

The REDDITCH LOCAL HISTORY MUSEUM
5 MARKET PLACE REDDITCH –
CHARITY COMMISSION ANNUAL REPORT
2021 - 2022

TRUSTEE STATEMENT

Museum started by Three Local Historians,
Derek Coombes, Graham Smith and Peter Harris
to Collect, Record, Restore, Preserve and Exhibit
local artefacts to the people of Redditch and the local area.

Having agreed responsibilities of each of the trustees, the search for suitable town centre premises began in earnest. Owners of the Kingfisher Centre were pleased to encourage the trustees to move into one of their vacant Market Place properties. This offered town centre exposure with reasonable foot fall. Budgets and fundraising targets over the next few months were reached and surpassed with much local interest and support being shown. After signing the lease on preferential terms, keys were handed over and a three year tenancy agreement was signed with a move in date at the end of July 2021. During this time trustees, staff and volunteers were assessed and selected to take on various roles. The trustees were extremely grateful to local tradesmen and business's for taking on most of the work free of charge, thus saving much of the money previously amassed to be carried forward to the following year. Without the help of Kingfisher general manager Ken Williams, the journey from inception to opening would have been possible.

Opening day was fixed at 3rd November 2021 with an admission charge of just two pounds. A local celebrity, ex-Councillor Mrs Pat Witherspoon agreed to officiate. There were approaching one hundred and fifty guests on the day, and many more cash donations and offers of support.. Shop windows were decorated both with a Christmas theme plus an Historical content, both receiving compliments.

The museum boasts an extremely pleasant room upstairs overlooking the parish church of St. Stephens and it's grounds. Eating with tables will hold some eighteen individuals. More can be accommodated with tables removed. Fundraising events such as afternoon tea and museum visit are planned. A planned program of

During the year the museum has applied for and been awarded three grants, one from the Lottery, one from the Arts Council and one from the Redditch Borough Council.

The first half of the Lottery Grant of £17,500 has been paid and work carried out on recording and restoring the Artefacts in conjunction with the Hive at Worcester. A number of visits having been arranged to them and to ourselves to both set up, monitor and progress of the Project, the focus being on Spectrum, which is the national standard for managing archives. Local students have been recruited to assist on this project in conjunction with the local Redditch college. The work is

progressing well. The second grant of £20,250 from the Arts Council has been approved and the money forwarded to our bank. This grant is to set up and develop our proposed Outreach project. This will cover visits to care homes to give talks to residents and hopefully improve the memory prospects of residents suffering early stages of Alzheimer etc. and also to give interest to daily life. The museum is also expected to benefit from their own personal lifetime experiences thus increasing the knowledge that we have of the town. Local schools are being approached both to give talks and also to organise visits to the museum to promote interest in the town in which we live. Our future lies in the hands of those that follow on, so this is hoped to promote the longevity of the museum for the next generation. Part of the grant will go towards setting up a memories project. Here local people and others can be filmed describing their experiences in Redditch in short films. This facility is now partially open showing previously recorder interviews. The new material will enlarge this facility and suitable volunteers being identified to take on this. The Council grant of £3,000 has been used to cover start up costs as agreed.

Careful attention to costs has been a priority. The Redditch Borough Council has agreed to waive the remaining discretionary 20% of the annual rates thus saving some £2,000 of fixed cost. Other costs have also been under scrutiny. The accounts will show that there is sufficient monies to cover 2021-2022 operating expenses. We are confident that fundraising next year will cover 2022 – 2023 operating expenses.

Graham Smith gave his intention to resign as trustee from 31st March 2022 and efforts are now being put in place to replace him. Graham will manage accounts till 31/01/22 when Derek Coombes will take over until DC to take over role until 31/03/22. Derek Coombes has also given his intention to resign as Chairman due to the serious nature of his wife's illness. He has however agreed to continue in the museum as a volunteer and to act as Artefacts Manager, taking responsibility for that function. A suitable replacement trustee is now being sought. Additional trustees, Malcolm Hicks and Aimmy Adagu have agreed to join as trustees, thus bringing us back up to strength. Additional potential trustees are also being sought, both from volunteers and from outside. Peter Harris to take on role of Chairman for 2022 -2023

In conclusion, we are confident that our three year plan for the museum will continue as planned.

Peter Harris
Trustee
24/01/2022



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st April 2021 Period start date

To 31st March 2022 Period end date

Charity name: The Redditch Local History Museum

Charity registration number: 1191166

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To collect, store, preserve and display artefacts to the general public and others from a central Redditch base. To raise sufficient funds from private and industrial sponsors to cover annual running expenses. To further raise funds from organised events throughout the year. To further enhance the profile of the town of Redditch and the pride of the towns people. To encourage the younger generation to develop interest in the social heritage
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	Potential donors and sponsors are constantly identified for ongoing fund raising. Events held throughout the year have included an Easter Egg event for children, Attendance at several outdoor and indoor displays including the local library. The setting up of a children's adventure timeline tour of the museum. students participation in Museum routines by arrangement with the local college. Visits by local schools and scout groups. Group Tuesday afternoon Tea and Talk sessions to local groups. Outside talks to local organisations. Book signing events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have had regards 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	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
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>Volunteers encouraged to learn all jobs and routines within the museum and to develop positive contribution to the museum activities whilst gaining confidence and experience when dealing with the general public. Volunteers special attributes encouraged and acted upon where appropriate.</p> <p>Having visitors from all over the country . Museum open to members of the public enquiries as to Family History and General Knowledge. Outside talks beneficial to raising the profile and pride in the town.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We confirm that we are solvent and keeping costs under control and have a healthy financial Position. Balance Sheet shows Total Bank funds at end of year as £46,548 including restricted funds of £32,000
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves held for future agreed spending on various Grants
Amount of reserves held	Para 1.22	£46,500
Reasons for holding zero reserves		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	With the worsening of the present economic situation general fundraising has become noticeably more difficult requiring fresh approaches. The extended Covid epidemic and possibility of further outbreaks hit the museum hard as a large number of our volunteers with children at school were unable to give continuance of volunteer time. The more elderly were also in a high risk category

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	Applied grants Regular giving Raffles Afternoon Teas Retail Sales Promotional Items/Books etc Donations from Industry Donations from Individuals
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 cessation of the three year lease, the renewal terms of which are unknown. Similarly utility bills are forecast to rise to an unprecedented level.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	Museum Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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	Trustees appointed by interviews with reference to skills, management potential, experience, and a desire to preserve the history and heritage of the town and people of Redditch. Final appointment to be agreed by all Trustees

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Redditch Local History Museum
Other name the charity uses	None
Registered charity number	1191166
Charity's principal address	5 Market Place, Redditch, Worcs B98 8AA

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	Derek Coombes	Chair		
2	Graham Smith	Accounts		
3	Peter Harris	Fundraising		
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Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Artefacts donated on loan
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	The Redditch Local History Museum. To Collect, Catalogue, Store, and Display those artefacts as seen fit.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Items recorded on acceptance. Either as a donation/gift, or on loan. Complete Paperwork and computer records as appropriate.

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)

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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)

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Full name(s)

Peter Harris

Peter Harris	
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Position (eg Secretary,
Chair, etc)

Trustee

Trustee	
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Date

21/01/2023

21/01/2023

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Receipts & Payments
Receipts

	Unrestricted £	Restricted £	Endowments £	Total £	Last Year £
Admissions	989			989	-
Sales	1,687			1,687	-
Donation	5,170			5,170	20,140
Other	585			585	3,420
Grants					
RBC VCS		3,000		3,000	-
HLF		8,750		8,750	-
Arts Fund		20,250		20,250	-

Receipts Sub-Totals	8,432	32,000	-	40,432	23,560
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Asset & Investment Sales	-	-	-	-	-
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Asset & Investment Sales Sub-Totals	-	-	-	-	-
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Total Receipts	8,432	32,000	-	40,432	23,560
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Payments

Premises Decoration & Repairs	- 46	249		203	-
Domestic & Consumables	838	296		1,134	-
Premises Fixed Cost	-	2,001		2,001	-
Utilities & Services	-	744		744	-
Promotion & Cost Of Sales	367	454		821	-
Expenses	731	113		844	-
Fees & Professional Services	480	1,936		2,416	62

Payments Sub-Totals	2,370	5,793	-	8,164	62
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Asset and Investment Purchases	1,836	7,392 ¹	-	9,228	-
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Total Payments	4,207	13,185	-	17,391	62
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Net Receipts/ (Payments)	4,225	18,815	-	23,040	23,498
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Cash Funds at 31.03.2021 (01.04.2020)	23,498	-	-	23,498	-
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Cash Funds at 31.03.2022 (31.03.2021)	27,723	18,815	-	46,538	23,498
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Statement of Assets and Liabilities at 31/03/2022


	Unrestricted £	Restricted £	Endowments £	Total £
Cash Funds				
Cash at Bank	27,673	18,815	-	46,488
Cash in Hand	50	-	-	50
Total Cash Funds	27,723	18,815	-	46,538

	Unrestricted £	Restricted £	Endowments £	Total £
Other Monetary Assets				
Amounts Owed by Customers	-	-	-	-
Total Other Monetary Assets	-	-	-	-

	Unrestricted £	Restricted £	Endowments £	Total £
Assets Retained for the Charity's use				
Access and Display Facilities	-	1,817	-	1,817
Record Copying & Storage Facilities	-	5,575	-	5,575
Exhibits & Displays	480	-	-	480
Furniture & Fittings	1,356	-	-	1,356
Total Assets Retained for the Charity's use	1,836	7,392	-	9,228

	Unrestricted £	Restricted £	Endowments £	Total £
Liabilities				
Supplier Invoices not yet Paid	1,726	-	-	1,726
Total Liabilities	1,726	-	-	1,726

Approved By:

Signature	Print Name	Date	Position
	Peter Harris	31/01/2023	Trustee

Independent Examiner's Report to the Trustees of The Redditch Local History Museum

I report to the Trustees on my examination of the Accounts of The Redditch Local History Museum for the Year Ended 31st March 2022.

Responsibilities and Basis of Report

As the Charity Trustees of The Redditch Local History Museum, you are responsible for the preparation of the Accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of The Redditch Local History Museum's Accounts carried out under Section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The Accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

S. Kansy

Sandra Kansy
Redditch Tax Advisers
Mason House, 96 Evesham Road, Headless Cross, Redditch, Worcestershire B97 5ES
31st January 2023