

# CARISBROOKE CASTLE MUSEUM

England & Wales · Charity number 1188568

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-03-16

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Carisbrooke Castle Museum  
Castle Hill  
Newport  
Isle Of Wight  
PO30 1XY

**Phone** 01983523112

**Email** [info@carisbrookecastlemuseum.org.uk](mailto:info@carisbrookecastlemuseum.org.uk)

**Website** [www.carisbrookecastlemuseum.org.uk](http://www.carisbrookecastlemuseum.org.uk)

## Activities

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**Objects:** TO PROMOTE THE EDUCATION OF THE PUBLIC IN THE HISTORY OF CARISBROOKE CASTLE AND THE ISLE OF WIGHT BY THE PROVISION OF A MUSEUM FOR THE MAINTENANCE AND PUBLIC EXHIBITION OF A COLLECTION OF OBJECTS, ARTEFACTS, SPECIMENS, BOOKS AND DOCUMENTS AND PICTURES AND THE EXTENSION, ENHANCEMENT, CONVERSATION AND MAINTENANCE OF THE COLLECTION.

**Activities:** The CIO exists to promote the education of the public in the history of Carisbrooke Castle and the Isle of Wight by the provision of a museum for the maintenance and public exhibition of a collection of objects, artefacts, specimens, books and documents and pictures and the extension, enhancement, conservation and maintenance of the collection.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

- Isle Of Wight

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£82,262	£90,628	-	-
2024-03-31	£93,356	£116,927	-	-
2023-03-31	£90,102	£85,202	-	-
2022-03-31	£0	£0	-	-
2021-03-31	£0	£0	-	-

## Trustees

Name	Role	Appointed
<b>carol Alstrom</b>	Chair	2022-12-12
Gillian Elizabeth Kennett		2020-03-16
Gioia Maria Mingella-Giddens		2020-03-16
James Mitchell		2024-06-10
Mark Tidy		2025-03-10
Matthew Price		2023-06-08
Nicola Phillips		2026-06-01
Phillip Shannon		2024-06-10
Tracy Bull		2025-03-10
Victoria Lowthion		2026-06-01

**CARISBROOKE CASTLE MUSEUM**

England & Wales - Charity number 1188568

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# Accounts

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## Trustees' Annual Report for the period

**From 1<sup>st</sup> April 2024 Period start date**

**To 31<sup>st</sup> March 2025 Period end date**

**Charity name: Carisbrooke Castle Museum**

**Charity registration number: 1188568**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote the education of the public in the history of Carisbrooke Castle and the Isle of Wight by the provision of a museum for the maintenance and public exhibition of a collection of objects, artefacts, specimens, books and documents and picture and the extension, enhancement, conservation and maintenance of the 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	The main activities undertaken by the Trust in relation to the above purpose are: <ul style="list-style-type: none"><li>• Maintaining a museum relating to the history of the Isle of Wight and to Carisbrooke Castle</li><li>• Collecting, documenting and preserving collections which support the Museum's mission</li><li>• Using the collections in public exhibitions and in educational activities, and making them available for study and research.</li><li>• Provide access to collections and associated information by other means including the internet and outreach activities</li><li>• Undertaking fundraising activities which support and sustain the museum's operation</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>The museum is open to the public 3 days a week between Mid-February and April, 7 days a week between April and November and 4 days between Christmas and New Year. During these periods volunteers are key to the day-to-day operation of the Museum as they cover the front of house function, meeting and greeting visitors, monitoring their movement around the museum and recording visitor numbers. They also provide access to museum activities such as children's museum activity trails.</p> <p>In addition, they provide support to talks and other events.</p> <p>Volunteers also assist the curatorial staff with the day-to-day management of the museum's collections</p>
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>The museum has had a stable year in 2024/25, as this was year 3 of a 3 year agreement with English Heritage for funding of the museum.</p> <p><b>Acquisitions:</b> The Museum continues to accept donations of artefacts that fit our Collecting Policy. In 2024-2025 these included:</p> <ul style="list-style-type: none"><li>• A collection of 19<sup>th</sup> century engravings of the Isle of Wight; a series of oral history interviews and digital images collected as part of Memorability Life Stories project;</li><li>• an early 20<sup>th</sup> century silk wedding dress;</li><li>• a collection of uniforms, accessories and documents collected over the course of a career working for the NHS on the Isle of Wight;</li><li>• and 20 17<sup>th</sup> and 18<sup>th</sup> century books and pamphlets about the English Civil War and the imprisonment of King Charles I at Carisbrooke Castle.</li></ul>

**Exhibitions:**

A display of a selection of engravings from the Brannon Collection took place at the end of 2024, followed by an exhibition of landscape photography titled "The Beauty of...", showcasing the work of local photographer CJ Nox. Exhibitions in the museum continue to be updated and changed to display more objects from the museum's collection.

**Funding:**

The Museum has continued to face financial pressures due in the main to the UK financial crisis and the decision of English Heritage not to uplift the grant value, which has remained the same since 2016. With the increases to the national living wage, the Museum found itself in a position where the funding from English Heritage is now not sufficient to cover the staff required to run the museum. The Trustees have worked hard to ensure sufficient funds have been available to support the museum operations.

Work has been actively underway to explore new sources of funding including a small retail function, selling products produced by local artisans.

**Staff:**

Due to the challenging financial situation, the Museum continues to operate with a skeleton staff, with only one member of staff on site for 80% of the time.

Our new manager has been in place for 12 months and has now established himself as a capable and flexible leader. In July 2024, the Curator left the Museum and the Assistant Curator was appointed as the Curator. The staff movements allowed reprofiling of the staff team, and a new assistant curator and administration officer have been appointed.

**Volunteers:**

The energy and commitment of the Museum volunteers has continued throughout 2024-2025. They continue to bring a great deal of skill, positivity and personality to the organisation. Volunteers have assisted with front of house, retail sales, out of hours events, talks and some have expanded their volunteering to include talks about the Museum and its history.

**Developments:**

The organisation has worked with English Heritage and other key partners to restore Beatrice's Kitchen and this was completed in April 2024. The kitchen has been used for a range of events during the 2024/25 season

		<p>including a new young people's theatre group, Carisbrooke Cast, supported by the Tide Nor Time Players, who meet on a Friday evening.</p> <p><b>Users:</b>  There were 86,274 visitors to the museum during the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025. This represented a 6% decrease on 2023/24. Visitor numbers remain below pre-pandemic levels. All visitors to the Castle have free access to the Museum's exhibitions during site opening hours.</p> <p>We secured a £30,000 grant from Arts Council England for our VE Day Oral History project, which began on 1<sup>st</sup> May 2025 and is now underway under the leadership of Lisa Kerley. This major project focuses on collecting and sharing personal stories from the Second World War, with a particular emphasis on local experiences and voices from the Isle of Wight. The work will significantly enhance both our historical content and our community engagement. With Lisa's guidance, we are carrying out in-depth research, capturing oral histories, and developing new interpretation for future displays and events. This project marks an important step forward in how we connect with our audiences and represent the Island's wartime past. More information on this project will be provided in the 2025-2026 annual report.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

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

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See accompanying information on pages
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The close down reserve is a contingency in the event that the close down of the organisation and disposal of its collection in line with national accreditation recommendations. This reserve is reviewed annually to ensure it reflects inflationary pressures and lessons learnt from previous difficult financial years.
Amount of reserves held	Para 1.22	The Trustees hold a close down reserve of circa £50K
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### 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	English Heritage grant, other small grants, retail activity and donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	The investment policy is being developed during 2025.
A description of the principal risks facing the charity	Para 1.46	The museum continues to work on the security of tenure in Carisbrooke Castle issue with English Heritage.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	<p><b>Appointed Charity Trustees</b> - Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p> <p><b>Ex officio trustees</b> - The Chair (or nominated representative) of Newport and Carisbrooke Parish Council and the Isle of Wight Council's Heritage portfolio holder for the time being ("the office holder") shall automatically ("ex officio") be a charity trustee, for as long as he or she holds that office.</p> <p><b>Nominated trustees</b> - The Lord Lieutenant of the Isle of Wight and the active volunteer body of Carisbrooke Castle Museum CIO ("the appointing body") may appoint 1 charity trustee each. Any appointment must be made at a meeting held according to the ordinary practice of the governing body. Each appointment must be for a term of three years. A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.</p>

### 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	<p>The charity trustees will make available to each new charity trustee, on or before his or her first appointment:</p> <p>(a) a copy of the current version of this constitution; and</p> <p>(b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.</p> <p>Other induction and training will be given once the Trustee has commenced their appointment.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties		N/A

	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Carisbrooke Castle Museum
Other name the charity uses	
Registered charity number	1188568
Charity's principal address	Castle Hill Newport Isle of Wight PO30 1XY



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

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

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

Lee Donald – General Manager  
Kate Tilley – Curator

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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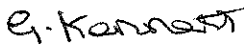
## Other optional information

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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)		
Full name(s)	Carol Alstrom	G. KENNET
Position (eg Secretary, Chair, etc)	Chair.	Trustee
Date	13.7.2025.	



Carisbrooke Castle Museum 310002

**Receipts and payments accounts**

**CC16a**

<b>For the period from</b>	Period start date 1.04.24	<b>To</b>	Period end date 31.03.25
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations, Legacies & Grants	66,883	2,389	-	69,272	82,838
Members Subscriptions	346	-	-	346	650
Fees for Charitable Services	797	-	-	797	1,606
Trading Activities	5,476	-	-	5,476	3,287
Fundraising Events	4,842	-	-	4,842	2,014
Interest	1,398	-	-	1,398	1,310
Other Receipts (Reimbursements)	132	-	-	132	1,652
<b>Sub total (Gross income for AR)</b>	<b>79,873</b>	<b>2,389</b>	<b>-</b>	<b>82,262</b>	<b>93,356</b>
<b>A2 Asset and investment sales, (see table).</b>					
Receipts from Sale of Fixed Assets	-	-	-	-	-
Loans Received	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>79,873</b>	<b>2,389</b>	<b>-</b>	<b>82,262</b>	<b>90,102</b>
<b>A3 Payments</b>					
Salaries & NI & Other Personnel Costs	55,483	-	-	55,483	54,679
Pension Contributions	1,971	-	-	1,971	2,532
Charitable Activities & Trading Costs	4,100	698	-	4,798	15,751
Cost of Fundraising	229	-	-	229	1,218
Repairs & Maintenance	74	-	-	74	19,292
Utilities	10,481	-	-	10,481	7,671
Equipment	722	-	-	722	714
Insurance / Prof Support Contracts	10,973	-	-	10,973	8,696
Office Overheads (Post, Phone, Stationery, IT etc.)	5,288	-	-	5,288	6,202
Bank Charges	609	-	-	609	173
VAT	-	-	-	-	-
<b>Sub total</b>	<b>89,930</b>	<b>698</b>	<b>-</b>	<b>90,628</b>	<b>116,927</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of Fixed Assets	-	-	-	-	-
Loans Repaid	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>89,930</b>	<b>698</b>	<b>-</b>	<b>90,628</b>	<b>116,927</b>
<b>Net of receipts/(payments)</b>	<b>- 10,057</b>	<b>1,691</b>	<b>-</b>	<b>- 8,366</b>	<b>- 23,572</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>84,964</b>	<b>108,536</b>
<b>Cash funds this year end</b>	<b>- 10,057</b>	<b>1,691</b>	<b>-</b>	<b>76,598</b>	<b>84,964</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	5,809.15	-	-
	Reserve Account	75,419.91	-	-
	No 2 Account	269.51	-	-
	Paypal	-	-	-
	<b>Total cash funds</b>	<b>81,499</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

# **CARISBROOKE CASTLE MUSEUM**

## **INDEPENDENT EXAMINATION OF ACCOUNTS**

### **INTRODUCTION**

I have been requested to undertake an independent examination of the accounts of Carisbrooke Castle Museum for the financial year ending 31<sup>st</sup> March 2025. The Museum is a Registered Charity (No. 1188568) with an annual turnover between £10,000 and £250,000 and an independent examination report is therefore a Charity Commission requirement together with the submission of annual accounts. I confirm that I have no other role or relationship with the Charity or its Trustee's and there are no circumstances in the examiner's judgement that would reasonably lead to the perception that the examiner is not independent

To assist my examination I have been provided with a detailed Excel spreadsheet containing all relevant accounting records, together with associated bank statements and copies of a sample of invoices contained in the expenditure payments list.

### **SCOPE OF EXAMINATION**

The examination of accounts has included the following actions –

1. Checking the consistency of records contained on the Excel spreadsheet, that detailed expenditure and income statements reconcile with the accounts summary and the prepared report for the Charity Commission.
2. Reconciliation of accounting records to bank statements. A monthly bank reconciliation was undertaken during the year. The bank statements as at 31<sup>st</sup> March 2025 were inspected and agreed to the annual accounts statement.
3. A sample of invoices was taken from the expenditure listing and received electronically. All invoices inspected were accounted for correctly and supported the financial statements.
4. The accounting records provide for a process of budgetary control, and identify variances on budget heads.
5. PAYE Basic Tools from HMRC is used to make payments to HMRC which are paid on a monthly basis. Evidence of submission to HMRC were obtained and agreed.

### **3. CONCLUSION**

Having regard to the above, no matters have come to my attention that

need further reporting and in my opinion the accounts comply with the requirements of the Charity Commission.

*Gareth Hughes*

GARETH HUGHES BA (Hon) Former CPFA.

17TH MAY 2025

**CARISBROOKE CASTLE MUSEUM**

England & Wales - Charity number 1188568

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# Accounts

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## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2023 Period start date

To 31<sup>st</sup> March 2024 Period end date

Charity name: Carisbrooke Castle Museum

Charity registration number: 1188568

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote the education of the public in the history of Carisbrooke Castle and the Isle of Wight by the provision of a museum for the maintenance and public exhibition of a collection of objects, artefacts, specimens, books and documents and picture and the extension, enhancement, conservation and maintenance of the 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	The main activities undertaken by the Trust in relation to the above purpose are: <ul style="list-style-type: none"><li>• Maintaining a museum relating to the history of the Isle of Wight and to Carisbrooke Castle</li><li>• Collecting, documenting and preserving collections which support the Museum's mission</li><li>• Using the collections in public exhibitions and in educational activities, and making them available for study and research.</li><li>• Provide access to collections and associated information by other means including the internet and outreach activities</li><li>• Undertaking fundraising activities which support and sustain the museum's operation</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>The museum is open to the public 7 days a week between April and November. During this period Volunteers are key to the day-to-day operation of the Museum as they cover the front of house function, meeting and greeting visitors, monitoring their movement around the museum and recording visitor numbers. They also provide access to museum activities such as children's museum activity trails.</p> <p>In addition, they provide support to talks and other events.</p> <p>Volunteers also assist the curatorial staff with the day-to-day management of the museum's collections</p>
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>The museum has had a much more stable year in 2023/24, as this was year 2 of a 3 year agreement with English Heritage for funding of the museum.</p> <p><b>Acquisitions:</b> The Museum continues to accept donation of artefacts that fit our Collecting Policy. In 2023-24 these included: A collection of 20 drawings of local scenes by the Georgian printmaker Charles Tomkins; a mid C20th blazer and cap from Newport Grammar School; a 1931 letter from Princess Beatrice and an C18th account of a visit to Cowes; 50 digital photographs taken during the Covid-19 lockdown; and 'Casting Off from Europe', a plate illustrated by artist Molly Attrill satirizing the Brexit process.</p> <p><b>Exhibitions:</b> A successful exhibition took place relating to the history of the LGBTQ+ community on the</p>

Isle of Wight supporting the publication of “OUT ON AN ISLAND”

Towards the end of 2023/24 a display of the Brannon Collection engravings also took place. Exhibitions in the museum were updated and changed to celebrate the Museum’s 125<sup>th</sup> Anniversary. This included the publication of a book by two members of the curatorial team. “100 Treasures & Curiosities” was published with a book launch held at the Museum. The book draws on the extensive collection to reveal some of the Isle of Wight’s most historic and significant stories alongside more unusual and quirky tales from the Island’s past. The book is available to purchase from the Museum and local booksellers providing a small income stream to the CIO.

**Funding:**

The Museum has continued to face financial pressures due in the main to the UK financial crisis and the decision of English Heritage not to uplift the grant value, which has remained the same since 2016. With the increases to the national minimum wage, the Museum found itself in a position where the funding from English Heritage is now not sufficient to cover the staff required to run the museum. The Trustees have worked hard to ensure sufficient funds have been available to support the museum operations.

The funding issue with the Isle of Wight Council in relation to a £40K pension settlement has been resolved.

**Staff:**

Due to the challenging financial situation the Museum continues to operate with a skeleton staff, with only one member of staff on site for 80% of the time.

In January 2024 our general manager advised Trustees of his plan to leave the Museum. Active recruitment of a new manager has been successful and a handover was facilitated at the end of March 2024 to the new manager.

**Volunteers:**

The energy and commitment of the Museum volunteers has continued throughout 2023/24/ They continue to bring a great deal of skill, positivity and personality to the organisation. Volunteers have assisted with out of hours events, talks and some have expanded their volunteering to include talks about the Museum and its history.

**Developments:**

The organisation has worked with English Heritage and other key partners to restore

		<p>Beatrice's Kitchen and at the end of March 2024 the work was almost completed. The kitchen will be available for use during the 2024 season. Thanks go to our longstanding general manager for the successful project management of this restoration prior to his departure from the museum. Plans are in place to utilise the kitchen to support educational events as well as opening the space to visitors.</p> <p><b>Users:</b> There were 76396 visitors to the museum during the period 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024. This represented a 28% decrease on 2022/23. Visitor numbers remain below pre pandemic levels. All visitors to the Castle have free access to the Museum's exhibitions during site opening hours.</p> <p>The museum's education programme and outreach (care home) projects continued to be suspended, largely as a consequence of the continued reduction in the Museums resources.</p> <p><b>Friends:</b> The Museum's Friends Group formally wound up in the financial year 2023/24. Before closure in February 2024 the talks programme was maintained and has now been handed over to the Museum. The Museum received the closing funds from the Friends Group amounting to a financial contribution of £9,079.39</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

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

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See accompanying information on pages
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The close down reserve is a contingency in the event that the close down of the organisation and disposal of its 125-year-old collection in line with national accreditation recommendations. This reserve is reviewed annually to ensure it reflects inflationary pressures and lessons learnt from previous difficult financial years.
Amount of reserves held	Para 1.22	The Trustees hold a close down reserve of circa £50K
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	English Heritage and donations
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	The museum is still working to resolve the security of tenure in Carisbrooke Castle issue with English Heritage.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	<p><b>Appointed Charity Trustees</b> - Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p> <p><b>Ex officio trustees</b> - The Chair (or nominated representative) of Newport and Carisbrooke Parish Council and the Isle of Wight Council's Heritage portfolio holder for the time being ("the office holder") shall automatically ("ex officio") be a charity trustee, for as long as he or she holds that office.</p> <p><b>Nominated trustees</b> - The Lord Lieutenant of the Isle of Wight and the active volunteer body of Carisbrooke Castle Museum CIO ("the appointing body") may appoint 1 charity trustee each. Any appointment must be made at a meeting held according to the ordinary practice of the governing body. Each appointment must be for a term of three years. A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.</p>

### 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	<p>The charity trustees will make available to each new charity trustee, on or before his or her first appointment:</p> <p>(a) a copy of the current version of this constitution; and</p> <p>(b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.</p> <p>Other induction and training will be given once the Trustee has commenced their appointment.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
		N/A

Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Carisbrooke Castle Museum
Other name the charity uses	
Registered charity number	1188568
Charity's principal address	Castle Hill Newport Isle of Wight PO30 1XY



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

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

Type of adviser	Name	Address
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#### 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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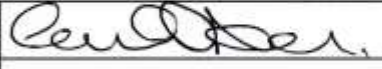
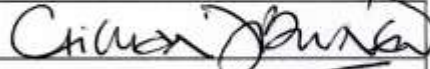
## Other optional information

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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)		
Full name(s)	Carol Alstrom	Gillian Burnett
Position (eg Secretary, Chair, etc)	Chair	Vice Chair
Date	<input type="text"/>	



Carisbrooke Castle Museum 310002

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## Receipts and payments accounts

For the period from 1.04.23 To 31.03.24

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations, Legacies & Grants	64,814	18,024	-	82,838	70,333
Members Subscriptions	650	-	-	650	730
Fees for Charitable Services	1,606	-	-	1,606	1,475
Trading Activities	3,287	-	-	3,287	752
Fundraising Events	2,014	-	-	2,014	1,777
Interest	1,310	-	-	1,310	499
Other Receipts (Reimbursements)	1,652	-	-	1,652	14,536
<b>Sub total (Gross income for AR)</b>	<b>75,331</b>	<b>18,024</b>	<b>-</b>	<b>93,356</b>	<b>90,102</b>
<b>A2 Asset and investment sales, (see table).</b>					
Receipts from Sale of Fixed Assets	-	-	-	-	-
Loans Received	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>75,331</b>	<b>18,024</b>	<b>-</b>	<b>93,356</b>	<b>90,102</b>
<b>A3 Payments</b>					
Salaries & NI & Other Personnel Costs	54,679	-	-	54,679	48,626
Pension Contributions	2,532	-	-	2,532	2,263
Charitable Activities & Trading Costs	4,388	11,363	-	15,751	4,795
Cost of Fundraising	1,218	-	-	1,218	-
Repairs & Maintenance	19,292	-	-	19,292	1,121
Utilities	7,671	-	-	7,671	8,728
Equipment	714	-	-	714	1,329
Insurance / Prof Support Contracts	8,696	-	-	8,696	12,848
Office Overheads (Post, Phone, Stationery, IT etc.)	6,202	-	-	6,202	5,493
Bank Charges	173	-	-	173	-
VAT	-	-	-	-	-
<b>Sub total</b>	<b>105,564</b>	<b>11,363</b>	<b>-</b>	<b>116,927</b>	<b>85,202</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of Fixed Assets	-	-	-	-	-
Loans Repaid	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>105,564</b>	<b>11,363</b>	<b>-</b>	<b>116,927</b>	<b>85,202</b>
<b>Net of receipts/(payments)</b>	<b>- 30,233</b>	<b>6,661</b>	<b>-</b>	<b>- 23,572</b>	<b>4,900</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>108,536</b>
<b>Cash funds this year end</b>	<b>- 30,233</b>	<b>6,661</b>	<b>-</b>	<b>- 23,572</b>	<b>113,436</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	4,707.02	-	-
	Reserve Account	83,521.91	6,661	-
	No 2 Account	1,635.52		
	Paypal		-	-
	<b>Total cash funds</b>		<b>89,864.45</b>	<b>6,661</b>
	(agree balances w ith receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

# CARISBROOKE CASTLE MUSEUM

## INDEPENDENT EXAMINATION OF ACCOUNTS

### INTRODUCTION

I have been requested to undertake an independent examination of the accounts of Carisbrooke Castle Museum for the financial year ending 31<sup>st</sup> March 2024. The Museum is a Registered Charity (No. 310002) with an annual turnover between £10,000 and £250,000 and an independent examination report is therefore a Charity Commission requirement together with the submission of annual accounts. I confirm that I have no other role or relationship with the Charity or its Trustee's and there are no circumstances in the examiner's judgement that would reasonably lead to the perception that the examiner is not independent

To assist my examination I have been provided with a detailed Excel spreadsheet containing all relevant accounting records, together with associated bank statements and copies of a sample of invoices contained in the expenditure payments list.

### SCOPE OF EXAMINATION

The examination of accounts has included the following actions –

1. Checking the consistency of records contained on the Excel spreadsheet, that detailed expenditure and income statements reconcile with the accounts summary and the prepared report for the Charity Commission.
2. Reconciliation of accounting records to bank statements. A monthly bank reconciliation was undertaken during the year. The bank statements as at 31<sup>st</sup> March 2024 were inspected and agreed to the annual accounts statement.
3. A sample of invoices was taken from the expenditure listing and received electronically. All invoices inspected were accounted for correctly and supported the financial statements.
4. The accounting records provide for a process of budgetary control, and identify variances on budget heads.
5. PAYE Basic Tools from HMRC is used to make payments to HMRC which are paid on a monthly basis. Evidence of submission to HMRC were obtained and agreed.

### 3. CONCLUSION

Having regard to the above, no matters have come to my attention that

need further reporting and in my opinion the accounts comply with the requirements of the Charity Commission.

*Gareth Hughes*

GARETH HUGHES BA (Hon) Former CPFA.

30TH APRIL 2024

**CARISBROOKE CASTLE MUSEUM**

England & Wales - Charity number 1188568

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# Accounts

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2022		31	March	2023

## Section A Reference and administration details

Charity name **Carisbrooke Castle Museum (CIO)**

Other names charity is known by

Registered charity number (if any) **1188568**

Charity's principal address **Castle Hill**

**NEWPORT**

**Isle of Wight**

**Postcode**

**PO30 1XY**

### 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	Gill Kennett MBE, DL	Chairman (& Co-opted Trustee)		n/a
2	Gillian Burnett BEM	Vice Chair (& Co-opted Trustee)		n/a
3	Anne Longford DL	Nominated Trustee		HM Lord Lieutenant for the Isle of Wight
4	Carol Alstrom	Nominated Trustee	From Sep 22	Volunteers Representative
5	Rev Steve Sutcliffe	Ex-officio Trustee		Diocese of Portsmouth
6	Cllr Jonathan Bacon	Ex-officio Trustee		Isle of Wight Council
7	Helena Hewston	Ex-officio Trustee	Until Jun 22	IWALC
8	Malcolm Lloyd	Co-opted Trustee	Until Jun 22	n/a
9	Rosemary Cooper	Co-opted Trustee		n/a
10	Peter Ednay	Co-opted Trustee		n/a
11	Gioia Minghella	Co-opted Trustee		n/a
12	Vacant	Ex-officio Trustee		Newport & Carisbrooke Community Council
13	Peter Whiteman	Co-opted Trustee		n/a
14	Chris Broom	Co-opted Trustee	From Dec 22	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	


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

Type of adviser	Name	Address
n/a		

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

Virgil Philpott (Museum Manger / CEO)

**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)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Four Ex-officio Trustees; two nominated Trustees (one by HM Lord Lieutenant for the Isle of Wight, and another by the Friends of Carisbrooke Castle Museum), plus up to seven Co-opted Trustees appointed by the Trustees.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The start of the financial year saw the legal 'winding up' of the original Museum Trust (set up in 1944) and its replacement with a new Charitable Incorporated Organisation. This change had been planned since 2020 and was undertaken upon the advice of Arts Council England Museum's Accreditation Service. Effectively all the assets of the old Trust were transferred to the new CIO with the same Charitable Objects - but with a modernized constitution.</p>
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## Section C

## Objectives and activities

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

To promote the education of the public in the history of Carisbrooke Castle and the Isle of Wight by the provision of a museum for the maintenance and public exhibition of a collection of objects, artefacts, specimens, books and documents and pictures and the extension, enhancement, conservation and maintenance of the collection.

**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)**

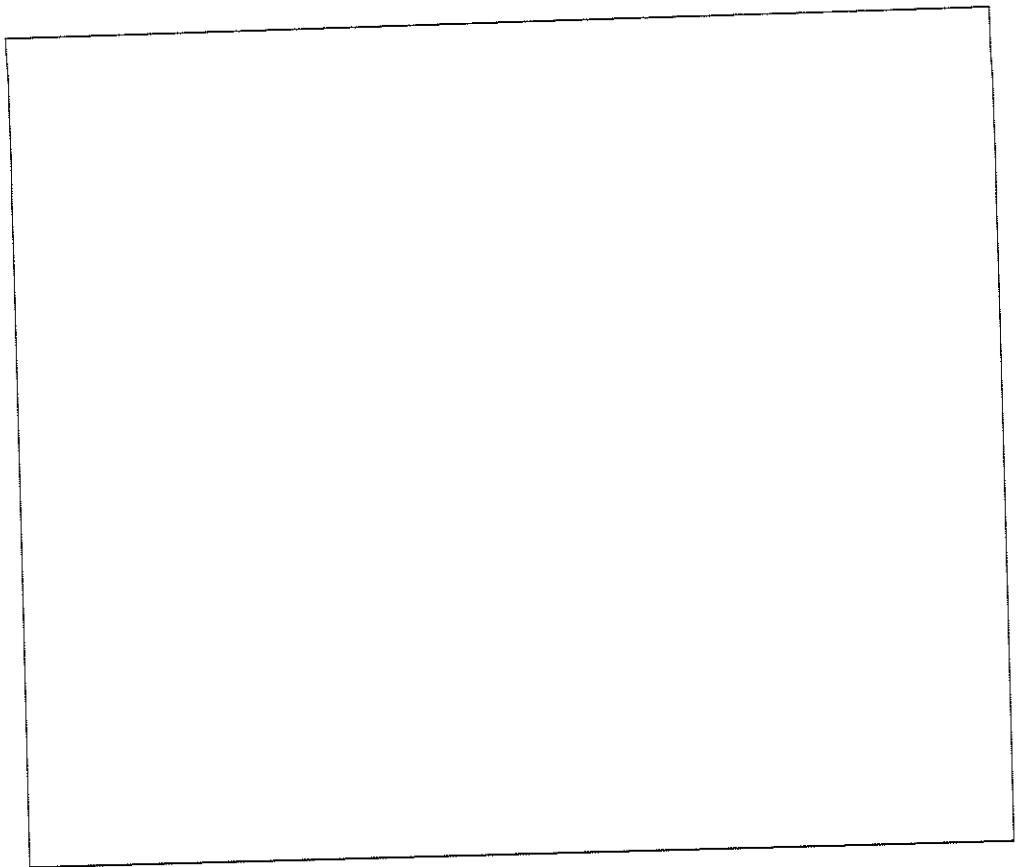
The main activities undertaken by the Trust in relation to the above objects are:

- Maintaining a museum relating to the history of the Isle of Wight and to Carisbrooke Castle.
- Collecting, documenting and preserving collections which support the Museum's mission.
- Using the collections in public exhibitions and in educational activities, and making them available for study and research.
- Provide access to collections and associated information by other means including the internet and outreach activities.
- Undertaking fundraising activities which support and sustain the museum's operation.

**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.



## Section D

## Achievements and performance

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

## CARISBROOKE CASTLE MUSEUM 2022-23

The Museum's activities in 2022-23 were hampered by a funding crisis and accompanying uncertainty surrounding security of tenure. Six weeks before the start of the year English Heritage announced that they planned to withdraw the Museum's funding - as a consequence of losses that their organisation had suffered (nationally) due to Covid. Prior to this announcement English Heritage had signalled that they were open to deeper strategic partnership and were planning to continue the existing funding agreement. The sudden change of heart meant that the Museum spent much of 2022 operating in crisis mode: having to curtail all non-essential spending and capital development plans in order to prioritize its core opening and operations.

**ACQUISITIONS:**

No significant acquisitions were made.

**EXHIBITIONS:**

As a result of the strategic uncertainty (above) the 2021-22 programme of exhibitions was (largely) left in place - although groundwork was done for a new exhibition and publication in 2023-24 to celebrate the Museum's 125<sup>th</sup> anniversary.

**FUNDING:**

As noted above, the Museum faced considerable financial pressure during the year and was forced to draw on its unrestricted reserves in order to fund its core operations between April and mid-September. Because of the £40k 'settlement' with the Isle of Wight Council the previous year the Museum was, at one point, only 6 weeks away from having to trigger its closedown protocols. Months of pushback / dialogue with English Heritage eventually resulted in the signing of a new 3-year agreement (Memorandum of Understanding) in October. While this agreement relieved the immediate threat of closure, it still equated to a 32% cut in funding, in real terms, over the preceding 5 years and meant that, without new income diversification, the Museum would struggle to produce a balanced budget going forward. Issues relating to security of tenure also remained unresolved following the Crown's sale of the Castle estate to Heritage England in 2016 meaning that the Museum was hampered in its attempts to obtain capital grants and long term funding.

As a footnote the Museum also continued to contest the IW Council's £40k pension settlement, having uncovered evidence of irregular and questionable practices, via a Freedom of Information request. A series of regulatory challenges were made and at the end of the year the Trustees were still contemplating legal action.

**STAFF:**

Due to the financial crisis the Museum operated a skeleton staff throughout the year (with only 1 member of staff onsite for 80% of the time).

**VOLUNTEERS:**

The energy and commitment of the Museum volunteers (particularly in Front of House roles) was the major positive to take from, what was otherwise, a highly testing year. The new, post Covid, cohort continued to bring a great deal of skill, personality and positivity to the organisation. A new fundraising group was set up from amongst the Volunteers during the course of the year which committed to helping the Museum in light of the decline in support from the Friends (see below).

**FUTURE DEVELOPMENT:**

The organisation's plans for the restoration of Beatrice's Kitchen (and concordant creation of a new space with opportunities for income generation) had to be suspended because of the funding crisis. Going into 2023-24 the Museum still hoped to progress these works, subject to a satisfactory agreement with English Heritage.

**USERS:**

There were 105,993 visitors to the Museum during the period 1<sup>st</sup> April 2022 - 31<sup>st</sup> March 2023. This represented a 9% increase on 2021-22, however, visitor numbers were still approximately 9% lower than pre pandemic levels. All visitors to the Castle continued to have free access to the Museum's exhibitions during site opening hours.

The Museum's education programmes and outreach (care home) projects continued to be suspended - largely as a consequence the reduction in Museum resources.

**FRIENDS:**

The Museum's Friends group presented a full programme of talks but struggled to find new Trustees willing to serve as Officers of the Charity. Following the AGM in February only a Treasurer remained in place, as a consequence of which preliminary discussions were begun about winding up the Friends as a separate Charitable Entity and transferring the talks programme / fundraising activities to the Museum.

## Section E

## Financial review

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

As noted, above the CIO had to draw on its unrestricted reserves to fund core operations during the period April - mid September. At one point the CIO was six weeks away from having to trigger its shutdown protocols. Heading into 2023-24, this, coupled with inflationary pressures, left the Trustees highly conscious of the need to maintain significant operating reserves *over and above* the closedown contingency because, had such reserves not been available in 2022-23, it is highly likely that the Museum would have shut.

Traditionally the Trustees have maintained a closedown contingency of circa £50k (designed to manage the closedown of the organisation and the disposal of its 125 year-old collection in line with national Accreditation recommendations). The Trustees are likely to increase this closedown reserve to reflect both inflationary pressures and lessons learnt from the experience of 2022-23.

### 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)		
Full name(s)	Gill Kennett	Gillian Burnett
Position (eg Secretary, Chair, etc)	Chairman (2022-23)	Vice Chair (2022-23)
Date	12 <sup>th</sup> June 2023	



Carisbrooke Castle Museum 310002

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## Receipts and payments accounts

For the period from 01.04.22 To 31.03.23 Period end date

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations, Legacies & Grants	64,373	5,960	-	70,333	53,942
Members Subscriptions	730	-	-	730	810
Fees for Charitable Services	1,475	-	-	1,475	30
Trading Activities	752	-	-	752	865
Fundraising Events	1,777	-	-	1,777	-
Interest	499	-	-	499	15
Other Receipts (Reimbursements)	14,536	-	-	14,536	62
<b>Sub total (Gross income for AR)</b>	<b>84,142</b>	<b>5,960</b>	<b>-</b>	<b>90,102</b>	<b>55,724</b>
<b>A2 Asset and investment sales, (see table).</b>					
Receipts from Sale of Fixed Assets	-	-	-	-	-
Loans Received	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>84,142</b>	<b>5,960</b>	<b>-</b>	<b>90,102</b>	<b>55,723</b>
<b>A3 Payments</b>					
Salaries & NI & Other Personnel Costs	48,626	-	-	48,626	45,323
Pension Contributions	2,263	-	-	2,263	42,072
Charitable Activities & Trading Costs	2,863	1,932	-	4,795	8,065
Cost of Fundraising	-	-	-	-	-
Repairs & Maintenance	1,121	-	-	1,121	506
Utilities	8,728	-	-	8,728	1,730
Equipment	1,329	-	-	1,329	1,060
Insurance / Prof Support Contracts	12,848	-	-	12,848	10,535
Office Overheads (Post, Phone, Stationery, IT etc.)	5,493	-	-	5,493	5,774
Bank Charges	-	-	-	-	-
VAT	-	-	-	-	-
<b>Sub total</b>	<b>83,269</b>	<b>1,932</b>	<b>-</b>	<b>85,202</b>	<b>115,065</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of Fixed Assets	-	-	-	-	-
Loans Repaid	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>83,269</b>	<b>1,932</b>	<b>-</b>	<b>85,202</b>	<b>115,065</b>
<b>Net of receipts/(payments)</b>	<b>873</b>	<b>4,027</b>	<b>-</b>	<b>4,900</b>	<b>59,342</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>108,536</b>	<b>167,877</b>
<b>Cash funds this year end</b>	<b>873</b>	<b>4,027</b>	<b>-</b>	<b>113,436</b>	<b>108,535</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	5,981	-	-
	Reserve Account	106,104	4,100	-
	No 2 Account	1,627		
	Paypal	-	-	-
	<b>Total cash funds</b>	<b>113,711</b>	<b>4,100</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

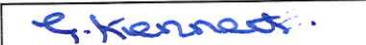

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Gill Kennet (Chair)	12/06/2023
	Gillian Burnett (Vice Chair / Treasurer)	12/06/2023

# CCM Balance Sheet 2022-23

Receipts & Payments 01-Apr-22 to: 31-Mar-23

		Receipts
<b>Grants / Funding</b>	English Heritage	53,042.00
	Newport PC	500.00
	Unspent' Project Income	150.00
	COVID Job Support Scheme	0.00
	Gov COVID Grants via IWC	0.00
<b>Restricted Grants</b>	Friends Fundraising	395.00
	HES ('bank' of CCM)	759.00
	Mus Dev Office / SEMDP	705.54
	Book	4,100.00
	TBC	0.00
	TBC	0.00
<b>Donations</b>	Donations (Cash)	6,058.76
	Donations (Card)	1,066.04
	Trebuchet	1,449.85
	Wishing Well	641.47
	Subscribers	730.00
	Gift Aid	1,465.31
<b>Earned</b>	Study Days	70.00
	Talks	170.00
	Tours / Use of Museum	1,235.00
	Outreach Service	0.00
	Shop	87.01
	Image Rights / Royalties	308.51
<b>Other</b>	Secure Storage	356.40
	Fundraising Events	1,777.00
	Bank Interest	499.16
	Reimbursements	14,535.51
	<b>YTD Total</b>	<b>90,101.56</b>

		Payments
<b>Staffing</b>	Sals, PAYE & NI	48,449.06
	Pensions	2,263.21
	Volunteers, Training & Travel	177.07
<b>Overheads</b>	Recruitment & Prof Services	1,910.00
	Utilities	8,727.65
	Security & Insurance	7,323.87
	Cleaning	3,510.78
	Health & Safety	396.69
	Maintenance	1,120.64
	IT	4,014.80
	Telephone	1,006.01
	Stationery, Copying & Postage	134.98
	Sundries	336.71
<b>Core Activity</b>	Bank Charges	0.00
	New Equipment	932.19
	Collection Care	627.73
	Display / Exhibitions	1,914.56
	Acquisitions	29.50
	Marketing	290.93
	Professional Subscriptions	103.00
	Tours / Museum Use	0.00
	Outreach Service	0.00
	Shop Stock	0.00
<b>Projects</b>	Fundraising Events	0.00
	Friends Fundraising	121.58
	HES ('bank' of CCM)	480.00
	Mus Dev Office / SEMDP	705.54
	Book	625.00
	TBC	0.00
	TBC	0.00
	TBC	0.00
	<b>YTD Total</b>	<b>85,201.50</b>

## Opening Balances at 31-Mar-21

Current A/C	6,410.07
Reserve A/C	100,604.80
No 2 A/C	1,521.16
PayPal	0.00
<b>SubTotal</b>	<b>108,536.03</b>
<b>Receipts (Above)</b>	<b>90,101.56</b>
<b>Total</b>	<b>198,637.59</b>

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PayPal	0.00
<b>SubTotal</b>	<b>113,436.09</b>
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# CARISBROOKE CASTLE MUSEUM

## INDEPENDENT EXAMINATION OF ACCOUNTS

### INTRODUCTION

I have been requested to undertake an independent examination of the accounts of Carisbrooke Castle Museum for the financial year ending 31<sup>st</sup> March 2023. The Museum is a Registered Charity (No. 310002) with an annual turnover between £10,000 and £250,000 and an independent examination report is therefore a Charity Commission requirement together with the submission of annual accounts. I confirm that I have no other role or relationship with the Charity or its Trustee's and there are no circumstances in the examiner's judgement that would reasonably lead to the perception that the examiner is not independent

To assist my examination I have been provided with a detailed Excel spreadsheet containing all relevant accounting records, together with associated bank statements and copies of a sample of invoices contained in the expenditure payments list.

### SCOPE OF EXAMINATION

The examination of accounts has included the following actions –

1. Checking the consistency of records contained on the Excel spreadsheet, that detailed expenditure and income statements reconcile with the accounts summary and the prepared report for the Charity Commission.
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Having regard to the above, no matters have come to my attention that

need further reporting and in my opinion the accounts comply with the requirements of the Charity Commission.

*Gareth Hughes*

GARETH HUGHES BA (Hon) Former CPFA.

12TH MAY 2023



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2022		31	March	2023

## Section A Reference and administration details

Charity name **Carisbrooke Castle Museum (CIO)**

Other names charity is known by

Registered charity number (if any) **1188568**

Charity's principal address **Castle Hill**

**NEWPORT**

**Isle of Wight**

**Postcode**

**PO30 1XY**

### 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	Gill Kennett MBE, DL	Chairman (& Co-opted Trustee)		n/a
2	Gillian Burnett BEM	Vice Chair (& Co-opted Trustee)		n/a
3	Anne Longford DL	Nominated Trustee		HM Lord Lieutenant for the Isle of Wight
4	Carol Alstrom	Nominated Trustee	From Sep 22	Volunteers Representative
5	Rev Steve Sutcliffe	Ex-officio Trustee		Diocese of Portsmouth
6	Cllr Jonathan Bacon	Ex-officio Trustee		Isle of Wight Council
7	Helena Hewston	Ex-officio Trustee	Until Jun 22	IWALC
8	Malcolm Lloyd	Co-opted Trustee	Until Jun 22	n/a
9	Rosemary Cooper	Co-opted Trustee		n/a
10	Peter Ednay	Co-opted Trustee		n/a
11	Gioia Minghella	Co-opted Trustee		n/a
12	Vacant	Ex-officio Trustee		Newport & Carisbrooke Community Council
13	Peter Whiteman	Co-opted Trustee		n/a
14	Chris Broom	Co-opted Trustee	From Dec 22	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	


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

Type of adviser	Name	Address
n/a		

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

Virgil Philpott (Museum Manger / CEO)

**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)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Four Ex-officio Trustees; two nominated Trustees (one by HM Lord Lieutenant for the Isle of Wight, and another by the Friends of Carisbrooke Castle Museum), plus up to seven Co-opted Trustees appointed by the Trustees.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The start of the financial year saw the legal 'winding up' of the original Museum Trust (set up in 1944) and its replacement with a new Charitable Incorporated Organisation. This change had been planned since 2020 and was undertaken upon the advice of Arts Council England Museum's Accreditation Service. Effectively all the assets of the old Trust were transferred to the new CIO with the same Charitable Objects - but with a modernized constitution.</p>
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## Section C

## Objectives and activities

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

To promote the education of the public in the history of Carisbrooke Castle and the Isle of Wight by the provision of a museum for the maintenance and public exhibition of a collection of objects, artefacts, specimens, books and documents and pictures and the extension, enhancement, conservation and maintenance of the collection.

**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)**

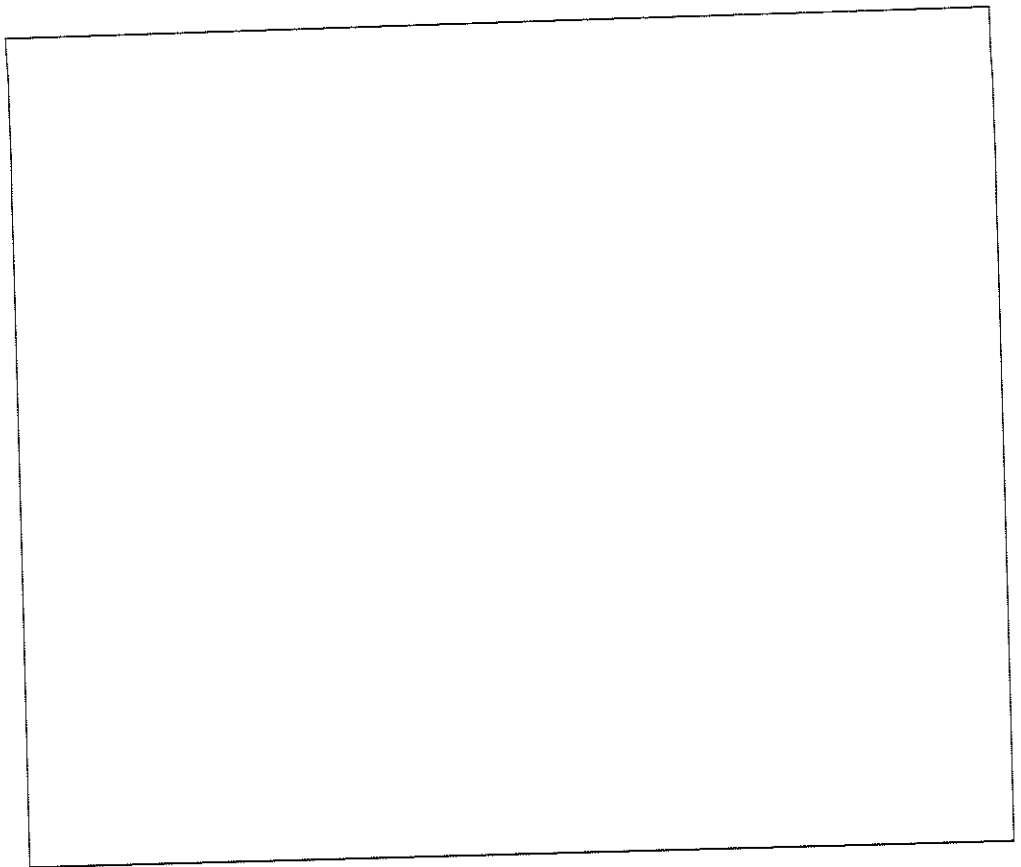
The main activities undertaken by the Trust in relation to the above objects are:

- Maintaining a museum relating to the history of the Isle of Wight and to Carisbrooke Castle.
- Collecting, documenting and preserving collections which support the Museum's mission.
- Using the collections in public exhibitions and in educational activities, and making them available for study and research.
- Provide access to collections and associated information by other means including the internet and outreach activities.
- Undertaking fundraising activities which support and sustain the museum's operation.

**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.



## Section D

## Achievements and performance

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

## CARISBROOKE CASTLE MUSEUM 2022-23

The Museum's activities in 2022-23 were hampered by a funding crisis and accompanying uncertainty surrounding security of tenure. Six weeks before the start of the year English Heritage announced that they planned to withdraw the Museum's funding - as a consequence of losses that their organisation had suffered (nationally) due to Covid. Prior to this announcement English Heritage had signalled that they were open to deeper strategic partnership and were planning to continue the existing funding agreement. The sudden change of heart meant that the Museum spent much of 2022 operating in crisis mode: having to curtail all non-essential spending and capital development plans in order to prioritize its core opening and operations.

**ACQUISITIONS:**

No significant acquisitions were made.

**EXHIBITIONS:**

As a result of the strategic uncertainty (above) the 2021-22 programme of exhibitions was (largely) left in place - although groundwork was done for a new exhibition and publication in 2023-24 to celebrate the Museum's 125<sup>th</sup> anniversary.

**FUNDING:**

As noted above, the Museum faced considerable financial pressure during the year and was forced to draw on its unrestricted reserves in order to fund its core operations between April and mid-September. Because of the £40k 'settlement' with the Isle of Wight Council the previous year the Museum was, at one point, only 6 weeks away from having to trigger its closedown protocols. Months of pushback / dialogue with English Heritage eventually resulted in the signing of a new 3-year agreement (Memorandum of Understanding) in October. While this agreement relieved the immediate threat of closure, it still equated to a 32% cut in funding, in real terms, over the preceding 5 years and meant that, without new income diversification, the Museum would struggle to produce a balanced budget going forward. Issues relating to security of tenure also remained unresolved following the Crown's sale of the Castle estate to Heritage England in 2016 meaning that the Museum was hampered in its attempts to obtain capital grants and long term funding.

As a footnote the Museum also continued to contest the IW Council's £40k pension settlement, having uncovered evidence of irregular and questionable practices, via a Freedom of Information request. A series of regulatory challenges were made and at the end of the year the Trustees were still contemplating legal action.

**STAFF:**

Due to the financial crisis the Museum operated a skeleton staff throughout the year (with only 1 member of staff onsite for 80% of the time).

**VOLUNTEERS:**

The energy and commitment of the Museum volunteers (particularly in Front of House roles) was the major positive to take from, what was otherwise, a highly testing year. The new, post Covid, cohort continued to bring a great deal of skill, personality and positivity to the organisation. A new fundraising group was set up from amongst the Volunteers during the course of the year which committed to helping the Museum in light of the decline in support from the Friends (see below).

**FUTURE DEVELOPMENT:**

The organisation's plans for the restoration of Beatrice's Kitchen (and concordant creation of a new space with opportunities for income generation) had to be suspended because of the funding crisis. Going into 2023-24 the Museum still hoped to progress these works, subject to a satisfactory agreement with English Heritage.

**USERS:**

There were 105,993 visitors to the Museum during the period 1<sup>st</sup> April 2022 - 31<sup>st</sup> March 2023. This represented a 9% increase on 2021-22, however, visitor numbers were still approximately 9% lower than pre pandemic levels. All visitors to the Castle continued to have free access to the Museum's exhibitions during site opening hours.

The Museum's education programmes and outreach (care home) projects continued to be suspended - largely as a consequence the reduction in Museum resources.

**FRIENDS:**

The Museum's Friends group presented a full programme of talks but struggled to find new Trustees willing to serve as Officers of the Charity. Following the AGM in February only a Treasurer remained in place, as a consequence of which preliminary discussions were begun about winding up the Friends as a separate Charitable Entity and transferring the talks programme / fundraising activities to the Museum.

## Section E

## Financial review

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

As noted, above the CIO had to draw on its unrestricted reserves to fund core operations during the period April - mid September. At one point the CIO was six weeks away from having to trigger its shutdown protocols. Heading into 2023-24, this, coupled with inflationary pressures, left the Trustees highly conscious of the need to maintain significant operating reserves *over and above* the closedown contingency because, had such reserves not been available in 2022-23, it is highly likely that the Museum would have shut.

Traditionally the Trustees have maintained a closedown contingency of circa £50k (designed to manage the closedown of the organisation and the disposal of its 125 year-old collection in line with national Accreditation recommendations). The Trustees are likely to increase this closedown reserve to reflect both inflationary pressures and lessons learnt from the experience of 2022-23.

### 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)		
Full name(s)	Gill Kennett	Gillian Burnett
Position (eg Secretary, Chair, etc)	Chairman (2022-23)	Vice Chair (2022-23)
Date	12 <sup>th</sup> June 2023	



Carisbrooke Castle Museum 310002

CC16a

## Receipts and payments accounts

For the period from 01.04.22 To 31.03.23

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations, Legacies & Grants	64,373	5,960	-	70,333	53,942
Members Subscriptions	730	-	-	730	810
Fees for Charitable Services	1,475	-	-	1,475	30
Trading Activities	752	-	-	752	865
Fundraising Events	1,777	-	-	1,777	-
Interest	499	-	-	499	15
Other Receipts (Reimbursements)	14,536	-	-	14,536	62
<b>Sub total (Gross income for AR)</b>	<b>84,142</b>	<b>5,960</b>	<b>-</b>	<b>90,102</b>	<b>55,724</b>
<b>A2 Asset and investment sales, (see table).</b>					
Receipts from Sale of Fixed Assets	-	-	-	-	-
Loans Received	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>84,142</b>	<b>5,960</b>	<b>-</b>	<b>90,102</b>	<b>55,723</b>
<b>A3 Payments</b>					
Salaries & NI & Other Personnel Costs	48,626	-	-	48,626	45,323
Pension Contributions	2,263	-	-	2,263	42,072
Charitable Activities & Trading Costs	2,863	1,932	-	4,795	8,065
Cost of Fundraising	-	-	-	-	-
Repairs & Maintenance	1,121	-	-	1,121	506
Utilities	8,728	-	-	8,728	1,730
Equipment	1,329	-	-	1,329	1,060
Insurance / Prof Support Contracts	12,848	-	-	12,848	10,535
Office Overheads (Post, Phone, Stationery, IT etc.)	5,493	-	-	5,493	5,774
Bank Charges	-	-	-	-	-
VAT	-	-	-	-	-
<b>Sub total</b>	<b>83,269</b>	<b>1,932</b>	<b>-</b>	<b>85,202</b>	<b>115,065</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of Fixed Assets	-	-	-	-	-
Loans Repaid	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>83,269</b>	<b>1,932</b>	<b>-</b>	<b>85,202</b>	<b>115,065</b>
<b>Net of receipts/(payments)</b>	<b>873</b>	<b>4,027</b>	<b>-</b>	<b>4,900</b>	<b>59,342</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>108,536</b>	<b>167,877</b>
<b>Cash funds this year end</b>	<b>873</b>	<b>4,027</b>	<b>-</b>	<b>113,436</b>	<b>108,535</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	5,981	-	-
	Reserve Account	106,104	4,100	-
	No 2 Account	1,627		
	Paypal	-	-	-
	<b>Total cash funds</b>	<b>113,711</b>	<b>4,100</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

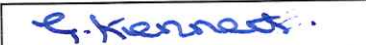

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Gill Kennet (Chair)	12/06/2023
	Gillian Burnett (Vice Chair / Treasurer)	12/06/2023

# CCM Balance Sheet 2022-23

Receipts & Payments 01-Apr-22 to: 31-Mar-23

		Receipts
<b>Grants / Funding</b>	English Heritage	53,042.00
	Newport PC	500.00
	Unspent' Project Income	150.00
	COVID Job Support Scheme	0.00
	Gov COVID Grants via IWC	0.00
<b>Restricted Grants</b>	Friends Fundraising	395.00
	HES ('bank' of CCM)	759.00
	Mus Dev Office / SEMDP	705.54
	Book	4,100.00
	TBC	0.00
	TBC	0.00
<b>Donations</b>	Donations (Cash)	6,058.76
	Donations (Card)	1,066.04
	Trebuchet	1,449.85
	Wishing Well	641.47
	Subscribers	730.00
	Gift Aid	1,465.31
<b>Earned</b>	Study Days	70.00
	Talks	170.00
	Tours / Use of Museum	1,235.00
	Outreach Service	0.00
	Shop	87.01
	Image Rights / Royalties	308.51
<b>Other</b>	Secure Storage	356.40
	Fundraising Events	1,777.00
	Bank Interest	499.16
	Reimbursements	14,535.51
	<b>YTD Total</b>	<b>90,101.56</b>

		Payments
<b>Staffing</b>	Sals, PAYE & NI	48,449.06
	Pensions	2,263.21
	Volunteers, Training & Travel	177.07
<b>Overheads</b>	Recruitment & Prof Services	1,910.00
	Utilities	8,727.65
	Security & Insurance	7,323.87
	Cleaning	3,510.78
	Health & Safety	396.69
	Maintenance	1,120.64
	IT	4,014.80
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# **CARISBROOKE CASTLE MUSEUM**

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12TH MAY 2023

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12TH MAY 2023

**CARISBROOKE CASTLE MUSEUM**

England & Wales - Charity number 1188568

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# Accounts

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# Carisbrooke Castle Museum

Castle Hill  
Newport  
Isle of Wight  
PO30 1XY

01983 523112  
info@carisbrookecastlemuseum.org.uk

[www.carisbrookecastlemuseum.org.uk](http://www.carisbrookecastlemuseum.org.uk)

## **Annual Report & Accounts for 2021-22 for Carisbrooke Castle Museum CIO Charity Number 1188568.**

- Carisbrooke Castle Museum CIO was established on 16<sup>th</sup> March 2020 on the advice of the National Museums Accreditation Scheme.
- It was intended to replace the existing Carisbrooke Castle Museum Trust (Charity Number 310002) as a more appropriate legal vehicle for the Trust's ongoing activities.
- It shares the same Charitable Objects and Trustees of the original Trust.
- In respect of governance matters, much of the Year 2021-22 was taken up by dealing with post-pandemic issues relating to the original Trust's security of tenure and ongoing funding. As a result the original Trust resolved that the formal transfer of assets to the new CIO should not take place until the beginning of the new financial year (April 2022-March 2023).
- As a result, it should be noted that the new CIO **undertook no activity, financial or otherwise, during the period 2021-22.**

Virgil Philpott, Museum Manager  
23<sup>rd</sup> June 2022

**CARISBROOKE CASTLE MUSEUM**

England & Wales - Charity number 1188568

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# Accounts

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Carisbrooke Castle  
Museum

Castle Hill  
Newport  
Isle of Wight  
PO30 1XY

01983 523112  
info@carisbrookecastlemuseum.org.uk

[www.carisbrookecastlemuseum.org.uk](http://www.carisbrookecastlemuseum.org.uk)  
[www.historicimages.co.uk](http://www.historicimages.co.uk)

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- It is intended to replace the existing Carisbrooke Castle Museum Trust (Charity Number 310002) as a more appropriate legal vehicle for the Trust's ongoing activities.
- It shares the same Charitable Objects and Trustees of the original Trust.
- As a result of the Covid-19 pandemic, however, the Museum was closed, and all staff largely furloughed during the majority of March 2020 - April 2021 and so no progress was made in transferring the assets of the original Trust to the new CIO.
- It is anticipated that this activity will now take place during the Financial Year April 2021 - March 2022.
- As a result, it should be noted that the new CIO **undertook no activity, financial or otherwise, during the period 2020-21.**

Virgil Philpott, Museum Manager  
23<sup>rd</sup> July 2021

