



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.01.20 (Period start date) To 31.12.20 (Period end date)

Charity name: Palestine Museum and Cultural Centre

Charity registration number: 1190148

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To establish and maintain a museum to increase knowledge of the history, heritage, culture and daily life of Palestine and its people.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We run a museum which is open to the public every Saturday and Sunday from 11am to 6pm. We open for group visits at other times by arrangement and run events such as film nights, poetry and musical evening and talks. We sell a small variety of Palestinian products.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Our trustees have all read and understood the Charity Commission's guidance 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	Volunteers are essential to the work of the Palestine Museum and Cultural Centre, we employ no paid staff, so all are activities are carried out by volunteers.
Other		N/A

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 PMCC was open to the public between 1st January 2020 to 22 March 2020 then closed due to the first Covid 19 lockdown. We re-opened to visitors on Saturday 01 August, following a full risk assessment and putting covid-secure measures in place.</p> <p>The Museum closed for a second time on Saturday 07th November and remained closed for the rest of the year. In December 2020, we opened a limited service for Christmas sales of Palestinian products only, with covid secure measures in place.</p> <p>During the summer lockdown we publicised an online sales and eco-deliveries service of Palestinian products within the Bristol post code zones.</p> <p>We continued to actively recruit volunteers online.</p> <p>Thus, despite the lockdowns we were still able to maintain a minimal offer to those living locally in Bristol. We also ensured our premises were secure, safe and any maintenance required was carried out as needed, so that we were ready to re-open as soon as covid restrictions allowed.</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		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our opening balance in 1st January 2020 was £4968.76. Our closing balance in 31st December 2020 was £ 6770.13. Our total income was £11,176.86 and our total expenditure was £ 9636.61.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We currently do not have a policy on reserves, yet we maintain a sufficient funds in our account to cover a minimum of 3 months running costs.
Amount of reserves held	Para 1.22	£ 1,033 (3 months running costs)
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	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Individual donations, both regular and ad hoc. A small mark-up is made on products sold within the Museum.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable. We do not have sufficient funds to make investments.
A description of the principal risks facing the charity	Para 1.46	Closure leading to reduction in donations. Sale of the building in which the charity resides. Insufficient number of volunteers to manage all the tasks required to open and maintain the Museum.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A
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	We are a Charitable Incorporated Organisation or CIO.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	From our constitution point 9.1 <i>'Any person who is willing to act as a Trustee, and who would not be disqualified from acting under the provisions of clause 11, may be appointed to be a Trustee by a decision of the Trustees'</i>

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	We have a Handbook for Volunteers on how the organisation operates.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have, in addition to our Trustees, a co-ordinating group and smaller working groups responsible for different aspects of running the Museum, such as, a Display and Library group.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Palestine Museum and Cultural Centre
Other name the charity uses	N/A
Registered charity number	1190148
Charity's principal address	27, Broad Street, Bristol, BS1 2HG

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	Peace Handovsky	Chair		
2	Helen Watts	Treasurer		
3	Safia Malik	Trustee		
4	Idris Muhumed	Trustee		
5	Angus MacPherson	Trustee		

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

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
Business	Nev Ingram	108, Charlton Road, Bentry, Bristol, BS10 6NL
Charity	Bates Wells	10 Queens Street Place, London, EC4R 1BE

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

N/A

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)	Peace Handovsky	Safia Malik
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	09 November 2020	

	PMCC Summary 2020		
	Opening Balance (01.01.20)	4968.76	
	Closing Balance (31.12.20)	6770.13	
	Income	2020.00	Notes
1	Red Boxes (Museum)	824.51	
2	Red Boxes (Resbite)	0.00	Resbite closed down in March 2020
3	Red Boxes (Outside)	36.13	
4	Individual Donations (Direct Debits)	549.00	
5	Other miscellaneous donations	235.00	
6	Events (tickets/ donations)	0.00	No events held in 2020 due to Covid-19
7	Zaytoun++ Sales (PMCC)	6605.23	
8	Zaytoun++Sales (Resbite)	430.00	
9	Resbite Payments on utilities	1805.19	Invoices #004, #005, #006. #007 (2019 and 2020 payments)
10	Paypal transfers (mostly Pal prods)	676.82	Transfers March and July, other payments incl in Zaytoun sale
11	MAP in	14.98	
	Total	11176.86	
	Expenditure		
1	Ground Rent 27 Broad Street	437.50	One-off in recognition of C-19 emergency
2	Utilities (Ecotricity)	2627.23	50/50 with Resbite Jan to March; refund in 2021 £ 590.73 Sep
3	Utilities (Water)	240.98	11.07.19- 21.07.20 / 24.01.20 - 21.07.20
4	Insurance	425.25	
5	Website	263.72	
6	Communications (Wifi, BT, ICO, Mrktg)	576.22	Missing receipt £.6.49
7	Zaytoun	2574.98	
8	Other Pal products	211.56	Embroidery, kuffiyas, badges and flags
9	Events / Publicity	50.00	
10	Events / Speakers	0.00	
11	Events / Stall Fees	0.00	
12	Events / Materials	0.00	
13	Events / Hospitality	65.00	
14	Volunteers / Hospitality	16.95	
15	Volunteers / Other expenses	134.73	

16	Volunteers / Travel	3.00	
17	Miscellaneous expenses	328.20	
18	IT and display equipment	352.07	
19	Building maintenance	979.22	Intumescent paint; Bristol Fire works
20	Donations: MAP / Petty Cash withdrawal	350.00	
	Total	9636.61	
	Balance	1540.25	
	Amount in Petty Cash		