



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From _____ Period start date To _____ Period end date

Charity name:

Charity registration number:

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the Staithes Museum and Heritage Trust is to provide the community of Staithes with a sense of continuity and attachment to their village, by preserving and presenting our unique collection.
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	We aim to arouse interest in the heritage and associated stories of the daily lives, traditions and experiences of the inhabitants of Staithes for the benefit of our community, local groups and our national and international visitors.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	As a charity in England our organisation has purposes which are exclusively charitable for the public benefit. We carry out these purposes for the public benefit when we run our charity and report on this in our trustees' annual report.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	We recognise the positive contribution our volunteers make to ensure the museum goes from strength to strength. Their dedication is very much appreciated by all

		the trustees.
Other		

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>In 2023 the museum was successful in the following areas.</p> <ul style="list-style-type: none"> • Took on our first employee. • Increased the number of volunteers. • Increased the number of visitors per year by 3,260. • Sought funding which enabled us to upgrade the electrics. • Successful in applying for grants from the Co-op. • Accrued enough funds to pay for supply and installation of an internal glass sliding door. This retains heat, making the museum warmer and more energy efficient. • Recruited some new volunteers. • Began working towards the National Standards for museum accreditation. • Introduced a network meeting for Trustees and Volunteers.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Although the Expenditure exceeded the income this year, we had some reserves that were used with our profits to purchase the Internal Door.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We do not have a policy for holding reserves, but trustees have agreed to work towards a reserve that covers 6 months running costs.
Amount of reserves held	Para 1.22	31 st December 2023 reserves were £4339.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations, grants and shop sales.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charity constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	Interest form person with skills and experience that would benefit charity with trustees' full agreement for any new trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New policies being written to comply with Museum accreditation.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	We are starting to network with local museums and we are receiving support from the Museum Development
Other		

Reference and Administrative details

Charity name	The Staithes Museum and Heritage Trust
Other name the charity uses	N/A
Registered charity number	1188348
Charity's principal address	The Staithes Museum and Heritage Trust, High Street, Staithes, North Yorkshire 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 Linley	Chair	2019	
2	Caroline Hawley	Trustee	2019	
3	Colin Pyrah	Trustee	2020	
4	David Milnes	Trustee	2019	
5	Jackie Ambrosini	Trustee	2023	
6	Ray Williams	Trustee	2023	
7	Val Lake	Trustee	2021	
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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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

V Lake

Full name(s)

Valerie Lake

Position (eg Secretary,
Chair, etc)

Trustee

Date

24th September 2024

Staithes Museum and Heritage Trust
Year ended 31 December 2023
Expenditure

	Rent	Wages inc PAYE & e/e NIC	NEST	Water	Electric	Card Machine	Bank Charge	Phone	Website	Stock purchases	Insurance	Maintenanc e	Misc/Other	TOTALS
Jan-23	500.00	825.00	0.00	0.00	0.00	14.80	-230.37	75.86	0.00	569.12	0.00	0.00	225.00	1,979.41
Feb-23	500.00	2,306.96	91.24	38.68	0.00	14.80	0.00	79.08	0.00	1,312.71	0.00	11.49	225.00	4,579.96
Mar-23	500.00	1,108.20	77.00	0.00	0.00	36.39	19.75	78.44	0.00	745.57	0.00	0.00	225.00	2,790.35
Apr-23	500.00	1,129.92	80.85	0.00	0.00	36.39	22.58	82.33	0.00	2,098.49	0.00	55.21	271.50	4,277.27
May-23	500.00	1,235.52	82.39	68.99	417.92	36.39	21.64	105.82	0.00	1,507.58	0.00	125.91	225.00	4,327.16
Jun-23	500.00	0.00	90.09	0.00	0.00	90.33	19.49	92.08	83.85	1,345.90	0.00	84.50	225.00	2,531.24
Jul-23	500.00	2,200.96	77.00	0.00	204.30	57.53	26.51	97.76	0.00	1,218.11	0.00	0.00	383.93	4,766.10
Aug-23	500.00	1,255.98	83.41	94.41	0.00	57.53	24.01	92.09	0.00	2,350.24	0.00	190.06	270.00	4,917.73
Sep-23	500.00	1,097.53	86.87	0.00	1,635.84	57.53	28.80	86.22	176.00	2,151.48	0.00	11,235.08	850.00	17,905.35
Oct-23	500.00	1,264.31	83.41	0.00	0.00	57.53	29.17	81.66	0.00	1,468.05	0.00	150.00	311.29	3,945.42
Nov-23	500.00	1,165.08	88.80	84.48	0.00	57.53	16.88	80.75	71.86	2,048.85	667.47	90.00	321.08	5,192.78
Dec-23	500.00	1,186.33	177.61	0.00	223.00	57.53	27.94	125.09	0.00	734.65	0.00	165.41	862.75	4,060.31
Totals year ended 31 Dec 23	6,000.00	14,775.79	1,018.67	286.56	2,481.06	574.28	6.40	1,077.18	331.71	17,550.75	667.47	12,107.66	4,395.55	0.00 61,273.08

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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 December 2023.

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

Positive Tax Solutions LLP
134 Ritherdon Road
London
SW17 8QQ

Date of report 7th August 2024