



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.01.21 (Period start date) To 31.12.21 (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 our 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 Trustees and Committee were active between 1st January 2021 to 31st December 2021. We closed to the public due to the Covid 19 lockdowns between 1st Jan to 28th May inclusive. We continuously revised our risk assessment and ensuring covid-secure measures were in place.</p> <p>We welcomed over 2494 visitors in 2021.</p> <p>We re-established our event programme: ran 5 events and stall – Big Bike Ride hosted, Cleeve Eco Event stall, University of Exeter visit, FQMS poster exhibition and two films for the Bristol Palestine Film Festival.</p> <p>We continued to actively recruit volunteers online.</p> <p>We increased the range, both type and price, of Palestinian products for sale.</p> <p>Thus, despite the lockdowns we were still able to maintain contact with 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 1 st January 2021 was £ 6770.13. Our closing balance in 31 st Dec 2021 was £10,359.22 Our total income was £19,356.48 and our total expenditure was £16,074.25
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	At least £ 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. We also received a share of a Covid support grant via Bristol City Council allocated to the organisations in our building.
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. Changes to road access and major building works in Broad Street limiting to some extent our footfall in the Museum. 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. We have developed a series of Organisational Policies in line with charity commission requirements.
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, Evaluation and Monitoring, Finance and Fundraising.
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 Abdi Muhumed	Trustee	01.01.21 – 14.12.21	
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
Solicitor	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)	<i>Peace Handovsky</i>	<i>Safia Malik</i>
Full name(s)	Peace Handovsky	Safia Malik
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	20 October 2022	

	PMCC Summary 2021			
	Opening Balance (01.01.21)		6770.13	
	Closing Balance (31.12.21)		10359.22	
	Income	2020	2021	Notes
1	Red Boxes (Museum)	824.51	1213.86	
2	Red Boxes (Resbite)	0.00	0.00	Resbite closed down in March 2020
3	Red Boxes (Outside)	36.13	158.12	
4	Individual Donations (Direct Debits)	549.00	469.00	We have four regular supporters
5	Other miscellaneous donations	249.98	7777.67	Includes BCC Covid Recovery Grant £ 7,143.67
6	Events (tickets/ donations)	0.00	0.00	
7	Zaytoun++ Sales (PMCC)	6626.75	9089.70	
8	Zaytoun++Sales (Resbite)	430.00	0.00	Resbite closed down in March 2020
9	Resbite Payments on utilities	1805.19	0.00	
10	Paypal transfers (mostly Pal prods)	520.50	648.13	
	Total	11042.06	19356.48	
	Expenditure			
1	Grd Rent 27 Broad St / Rates	437.50	4013.00	One-off in recognition of C-19 emergency
2	Utilities (Ecotricity)	2627.23	721.37	In credit Jan - July
3	Utilities (Water)	240.98	148.65	11.07.19- 21.07.20 / 24.01.20 - 21.07.20
4	Insurance	425.25	1007.65	
5	Website	263.72	292.48	
6	Communications (Wifi/BT, Printing, Subscriptions)	576.22	1659.50	
7	Zaytoun	2574.98	3250.62	olive oil, almonds, dates, freekah, maftoul etc...
8	Other Pal products	165.21	3243.71	Embroidery, kuffiyas, badges and flags etc...
9	Events / Publicity	50.00	0.00	
10	Events / Speakers	0.00	0.00	
11	Events / Stall Fees	0.00	0.00	
12	Events / Materials	0.00	130.61	
13	Events / Hospitality	65.00	0.00	
14	Volunteers / Hospitality	16.95	233.47	
15	Volunteers / Other expenses	23.82	94.00	Smartphone training; keys

16	Volunteers / Travel	3.00	85.40	From London to curate FQMS exhibition
17	Miscellaneous expenses	328.20	572.28	
18	IT and display equipment	352.07	240.79	
19	Building maintenance	977.97	285.56	
20	Donation to MAP /Petty Cash	14.98	95.16	
	Total	9143.08	16074.25	
	Balance	1898.98	3282.23	
	Amount in Petty Cash		54.84	