



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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	<p>The main activities undertaken by the Trust in relation to the above purpose are:</p> <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>

	<p>Isle of Wight supporting the publication of “OUT ON AN ISLAND”</p> <p>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 &amp; 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.</p> <p><b>Funding:</b></p> <p>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.</p> <p>The funding issue with the Isle of Wight Council in relation to a £40K pension settlement has been resolved.</p> <p><b>Staff:</b></p> <p>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.</p> <p>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.</p> <p><b>Volunteers:</b></p> <p>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.</p> <p><b>Developments:</b></p> <p>The organisation has worked with English Heritage and other key partners to restore</p>
--	---

		<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>
--	--	--

#### **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.</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
		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

### **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	Chair (Co-opted Trustee)	Chair till 15/02/2024	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	Chair Nominated Trustee	Chair from 15/02/2024	Volunteers Representative
5	Cllr Jonathan Bacon	Ex-officio Trustee		Isle of Wight Council
6	Rosemary Cooper	Co-opted Trustee		N/A
7	Peter Ednay	Co-opted Trustee		N/A
8	Gioia Minghella	Co-opted Trustee		N/A
9	Peter Whiteman	Co-opted Trustee		N/A
10	Chris Broom	Co-opted Trustee	Till December 2023	N/A
11	Matthew Price	Ex-officio Trustee		Newport and Carisbrooke Community Council
12				
13				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## 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

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

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

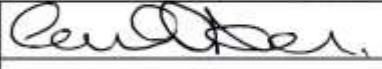

## Other optional information

--

## 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
---------------------------	--------

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1.04.23		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>	<b>-</b>
	(agree balances w ith receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		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