the present day, highlighting its connection with Captain James Cook, renown explorer, navigator and cartographer, using the collection and the chapel as a learning resource and focus for community heritage and tourism. Our main objective is to raise funds to secure the collection and develop the visitor attraction for the benefit of our community and visitors. We will achieve this by:

- maintaining an income stream to pay for our running costs
- continuing to catalogue, protect, conserve and display the collection
- providing attractive, well-researched and interesting interpretation
- securing the long-term future of the Staithes Story by involving local volunteers, supporters and enterprises

We changed the name of the museum to THE STAITHES STORY because it better reflects the family friendly community attraction we are now offering

As charity trustees we have regard to the charity commission's public benefit guidance and are aware of the guidance, take it into account when making a decision to which the guidance is relevant and if we have decided to depart from the guidance, we have a good reason for doing so.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Following our agreement to purchase the collection, fixtures and fitting and the shop stock for £110,000 we have raised £20,000 and had support from local people and companies.

Visitor numbers have greatly increased since we removed the admission fee and we are recruiting volunteers to show people around the museum and explain the history..

We have delivered a variety of village fundraising  
We have found a benefactor to purchase the grade 2 listed building we operate from and are in the process of arranging a long lease.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

We have agreed as Trustees to keep 3 months running costs in reserve

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

D Linley

**Full name(s)**

David Linley

**Position (eg Secretary, Chair, etc)**

Chair of Trustees

**Date**

31.10.20

# STAITHES MUSEUM AND HERITAGE TRUST

## Monthly Income Summary year ended 31 October 2020

Income	Shop Takings £	Donations £	Friends of the Museum £	Rent from Shop Unit 3 £	Rent from Shop Unit 5 £	Special Fund Raising Event £	Special Donations £	Grants £	Total Income £
Nov-19	765.42	773.08	150.00	140.00	0.00				1,828.50
Dec-19	862.20	693.00	2,050.00	350.00	210.00				4,165.20
Jan-20	788.45	963.00	200.00	210.00	280.00				2,441.45
Feb-20	893.15	1,279.36	200.00	240.00	350.00				2,962.51
Mar-20	326.11	569.00	45.00	210.00	140.00	820.00			2,110.11
Apr-20	0.00	0.00	50.00	0.00	0.00	0.00	1,000.00	10,000.00	11,050.00
May-20	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
Jun-20	45.00						2,000.00		2,045.00
Jul-20	695.17	273.00	100.00						1,068.17
Aug-20	1,988.35	1,869.75	100.00	145.00	140.00				4,243.10
Sep-20	2,275.96	2,385.52	380.00	230.00	140.00				5,411.48
Oct-20	1,825.92	1,646.80	150.00	420.00	350.00				4,392.72
<b>Totals</b>	<b>10,465.73</b>	<b>10,452.51</b>	<b>3,625.00</b>	<b>1,945.00</b>	<b>1,610.00</b>	<b>820.00</b>	<b>3,000.00</b>	<b>10,000.00</b>	<b>41,918.24</b>

41,918.24

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE STAITHES MUSEUM AND HERITAGE TRUST

I report to the Trustees on my examination of the accounts of The Staithes Museum and Heritage Trust for the year ended 31 October 2020.

#### Responsibilities and basis of this report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 Trust 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.



Patricia A Daniels  
Chartered Tax Advisor

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Date of report 6<sup>th</sup> January 2022