



Trustees' Annual Report for the period

Period start date
From 1st January 2021 To 31st December 2021
Period end date

Section A Reference and administration details

Charity name Chard & District Museum

Other names charity is known by Chard Museum

Registered charity number (if any) 1190620

Charity's principal address

Godworthy House,

High Street,

Chard

Postcode

TA20 1QB

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	Vince Lean	Chairman		Trustee committee
2	Howard Bailey			Trustee committee
3	Nigel Rice			Trustee committee
4	Linda Vijeh			Trustee committee
5	Liz Johnson-Idan			Trustee committee
6				
7				
8				
9				
10				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
The Society's banker	Lloyds Bank	27 Fore Street, Chard

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

Not applicable

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)

The Society is an unincorporated association established as a trust for the foundation of a charity by deed dated 30th May 1974.

Trustee selection methods
(eg. appointed by, elected by)

Chard & District Museum became a CIO on the 29th July 2020. The old unincorporated charity has been placed on the Charities Merger List. As such the old charity 270186 has been wound up.

The Museum Committee is the governing body responsible for the day to day running of the Museum, the members of which are the Trustees. It will consist of not more than ten members elected at the annual general meeting (see rule 9c). The Committee may fill any vacancy by co-option.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Are in accordance with Charity Commission requirements.

Up to ten trustees some with specific designated roles and responsibilities. Guidance & advice from SW Heritage MDO. The trust follows guidance from both Arts Council UK & Association of independent Museums (AIM)

Chard Town Council
SW Heritage Trust
Association of Independent Museums (AIM)
Arts Council accreditation on 5 yearly basis

Risk assessment policy exists reviewed annually
Charity became a CIO in 2020 to reduce the financial risk to trustees.

Section C

Objectives and activities

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

The objects of the Society shall be:

- (a) the advancement of education, learning and knowledge by the provision and maintenance of a Public Museum in Godworthy House in the town of Chard or such other building or buildings as may from time to time be acquired by the Society
- (b) The exhibition in such building of artefacts, pictures, maps, letters, documents and other items of historical, geographical or geological interest relating to the history, geography and geology of Chard and its surrounding district.

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)

Due to the Covid Pandemic & H&S challenges, the Museum only opened to pre booked visits for a short 8-week period. Visitor numbers were:

Adults – 450

Children – 350 (largely schools Sept / Oct / Nov)

The museum was grateful that it was eligible to receive grants under the Retail & Hospitality grant system from the district Council. Without these the museum would have had to dig deeply into its reserves

Started in 2019, Chard Museum completed its conversion to a CIO on the 29th July 2020. The Charities new title is Chard and District Museum with a new registration number of 1190620. It was helped in this project by a grant of £1000 from the SWMD group.

Whilst the museum was closed to the public it spent time & funding from reserves, to redesign & relaunch its website www.chardmuseum.co.uk together with its Facebook page.

With the current lease between South Somerset District Council & museum trustees due for renewal in April 2021. Negotiations continued with SSDC with the preferred option being to purchase the freehold for £50,000 under a community asset transfer. (Completed 1/4/2022)

Chard was designated a High Street Action Zone as part of the Chard Regeneration project. Chard Museum, whilst not eligible for capital funding as it is outside the high street zone it has become a lead stakeholder in the HAZ cultural programme being involved in the following projects. Chard Revealed, High Street Histories, Chard Cast & Chard Lenticular art.

By virtue of the above activities the trustees confirm they have given due regard to the guidance on public benefit published by the Charity Commission in the exercise of their duties.

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.

The trustee committee met 4 times in 2021 via Zoom. Between meetings, urgent decisions were made by e-mail.

Whilst the trustees wish to acknowledge the help given throughout the year by its volunteers. It should be noted that volunteers' & members numbers dropped again in 2021. This is mainly due to the high average age of the volunteers (65 – 70) & consequently, their reluctance to mix during the pandemic.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In summary, the museum accomplished the following in 2021

- Continual improvements to governance & policies of the new CIO inline with current legislation
- Development of social media pages (Facebook / Instagram).
- Agreement to proceed with the proposal to purchase the freehold of the museum site from the landlord
- Leading partner in the HAZ Cultural Programme working with Cultural Chard Group to deliver numerous cultural programmes.
- Re-introduction of school visits in the autumn delivered over 300 visits by pupils.

Section D

Achievements and performance

- Due to the continuation of the pandemic which limited opening times both visitor & volunteer were reduced from pre-Covid levels. As a result, operational income levels remained reduced with the museum requiring Central Government Hospitality Grants to remain buoyant & avoid reduction of museum reserves.

Section E

Financial review

Brief statement of the charity's policy on reserves

The museum has a restricted fund & a designated contingency fund: The restricted fund created from a bequest by Miss Irene White. Terms of her will specifies the use to which the fund may be put to.

Prior to the imminent purchase of the museum trustees have voted £25,000 to be withdrawn from the museum reserves. The reserves policy has been updated as follows

Strategic reserve - £15,000

Project reserve - £15,000

Operational reserve - £15000

Drawdown will commence in early 2022 prior to purchase.

A successful revaluation request for the period up to 2017 has been made to Valuation Office Agency via our appointed agent, Lambert Smith Hampton. The result of this challenge has seen the rateable value of the museum reduce from £23,000 to £3500.

Details of any funds materially in deficit

There are none

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;
- Relevant investment policy

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)	<i>Vince Lean</i>	<i>N. H. Rice</i>
Full name(s)	VINCENT ALAN LEAN.	NIGEN HEITH RICE
Position (eg Secretary, Chair, etc)	CHAIR.	TRUSTEE
Date	28/9/22.	

CHARD & DISTRICT MUSEUM

Charity registration number 1190620

Income and expenditure for the year ending 31st December 2020

INCOME	£	31st December 2021
Admissions	0.00	
Casual Donations	557.14	3227.69
Council / Government Grants	30400.00	40821.00
Other Grants/donations	2000.00	865.00
Friends	1722.16	1123.72
Gift Aid	552.50	1008.17
Interest	1264.34	890.44
Shop Sales	0.00	0.00
Sundry / transfer	0.00	0.00
Business rates rebate	0.00	4322.01
TOTAL INCOME	36496.14	52058.03

EXPENDITURE	£	31st December 2021
Rent/rates/water	6866.27	9118.27
Insurance	557.03	627.50
Security	476.00	417.60
Maintenance	293.60	1787.01
Printing/Stationery	0.00	0.00
Postage/Telephone Internet	744.63	787.98
Publicity/events / website	2718.00	2260.71
Display	454.01	0.00
Conservation	50.60	23.20
Cleaning	44.29	0.00
Administration	0.00	0.00
Equipment	1334.43	273.60
Shop purchases	338.32	99.75
CIO Project expenses	3526.55	0.00
Chard 50 yrs project	5725.00	16364.90
Business rates consultant	0.00	2577.96
Milford Dormor solicitors		464.40
TOTAL EXPENDITURE	23128.73	34802.38

NET SURPLUS 2020	NET SURPLUS 2021
Balance at 1/1/20	Balance at 1/1/21
Plus surplus	Plus surplus
Balance at 31/12/20	Balance at 31/12/21
Balance at Bank 31/12/20	Balance at Bank 31/12/21
23396.14	40651.29

Balance at 1/1/21	23396.14
Plus surplus	17255.15
Balance at 31/12/21	40651.29

Correct & authentic record of Chard Museum Society accounts 10th February 2022
Vince Lean Chairman Chard Museum

Treasurer Chard Museum

Audited as a true accurate report of Chard and District Museum ballance sheet -
Tony Prior 3rd March 2022

Handwritten signature: Tony Prior
17E 1935 Ros Rint

Handwritten signature: Vince Lean

CHARD AND DISTRICT MUSEUM SOCIETY

STATEMENT OF ASSETS AND LIABILITIES

	31.12.2020	31.12.2021
	£	£
Reserves		
Short Term Reserves		
Cambridge and Counties (15007625) - 120 day notice account	37,445.24	37,445.24
Cambridge and Counties (15005120) - 95 day notice account	27,554.76	27,554.76
	<u>65,000.00</u>	<u>65,000.00</u>
Current Assets (General funds)		
Cambridge and Counties (15008209) - 31 day notice account	10,000.00	10,000.00
Lloyds current account	23,396.14	40,651.29
Cash (custodians float)	40.00	40.00
Petty cash	25.00	25.00
	<u>33,461.14</u>	<u>50,716.29</u>
Total Assets	<u><u>98,461.14</u></u>	<u><u>115,716.29</u></u>
Represented By		
Restricted Funds - (Stringfellow Account)		
Designated Funds		
	29,956.29	29,956.29
	<u>35,043.71</u>	<u>35,043.71</u>
	<u>65,000.00</u>	<u>65,000.00</u>
General Funds		
Balance at start of year	20,093.73	33,461.14
Profit for year per Income and Expenditure Account	<u>13,367.41</u>	<u>17,255.15</u>
	<u>33,461.14</u>	<u>50,716.29</u>
Total Funds	<u><u>98,461.14</u></u>	<u><u>115,716.29</u></u>
Other assets (not included in the above figures)		
Shop stock at cost	<u>872.10</u>	<u>958.40</u>

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W. Prior
Chairman Chard Museum
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