

BECCLES AND DISTRICT MUSEUM CIO

England & Wales · Charity number 1191550

Details

Status Registered

Legal form CIO

Registered 2020-09-30

Register [View on the Charity Commission register](#)

Contact

Address Beccles and District Museum
Leman House
Ballygate
Beccles
NR34 9ND

Phone 01502715722

Email museumadmin@btconnect.com

Website <https://becclesmuseum.org.uk>

Activities

Objects: THE OBJECTS OF THE CIO ISTO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT BY THE ESTABLISHMENT AND MAINTENANCE OF A MUSEUM IN BECCLES FOR THE COLLECTION AND EXHIBITION OF SPECIMENS OF FINE AND USEFUL ARTS, ETHNOLOGY, ARCHAEOLOGY, GEOLOGY, BOTANY AND NATURAL HISTORY, SOCIAL HISTORY AND LOCAL INDUSTRY. NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSES WHICH ARE NOT CHARITABLE.

Activities: The purpose of the charity is to provide a museum showing the history of Beccles and the surrounding district. Occasional special exhibitions are organised. The museum is open to the public from April to the end of October

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Area of benefit: IN BECCLES
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£14,789	£14,695	-	-
2024-03-31	£13,562	£15,037	-	-
2023-03-31	£14,215	£13,930	-	-
2022-03-31	£11,782	£15,021	-	-
2021-03-31	£0	£0	-	-

Trustees

Name	Role	Appointed
Allan Smith		2024-12-02
Andrew John Lovegrove		2021-03-01
Carole Lacey Baxter		2022-12-05
Christopher John Scott		2021-03-11
Dr Barry Darch		2021-03-01
Dr PAUL ANTHONY GURBUTT		2021-03-11
Richard Wedgwood Sword		2021-03-11
Robert Gilmore Bacon		2021-03-11
Robin John Law		2024-09-02

BECCLES AND DISTRICT MUSEUM CIO

England & Wales - Charity number 1191550

Accounts



Trustees' Annual Report for the period

	Period start date			Period end date		
	Day	Month	Year	Day	Month	Year
From	1	4	2024	To	31	3 2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Beccles and District Museum	
Leman House, Ballygate	
Beccles, Suffolk	
Postcode	NR34 9ND

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	Robert Bacon			
2	Lacey Baxter	Treasurer	Chairman to 17 June 2024 Treasurer from 17 June 2024	
3	Barry Darch			
4	Paul Gurbutt	Acting chairman	Treasurer to 17 June 2024 Acting chairman from 17 June 2024	

5	Linda Last			
6	Robin Law		From 2 September 2024	
7	Andy Lovegrove	Secretary		
8	Jack Morris			
9	Chris Scott			
10	Allan Smith		From 2 December 2024	
11	Richard Sword			
12	Alan Wheeler	Curator		
13				
14				
15				
16				
17				
18				
19				
20				

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

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

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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)	Trust CIO - Foundation
Trustee selection methods (eg. appointed by, elected by)	Appointed by other members of the Trust

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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 	<p>The Charity has a formal Constitution which governs how the Trust is managed. The Charity is a Charitable Incorporated Organisation (CIO), accepted by the Charity Commission.</p> <p>The Trustees are responsible for the strategic direction of the Trust. Day to day management is in the hands of a curator who also has the task of caring for the collection. A group of volunteers assists the curator with these tasks and where possible the volunteers will have attended suitable training as provided by SHARE Museums East.</p> <p>The Museum is located in a building owned by the Townlands Charity which lets space in the building to the Museum. The Townlands Charity retains responsibility for the building and its upkeep. A</p>
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parties;

- trustees' consideration of major risks and the system and procedures to manage them.

member of the Townlands Charity Board (the Feoffees) is invited to attend Museum Trustee Board meetings and chooses whether to be a trustee. The current representative is James Hartley.

Beccles Town Council may nominate a representative who attends Trustee meetings and who may choose to be a trustee. In 2024/5 the representative was Cllr Philippa Drew.

The Museum is a member of the Association of Independent Museums (AIM) and the Association for Suffolk Museums (AfSM). AfSM provides assistance and advice; and our membership also provides emergency help from Harwell Drying.

The Museum is an Arts Council Accredited Museum and as such has to meet professional standards in its policies and operating procedures covering all aspects of its management. These documents are audited as part of our accreditation application. We achieved Full Accreditation in May 2018.

We are seeking a replacement for the Museum's Professional Mentor, Heather Lomas, who gave much valuable support, help and guidance over several years.

CCTV helps keep secure the Museum's collections.

Annual training is provided for stewards to help them keep visitors and themselves safe and to make the experience of visitors as good as possible.

Copies of the Friends' Newsletter, which contains informative articles mainly related to the Museum's collections, are given to all our volunteers (as well as members of the Town Council) to keep them informed about the Museum's operation and plans for the future.

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

The Museum's objectives are to provide and maintain a collection relevant to Beccles and district for the purpose of educating and entertaining the local community in all aspects of the history and natural history of the area.

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)

We have continued to strive to provide a warm welcome to our visitors from far and near. Comments in our visitors' book are studied carefully and particular questions are answered. Comments show that visitors appreciate the helpfulness of stewards and the quality and diversity of displays.

Attention is paid to how a visit to the Museum can be a positive and rewarding experience for children as well as adults. Quizzes are available for children. Special activities were provided for children on a Saturday during Heritage Open Days.

The Museum makes no admission fee in order to make the collections and its facilities as widely available as possible.

In the 2024 season we provided three temporary exhibitions, which we now call 'special exhibitions'. One of these featured a local village (Toft Monks), reflecting the museum's keenness that the museum is for the district and not just the town. In terms of villages we also supported the Barsham Village Hall 150th anniversary event by loaning a school desk and 1950's school books. Three special exhibitions have been planned for the 2025 season.

In 2024/5 we continued to provide material for the 'Community Museum' display cabinet in Beccles Library. The material has been changed regularly.

We have also continued to provide help and advice on the history of the area and its people to enquirers. Typically, we receive and answer enquiries on family and local history and support other organisations, such as the Town Council and local history groups with their activities. The Museum has supplied images and information from its collections for local projects, including trails and

walks and display boards.

The Museum took part in Heritage Open Days in September 2024 by way of a special tour of the Museum by the curator and a day featuring activities for children (as mentioned above) and in supplying material for an exhibition in the Town Hall.

Photographs and information from the Museum's collection have been used in the media, such as in articles about special exhibitions, and in a book about Beccles, published in March 2025.

Several Museum volunteers have taken part in the Beccles Helping Hands history and ghost walks which have brought nearly two hundred visitors.

Year 7 pupils at Sir John Leman High School have visited the Museum (one class per visit), but because of curriculum changes this will not continue in 2025..

Visitor numbers for the 2024 season were lower than for 2023. One of the main reasons was the closure of the museum for several weeks in the summer because of a pest infestation. This problem was dealt with successfully and there has been no recurrence. In the 2024 season 764 adults and 56 children visited the museum, making a total of 820.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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 Museum is completely run by volunteers. Stewards open the Museum to the public and assist with visitors' questions. A team of trained volunteers looks after all aspects of the Museum's day-to-day operations under the direction of the curator, including care of the collections, setting up exhibitions, managing group visits, giving talks to outside bodies, answering enquiries from the public and supporting visiting researchers.

Several new volunteers have been recruited to assist with stewarding. The work of a young volunteer on the museum's Facebook page helped with this recruitment. We are pleased to give opportunities to young people as volunteers.

The Museum does not make grants to other organisations.

Summary of the main achievements of the charity during the year

The Museum opened for the 2024 season at Easter (on Tuesday, Wednesday, Friday and Saturday afternoons). The season ended on Wednesday 30th October.

The Museum has continued to strive to safeguard the town and district's historical heritage and increase access to historical records. Donations of historic material to the Museum have included documents relating to the history of a local organisation and a large family scrapbook covering a century and a half. A copy of a detailed family history covering three generations and containing many letters has also been donated. Other collections of photographs have been accessioned and made available electronically, including 250 images showing the commercial life of the town in 2022. A large collection of press photographs has been sorted; images relating to locations outside the Museum's area have been given to other museums. The items have been made available through the Museum's Content Management System.

The Museum is up to date with the accessioning of items. Regular backups of the Collection Management System continue to be carried out.

The Museum has been pleased to work with a number of local organisations. We opened the 2024 season with a display about the Memorial Hospital to tie in with their Centenary Anniversary. This was followed with an exhibition about the Town Council which was marking its 50th Anniversary.

We were contacted by the District Council about historic documents relating to the Beccles Water and Sewerage pipe work as Council and Water Company documents were incomplete. While we had some items of interest, others were identified as being held by The Hold (Suffolk Archives). Working with the Town Council the curator was able to obtain a loan of all the Minute Books relating to work carried out in Beccles from 1869 to 1913. The curator was able to copy the items and make them available via our CMS.

With the help of Beccles Town Council the curator borrowed the 16th-18th Century Beccles Taske (Tax) Books from the Hold and photographed them. The images are now available via the CMS system.

Some family history information has been provided, including to visitors from abroad. The 'Upstairs Team' has continued to check that collections are in good order.

The Museum takes the training of its stewards seriously. As well as the annual training for new stewards and updates for existing ones, the curator has run well-attended sessions on what it means to be an Independent, volunteer-run museum and an introduction to the Collection Management System. Training for stewards has included safeguarding.

Several policies have been reviewed by trustees.

Trustees have continued to meet quarterly and hold an Annual General Meeting.

Brief statement of the charity's policy on reserves

The Museum aims to keep reserves of two years' operating costs and we have maintained that in 2024/25.

Details of any funds materially in deficit**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;
- investment policy and objectives including any ethical investment policy adopted.

The Townlands Charity continues to be a major donor to the Museum, effectively covering the Museum's rent.

The Friends of the Museum subscriptions and the 100 Club income have also contributed to the Museum's solvent financial position. But we keep a close eye on expenditure and continue looking at ways to increase our income.

The Museum shop makes a useful contribution to income, including through the sale of books and booklets, many of which have drawn on the museum's collections. In 2024/25 some online sales have also been made. Historic walks and talks for various organisations have raised funds.

To increase visitor numbers, the Museum continues to look for ways to grow its public profile via talks, newspaper items and other media. A trustee has taken the lead in publicity.

A small group of trustees has investigated possible grants and has succeeded in obtaining funding for some new computers.

Expenditure on the presentation of displays and exhibitions and on maintaining a safe and attractive environment has supported the Museum's aim to provide a relevant and accessible collection and to educate and entertain the local community in all aspects of the area's history.

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Section F Other optional information

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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>B. Darch</i>	
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Full name(s)	Barry Darch	
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Position (eg Secretary, Chair, etc)	Trustee	
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2 September 2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

BECCLES AND DISTRICT MUSEUM CIO

On accounts for the year
ended

31 MARCH 2025

Charity no
(if any)

1191550

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust'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 (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

J. Allen

Date:

6.9.2025

Name:

Jennifer Allen

Relevant professional
qualification(s) or body
(if any):

BSc (Statistics)

Address:

Wolsey House, Chapel Road

Blythburgh

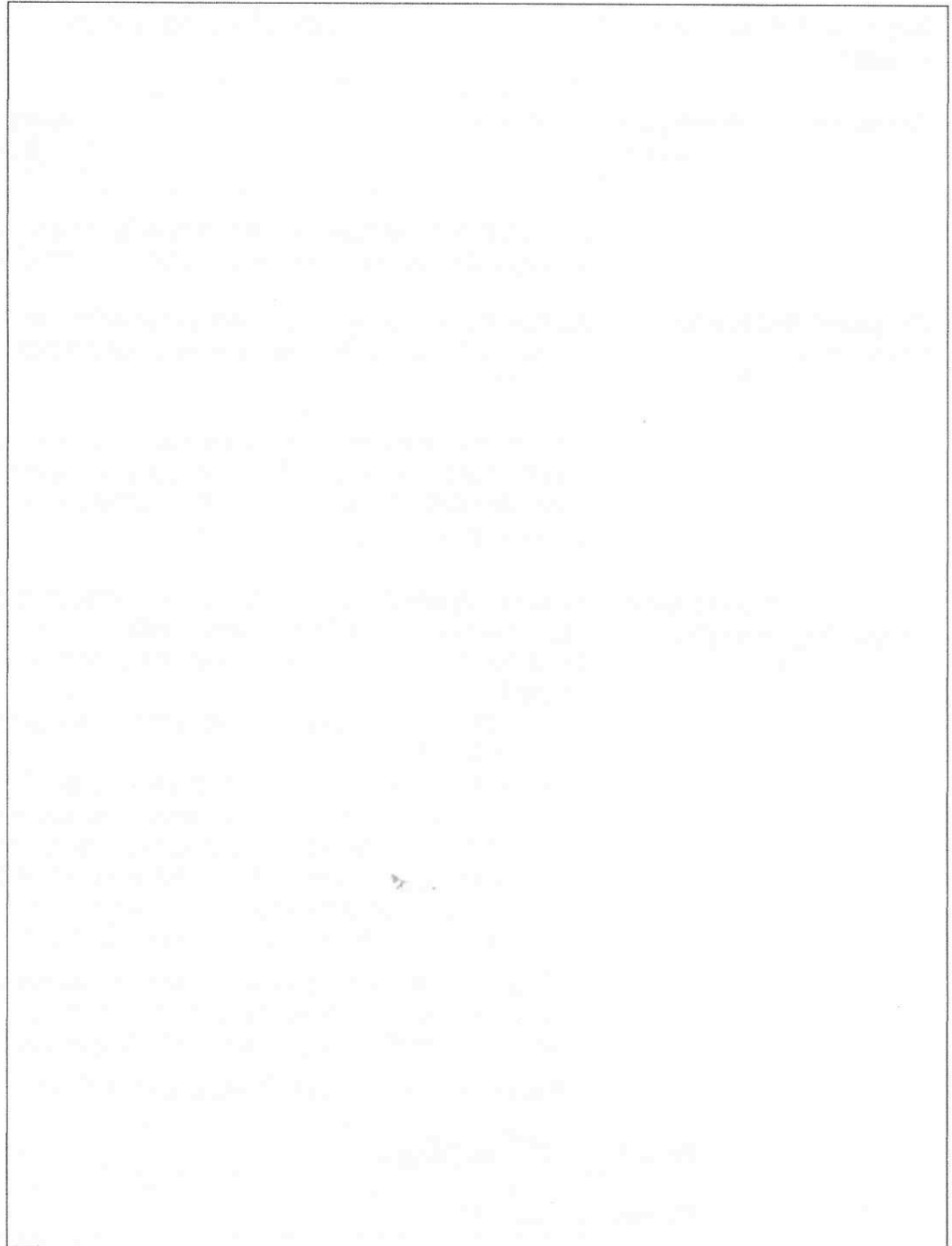
Suffolk IP19 9LW

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Beccles and District Museum CIO Draft Accounts 2024-2025

Opening Bank Balance	01 April 2025		£ 12,183.37	✓	
Uncashed cheques			£ -		
Un-paid-in cash			£ -		
Opening I&E Balance			£ 12,183.37		
Income			2024-2025		2023-2024
Door donations	1		£ 1,464.80		£ 1,650.76
Other donations	2		£ 1,584.00		£ 663.00
Grants	3		£ 8,000.00		£ 8,150.00
Shop			£ 552.93		£ 644.28
Friends			£ 48.00		£ 250.00
100 Club			£ 36.00		£ 384.00
Miscellaneous	4		£ 52.35		£ 345.00
Interest (CCLA)			£ 3,050.43		£ 1,070.85
Total Income			£ 14,788.51	✓	£ 13,157.89
Expenses			2024-2025		2023-2024
Electricity	5		£ 1,894.84		£ 1,577.10
Telephone			£ 849.40		£ 722.17
Shop Stock			£ 82.91		£ 233.75
100 Club			£ 156.68		£ 187.57
Cleaning			£ 888.59		£ 715.00
Rent			£ 8,000.00		£ 8,000.00
Business rates	6		£ -		£ -
Collection care			£ -		£ 390.24
Temporary Exhibitions			£ -		£ -
Maintenance			£ 134.00		£ -
Insurance			£ 861.76		£ 772.86
Security	7		£ 210.00		£ 301.20
Miscellaneous	8		£ 760.71		£ 1,334.96
Lift			£ 643.24		£ 636.74
Memberships	9		£ 206.00		£ 156.00
Sumup charges			£ 6.47		£ 8.76
			£ 14,694.60	✓	£ 15,036.35
			Profit/Loss	£ 93.91	Profit/Loss -£ 1,878.46
Reserves					
COIF Charities Deposit Fund					
Opening Bank Balance	01 April 2024		£ 30,333.61		£ 29,792.46
interest			£ 3,050.43		£ 12.69
withdrawals			£ 124.05		£ -
deposits			£ -		£ -
Closing Balance	31 March 2025		£ 33,259.99		£ 29,805.15
Movement in funds					
Lloyds Account Balance	1 April		£ 15,132.68		£ 15,132.68
CCLA Account balance	1 April		£ 30,333.61		£ 29,805.15
uncashed cheques	1 April		£ -		£ 16.72
			£ 45,466.29		£ 44,921.11
Excess of income over expenditure			£ 93.91		£ 284.46
Total			£ 45,560.20		£ 45,205.57

Lloyds Account Balance	31 March		£ 9,135.42		£ 15,132.68
CCLA Account balance	31 March		£ 33,259.99		£ 30,333.61
uncashed cheques	31 March		£ -		£ -
			£ 42,395.41		£ 45,466.29
Lloyds Account Balance			£ 9,135.42		£ 15,132.68
uncashed cheques			£ -		£ -
grant from Feoffees			£ 8,000.00		£ 8,000.00
			£ 1,135.42		£ 7,132.68

Notes

1. Door donations increased by sumup charges, as advised by examiner. Sumup charges listed in expenditure
2. Other donations were mainly from fees for talks given
3. £150 from the Association of Independent Museums plus the grant from the Beccles Townland Charity
4. Refund on dehumidifier
- 5 New fixed rate contract with YU Energy
6. Rates reduced to zero
7. Annual maintenance on the alarm system.
8. Membership of Association of Independent Museums and Association for Suffolk Museums
9. Repair to door security & purchase of dehumidifier

BECCLES AND DISTRICT MUSEUM CIO

England & Wales - Charity number 1191550

Accounts



Trustees' Annual Report for the period

		Period start date			Period end date			
		Day	Month	Year	Day	Month	Year	
From		1	4	2023	To	31	3	2024

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Beccles and District Museum	
Leman House, Ballygate	
Beccles, Suffolk	
Postcode	NR34 9ND

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	Barry Darch	Chairman	Chairman until 19 June 2023	
2	Andy Lovegrove	Secretary		
3	Paul Gurbutt	Treasurer		
4	Robert Bacon			
5	Lacey Baxter	Chairman	Chairman from 19 June 2023	
6	Linda Last			
7	Jack Morris			
8	Chris Scott			

9	Richard Sword		
10	Alan Wheeler	Curator	Curator from 19 June 2023
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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
Museum Mentor	Heather Lomas	

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

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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)	Trust CIO - Foundation
Trustee selection methods (eg. appointed by, elected by)	Appointed by other members of the Trust

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The Trustees are responsible for the strategic direction of the Trust. Day to day management is in the hands of a curator who also has the task of caring for the collection. A group of volunteers assists the curator with these tasks and where possible the volunteers will have attended suitable training as provided by SHARE Museums East.

The Museum is located in a building owned by the Townlands Charity which lets space in the building to the Museum. The Townlands Charity retains responsibility for the building and its upkeep. A member of the Townlands Charity Board (the Feoffees) is invited to attend Museum Trustee Board meetings and chooses whether to be a trustee. The current representative is James Hartley.

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The Museum is a member of the Association of Independent Museums (AIM) and the Association for Suffolk Museums (AfSM). AfSM provides assistance and advice; and our membership also provides emergency help from Harwell Drying.

The Museum is an Arts Council Accredited Museum and as such has to meet professional standards in its policies and operating procedures covering all aspects of its management. These documents are audited as part of our accreditation application. We achieved Full Accreditation in May 2018.

The Museum has a Museum Professional Mentor, Heather Lomas, who attends Trustee meetings and provides support, help and guidance as requested.

CCTV helps keep secure the Museum's collections.

Annual training is provided for stewards to help them keep visitors and themselves safe and to make the experience of visitors as good as possible.

Copies of the Friends' Newsletter, which contains informative articles mainly related to the Museum's collections, are given to all our volunteers (as well as members of the Town Council) to keep them informed about the Museum's operation and plans for the future.

Section C Objectives and activities

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

The Museum's objectives are to provide and maintain a collection relevant to Beccles and district for the purpose of educating and entertaining the local community in all aspects of the history and natural history of the area.

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)

We have continued to provide help and advice on the history of the area and its people to enquirers. Typically, we receive and answer enquiries on family and local history and support other organisations, such as the Town Council and local history groups with their activities.

The Museum has supplied images and information from its collections for local projects, including at St Michael's Church, the Broads Charity Hub at Beccles Quay and the Public Hall.

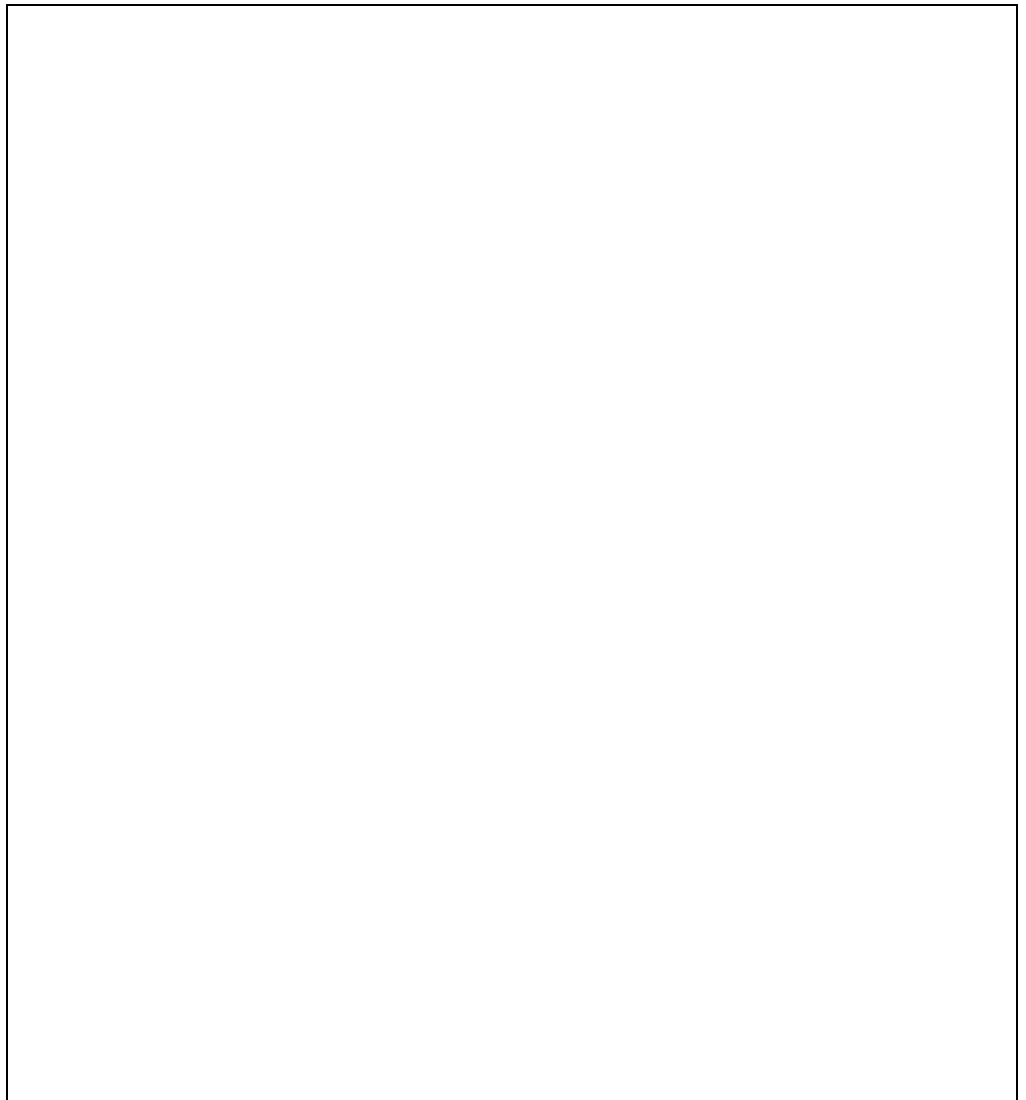
Photographs and information from the Museum's collection have been used in the media, such as in articles about special exhibitions.

Several Museum volunteers have taken part in The Helping Hands history and ghost walks which have brought nearly two hundred visitors.

Year 7 pupils at Sir John Leman High School have visited the Museum (one class per visit). Work experience students from the school have been accommodated.

In the 2023 season we provided three temporary exhibitions, which we now call 'special exhibitions'.

In 2023/4 we continued to provide material for the 'Community Museum' display cabinet in Beccles Library.



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 Museum opened for the 2023 season on Saturday 1st April (Tuesday, Wednesday, Friday and Saturday afternoons). The season ended on Tuesday 31st October

The Museum is completely run by volunteers. Stewards open the Museum to the public and assist with visitors' questions. A team of trained volunteers looks after all aspects of the Museum's day-to-day operations under the direction of the curator, including care of the collections, setting up exhibitions, managing group visits, giving talks to outside bodies, answering enquiries from the public and supporting visiting researchers.

Several new volunteers have been recruited to assist with stewarding. We are pleased to give opportunities to young people as volunteers.

We have been very pleased to welcome back as curator Alan Wheeler, who has served two terms as curator previously.

The Museum does not make grants to other organisations.

Summary of the main achievements of the charity during the year

The Museum was open for the full season. The total of visitors for the year during normal opening times was: 1284 (adults 1130, children 154). School visits comprised 209 children and 19 teachers and group visits 176 adults and 21 children. Total visitors amounted to 1709 (1325 adults and 384 children), compared with 1294 in 2022. The main increase was in the number of adult visitors during normal opening hours (up from 738 to 1130).

The museum joined other local history and heritage organisations in shaping the Town Council's History and Heritage Development Plan.

The Museum has continued to strive to safeguard the town and district's historical heritage and increase access to historical records. The Museum has received a number of donations of historic material relating to Beccles and our villages, including Brampton.

The Museum is keen that new material is made available to the public: so, for example, some of the new material relating to Elliott and Garrod featured in one of the 2023 special exhibitions.

Some updating of permanent displays has been undertaken. The Content Management System (CMS) has been updated; and storage facilities have been improved.

The curator has successfully tackled the backlog of material waiting to be accessioned. He has also photographed digitally a collection of newspapers and other material, making them more accessible. He has produced searchable indexes for names and headlines in the newspapers.

Our Museum Facebook page has been updated regularly, increasing interest in the Museum and bringing a good number of new stewards.

The Friends of the Museum subscriptions and the 100 Club income have also contributed to the Museum's solvent financial position. But

we keep a close eye on expenditure and continue looking at ways to increase our income.

To increase visitor numbers, the Museum continues to look for ways to grow its public profile via talks, newspaper items and other media.

The Museum was represented at the town's annual carnival, two volunteers being dressed as Romans to publicise one of the museum's special exhibitions.

The Safeguarding Policy has been updated; and safeguarding has been included in stewards' annual training.

In November the curator (with the help of the secretary and treasurer) completed SHARE Museums East's Organisational Health Check. The Museum has received helpful feedback and advice.

There has been a redressing of the Wash Day display in the Schoolroom. The School display cabinet has also been tidied and a few minor issues addressed. The removal of a lot of unwanted items from the loft, Curator's Office and Copier and Document rooms has taken place, creating a much tidier working environment.

We are up to date with the accessioning of items and the Collection Management System (CMS) has been tweaked in a number of areas to improve usability. Regular backups continue to be carried out. Training sessions have been run for stewards and volunteers to promote the CMS

Three special exhibitions were provided in 2023 and proved attractive to visitors. Three are planned for 2024. We supported a two-day Hospital exhibition at the Memorial Hospital. The Museum contribution and the items provided by the Friends of the Hospital will be returned to the museum and provide the focus of our 2024 season opening special exhibition. This activity has provided us with the opportunity to repaint the Medical display board in the School

Room.

We were pleased that Silver Owl badges for twenty-five years of voluntary service were presented to David and Penny Lindley last autumn.

Acid-free sleeves and storage boxes have been purchased for the storage of newly accessioned material, partly funded by a grant from the Association for Suffolk Museums (AfSM). We hosted the AfSM Museums' Leaflet Exchange in March in the Town Hall. Afterwards representatives of the museums taking part in the exchange visited the Museum.

The Museum has been pleased to work with a number of local organisations, such as the Saturday Bell Tower Team whose treasure hunt ended at the Museum. Our assistant curator produced a leaflet about the history of the Common in response to a request from a local business.

The 'Upstairs Team' of volunteers has produced research in the form of data and photographs for enquirers, such as about our straw embroidery exhibit for a textile school and details of Dr Joseph Arnold for Sydney University, Australia. Some family history information has been provided, including to visitors from abroad. The 'Upstairs Team' has also checked that a number of collections are in good order.

We have provided work experience for a group of Sir John Leman High School students who were helped to research the history of shops and industries in Beccles and to compare with the present businesses in the town.

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Brief statement of the charity's policy on reserves

The Museum aims to keep reserves of two years' operating costs and we have maintained that in 2023/24.

Details of any funds materially in deficit**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;
- investment policy and objectives including any ethical investment policy adopted.

The Townlands Charity continues to be a major donor to the Museum, effectively covering the Museum's rent.

The Museum shop makes a useful contribution to income, including through the sale of books and booklets, many of which have drawn on the museum's collections. In 2023/24 some online sales have also been made. Historic walks and talks for various organisations have raised funds.

The Museum continues to make no admission fee in order to make the collections and its facilities as widely available as possible.

Expenditure on the presentation of displays and exhibitions and on maintaining a safe and attractive environment has supported the Museum's aim to provide a relevant and accessible collection and to educate and entertain the local community in all aspects of the area's history.

--

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>B. Darch</i>	
---------------------	-----------------	--

Full name(s)	Barry Darch	
---------------------	-------------	--

Position (eg Secretary, Chair, etc)	Chairman of Trustees until 19 June 2023 and Trustee thereafter	
--	--	--

19 July 2024



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

BECCELES & DISTRICT MUSEUM CIO

On accounts for the year ended

31 MARCH 2024

Charity no (if any)

1191550

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024

Responsibilities and basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

J. Allen

Date:

8 Aug 2024

Name:

JENNIFER ALLEN

Relevant professional qualification(s) or body (if any):

/

Address:	Wolsey House
	Chapel Road
	Blythburgh IP19 9LW

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Charity Name	No (if any)	CC16a
Receipts and payments accounts		
For the period from	To	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
	1,651	-	-	1,651	1,257
	663	-	-	663	1,679
	8,150	-	-	8,150	8,775
	644	-	-	644	688
	250	-	-	250	307
	384	-	-	384	360
	345	-	-	345	627
	1,475	-	-	1,475	528
Sub total (Gross income for AR)	13,562	-	-	13,562	14,221
A2 Asset and investment sales, (see table).					
	-0	-0	-0	-	
	-0	-0	-0	-	-0
Sub total	-0	-0	-0	-	-0
Total receipts	13,562	-0	-0	13,562	14,221
A3 Payments					
	1,577	-	-	1,577	1,802
	722	-	-	722	764
	8,000	-	-	8,000	8,602
	773	-	-	773	639
	301	-	-	301	180
	637	-	-	637	618
	2,862	-	-	2,862	1,173
	156	-	-	156	153
	9	-	-	9	6
Sub total	15,037	-	-	15,037	13,937
A4 Asset and investment purchases, (see table)					
	-0	-0	-0	-	
	-0	-0	-0	-	-0
Sub total	-0	-0	-0	-	-0
Total payments	15,037	-0	-0	15,037	13,937
Net of receipts/(payments)	- 1,475	-	-	- 1,475	284
A5 Transfers between funds	-0	-	-	-	-
A6 Cash funds last year end	45,466	-	-	45,466	44,921
Cash funds this year end	43,991	-	-	43,991	45,205

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Lloyds	12,183	-	-
	CCLA	31,808	-	-
		-	-	-

Beccles and District Museum CIO Draft Accounts 2023-2024

Opening Bank Balance	01 April 2023		£ 15,132.68	
Uncashed cheques			£ 0.00	1257.1
Un-paid-in cash			£ 0.00	
Opening I&E Balance			£ 15,132.68	
Income			2023-2024	2022-2023
Door donations	1	£	1,650.76	£ 1,257.11
Other donations	2	£	663.00	£ 1,679.34
Grants	3	£	8,150.00	£ 8,775.00
Shop		£	644.28	£ 687.55
Friends		£	250.00	£ 307.00
100 Club		£	384.00	£ 360.72
Miscellaneous	4	£	345.00	£ 626.50
Interest (CCLA)		£	1,474.65	£ 528.46
Total Income			£ 13,561.69	£14,221.68
Expenses			2023-2024	2022-2023
Electricity	5	£	1,577.10	£ 1,801.77
Telephone		£	722.17	£ 764.36
Shop Stock		£	233.75	£ 187.79
100 Club		£	187.57	£ 284.67
Cleaning		£	715.00	£ 250.00
Rent		£	8,000.00	£ 8,000.00
Business rates	6	£	0.00	£ 601.60
Collection care		£	390.24	£ 0.00
Temporary Exhibitions		£	0.00	£ 6.86
Maintenance		£	0.00	£ 0.00
Insurance		£	772.86	£ 639.00
Security	7	£	301.20	£ 180.00
Miscellaneous	8	£	1,334.96	£ 443.94
Lift		£	636.74	£ 618.00
Memberships	9	£	156.00	£ 153.00
Sumup charges		£	8.76	£ 6.23
			£ 15,036.35	£13,937.22
			Profit/Loss £ (1,474.66)	Profit/Loss £ 284.46
Reserves				
COIF Charities Deposit Fund				
Opening Bank Balance	01 April 2023		£ 30,333.61	£ 29,792.46
interest			£ 1,474.65	£ 12.69
withdrawals			£ 0.00	£ 0.00
deposits			£ 0.00	£ 0.00
Closing Balance	31 March 2024		£ 31,808.26	£ 29,805.15
Movement in funds				
Lloyds Account Balance	1 April	£	15,132.68	£ 15,132.68
CCLA Account balance	1 April	£	30,333.61	£ 29,805.15
uncashed cheques	1 April	£	0.00	£ 16.72
			£ 45,466.29	£ 44,921.11
Excess of Income over expenditure			£ (1,474.66)	£ 284.46
Total			£ 43,991.63	£ 45,205.57
Lloyds Account Balance	31 March		£ 12,183.37	£ 15,132.68
CCLA Account balance	31 March		£ 31,808.26	£ 30,333.61
uncashed cheques	31 March		£ 0.00	£ 0.00
			£ 43,991.63	£ 45,466.29

Lloyds Account Balance					£ 12,183.37		£ 15,132.68
uncashed cheques					£ 0.00		£ 0.00
grant from Feoffees					£ 8,000.00		£ 8,000.00
					£ 4,183.37		£ 7,132.68
Notes							
1. Door donations increased by sumup charges, as advised by examiner. Sumup charges listed in expenditure							
2. Other donations were mainly from fees for talks given							
3. £150 from the Association of Independent Museums plus the grant from the Beccles Townland Charity							
4. £100 refund from HMRC and fee for St Michael's Exhibition							
5.. EDF fixed rate contract has protected us from fluctuations in the energy prices							
6. Rates reduced to zero							
7. Annual maintenance on the alarm system.							
7. HMRC fine, new photocopier and payment to the Information Commissioner's Office and photocopier repairs.							
8. Membership of Association of Independent Museums and Association for Suffolk Museums							

BECCLES AND DISTRICT MUSEUM CIO

England & Wales - Charity number 1191550

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	4	2022		31	3	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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
1	Barry Darch	Chairman		
2	Andy Lovegrove	Secretary		
3	Paul Gurbutt	Treasurer		
4	Robert Bacon			
5	Lacey Baxter		From 5 th December 2022	
6	Linda Last			
7	Jack Morris		From 20 th June 2022	
8	Chris Scott			
9	Richard Sword			
10	Alan Wheeler			
11				
12				
13				

14			
15			
16			
17			
18			
19			
20			

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
Museum Mentor	Heather Lomas	

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

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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)	Trust CIO - Foundation
Trustee selection method (eg. appointed by, elected by)	Appointed by other members of the Trust

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 systems and procedures to manage them.

The Charity has a formal Constitution which governs how the Trust is managed. The Charity is a Charitable Incorporated Organisation (CIO) accepted by the Charity Commission.

The Trustees are responsible for the strategic direction of the Trust. Day to day management is in the hands of a curator who also has the task of caring for the collection. A group of volunteers assists the curator with these tasks and where possible the volunteers will have attended suitable training as provided by SHARE Museums East.

The Museum is located in a building owned by the Townlands Charity which lets space in the building to the Museum. The Townlands Charity retains responsibility for the building and its upkeep. A member of the Townlands Charity Board (the Feoffees) is invited to attend Museum Trustee Board meetings and chooses whether to be a trustee. The current representative is James Hartley.

Beccles Town Council may nominate a representative who attends Trustee meetings and who may choose to be a trustee. In 2022/3 this was Cllr Barry Darch, an existing trustee.

The Museum is a member of the Association of Independent Museums (AIM) and the Association for Suffolk Museums (AfSM). AfSM provides assistance and advice; and our membership also provides emergency help from Harwell Drying.

The Museum is an Arts Council Accredited Museum and as such has to meet professional standards in its policies and operating procedures covering all aspects of its management. These documents are audited as part of our accreditation application. We achieved Full Accreditation in May 2018.

The Museum has a Museum Professional Mentor, Heather Lomas, who attends Trustee meetings and provides support, help and guidance as requested.

CCTV helps keep secure the Museum's collections.

Annual training is provided for stewards to help them keep visitors and themselves safe and to make the experience of visitors as good as possible.

Copies of the Friends' Newsletter, which contains informative articles mainly related to the Museum's collections, are given to all our volunteers (as well as members of the Town Council) to keep them informed about the Museum's operation and plans for the future.

Section C

Objectives and activities

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

The Museum objectives are to provide and maintain a collection relevant to Beccles and district for the purpose of educating and entertaining the local community in all aspects of the history and natural history of the area.

We have continued to provide help and advice on the history of the area and its people to enquirers. Typically, we receive and answer enquiries on family and local history and support other organisations, such as the Town Council and local history groups with their activities. Local researchers have used material from the Museum for particular projects.

The Museum has supplied information from its collections for some local projects, including the planned Broads Hub and a projected information board at the station.

Photographs and information from the Museum's collection have been used in the media, such as in articles about past Royal Jubilees. The Museum organised a well-attended Platinum Jubilee celebration 'Beccles Celebrates Jubilee Again' which involved sixty performers (children and adults) and an exhibition in the Parish Church.

Information from the Museum assisted the creation of 'Shadows of the Past', a ten-day exhibition in the Parish Church which featured a hundred people with connections to Beccles.

Several Museum volunteers have taken part in The Helping Hands history and ghost walks which have brought nearly two hundred visitors.

Year 7 pupils at Sir John Leman High School have visited the Museum (one class per visit). A work experience student from the school has been given a placement. His work contributed to a mini exhibition in the Museum's display case at Beccles Library.

In the 2022 season we provided two temporary exhibitions, which we now call 'special exhibitions'. We have planned three for 2023.

In 2022/3 we continued to provide material for the 'Community Museum' display cabinet in the Beccles Library.

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)

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 Museum opened for the 2022 season on Saturday 2nd April (Tuesday, Wednesday, Friday and Saturday afternoons). The season ended on 2 October

The Museum is completely run by volunteers. Stewards open the Museum to the public and assist with visitors' questions. A team of trained volunteers looks after all aspects of the Museum's day-to-day operation under the direction of the curator, including care of the collections, setting up exhibitions, managing group visits, giving talks to outside bodies, answering enquiries from the public and supporting visiting researchers.

Several new volunteers have been recruited to assist with stewarding. We are pleased to give opportunities to young people as volunteers.

A curator was in place from September 2022 to the beginning of March 2023. Our secretary, assistant curator and chairman are covering key aspects of the role with significant support from other volunteers, until a permanent appointment can be made. The role of assistant curator is a new position created in June 2022.

The Museum does not make grants to other organisations.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Museum was open for the full season for the first time since the pandemic began. The total of visitors for the year during normal opening times was: 899 (adults 738, children 161). School visits comprised 179 children and 19 teachers and group visits 176 adults and 21 children. Total visitors amounted to 1294 (933 adults and 361 children).

The Museum has continued to strive to safeguard the town and district historical heritage and increase access to historical records. The Museum has received a number of donations of historic material which have been accessioned and added to the collection, including fifty glass negatives the products of the engineering firm of Elliot and Garrod, a large number of maps of Beccles over various time periods and a fine silver and horn prize cup from the Fauconberge school, dated 1883.

The Museum is keen that new material is made available to the public: for example, some of the new material relating to Elliott and Garrod will feature in one of the special exhibitions in the 2023 season.

Some updating of permanent displays has been undertaken. The Content Management System (CMS) has been updated and storage facilities have been improved.

The Museum has worked with The Beccles Society on a visual history project, which has taken the form of the display of historic images of Beccles from the Museum's collections. The display cases and reproduction of images (which have been installed on a building owned by the Town Council) were funded from a grant from the Waveney and Yare Housing Association. The Museum also worked with The Beccles Society to provide one of its temporary exhibitions for the 2022 season.

Some aspects of the Website have been updated, including the Beccles timeline history project, the latest being on the Beccles soup kitchen which a work experience student assisted. The website has now been updated to indicate our closed season.

Our assistant curator has used our Museum Facebook pages to increase interest in the Museum. There has been a significant increase in visitors to the site.

Part of the reference library has been relocated to the downstairs area of the museum that is open to visitors, so that they may access it.

The Museum has been successful in obtaining grants from three local organisations for a replacement photocopier.

A stall in the market and the 'Beccles Celebrates Jubilee Again' event, both held over the Platinum Jubilee Weekend, together raised over £400. Talks to local groups by the chairman about the history of Beccles have also raised funds.

The Friends of the Museum subscriptions and the 100 Club income have

Section E Financial review

Brief statement of the charity's policy on reserves The Museum aims to keep reserves of two years' operating costs and we have maintained that in 2022/23.

Details of any funds materially in deficit

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;
- investment policy and objectives including any ethical investment policy adopted.

The Townlands Charity continues to be a major donor to the Museum, effectively covering the Museum's rent.

The Museum shop makes a useful contribution to income, including through the sale of books and booklets, many of which have drawn on the museum's collections. In 2022/23 some online sales have also been made.

The Museum continues to make no admission fee in order to make the collections and its facilities as widely available as possible.

Expenditure on the presentation of displays and exhibitions and on maintaining a safe and attractive environment has supported the Museum's aim to provide a relevant and accessible collection and to educate and entertain the local community in all aspects of the area's history.

Trustees have approved an Internal Controls 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) B. Darch

Full name(s) Barry Darch

**Position (eg Secretary, Chair
etc)**

Chairman of Trustees	
----------------------	--

Date

20 June 2023



Section A Independent Examiner's Report

Report to the trustees/
members of

BECCLES AND DISTRICT MUSEUM CIO

On accounts for the year
ended

31 MARCH 2023

Charity no
(if any)

1191550

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2022.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust'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 (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed: J. Allen

Date: 5.1.24

Name: JENNIFER JOYCE ALLEN

Relevant professional
qualification(s) or body
(if any):

Retired member of Government Statistical Service

Address:

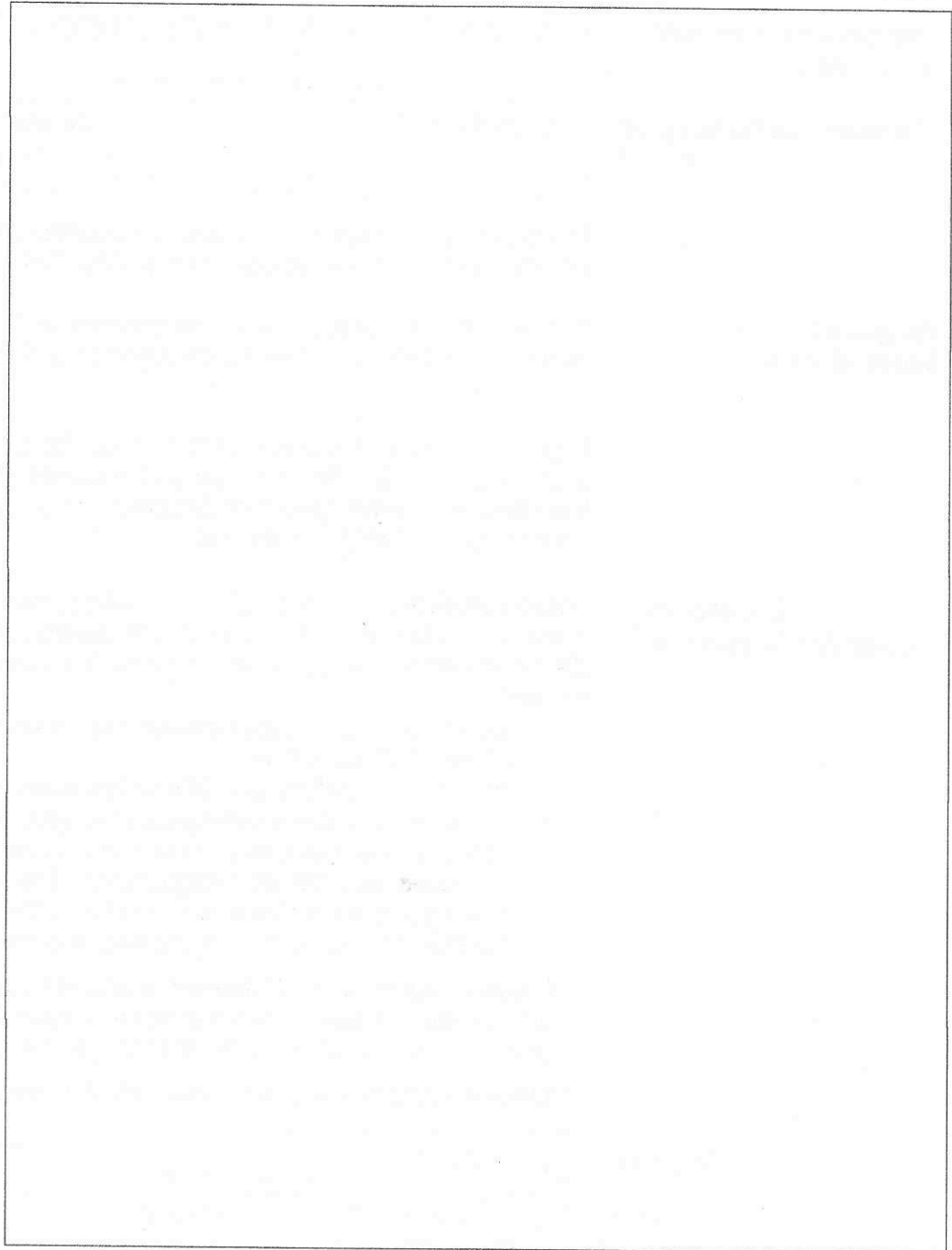
Wolsey House, Chapel Road
Blythburgh, Suffolk
IP19 9LW

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Beccles and District Museum CIO Draft Accounts 2022-2023

Opening Bank Balance	01 April 2022		£ 15,393.40	
Uncashed cheques			£ 16.72	
Un-paid-in cash			£ 0.00	
Opening I&E Balance			£ 15,376.68	
Income			2022-2023	2021-2022
Door donations		£	1,255.62	£ 602.99
Other donations	1	£	1,679.34	£ 1,304.90
Grants	2	£	8,775.00	£ 8,255.00
Shop		£	682.81	£ 248.79
Friends		£	307.00	£ 550.00
100 Club		£	360.72	£ 807.00
Miscellaneous	3	£	626.50	£ 0.00
Interest (CCLA)		£	528.46	£ 12.69
Total Income			£ 14,215.45	£11,781.37
Expenses			2022-2023	2021-2022
Electricity	4	£	1,801.77	£ 2,443.95
Telephone		£	764.36	£ 743.35
Shop Stock		£	187.79	£ 13.55
100 Club		£	284.67	£ 66.88
Cleaning		£	250.00	£ 710.00
Rent		£	8,000.00	£ 8,000.00
Business rates	5	£	601.60	£ 307.09
Collection care		£	0.00	£ 126.35
Temporary Exhibitions		£	6.86	£ 0.00
Maintenance		£	0.00	£ 0.00
Insurance		£	639.00	£ 635.41
Security	6	£	180.00	£ 168.00
Miscellaneous	7	£	443.94	£ 1,125.90
Lift		£	618.00	£ 592.03
Memberships	8	£	153.00	£ 150.00
			£ 13,930.99	£15,082.51
			Profit/Loss	£ (3,301.14)
Reserves				
COIF Charities Deposit Fund				
Opening Bank Balance	01 April 2022		£ 29,805.15	£29,792.46
interest			£ 528.46	£ 12.69
withdrawals			£ 0.00	£ 0.00
deposits			£ 0.00	£ 0.00
Closing Balance	31 March 2023		£ 30,333.61	£ 29,805.15
Movement in funds				
Lloyds Account Balance	1 April	£	15,393.40	£ 10,690.51
CCLA Account balance	1 April	£	29,805.15	£ 29,792.47
uncashed cheques	1 April	£	16.72	£ 0.00
			£ 45,181.83	£ 40,482.98
Excess of Income over expenditure			£ 284.46	£ (3,301.14)
Total			£ 45,466.29	£ 37,181.84
Lloyds Account Balance	31 March	£	15,132.68	£ 7,376.68
CCLA Account balance	31 March	£	30,333.61	£ 29,805.15
uncashed cheques	31 March	£	0.00	£ 16.72
			£ 45,466.29	£ 37,181.83
		£	0.00	

Lloyds Account Balance				£ 15,132.68		£ 15,393.40
uncashed cheques				£ 0.00		£ 16.72
grant from Feoffees				£ 8,000.00		£ 8,000.00
				£ 7,132.68		£ 7,376.68

Notes

1. Other donations include from a Platinum Jubilee event, Helping Hands, The Beccles Society of Artists, various talks given by Barry Darch, Sale of Ballygate books (J Riley) and a collection in memory of Ted Goodwyn
2. Grants were received from the Beccles Rowland Trust, The Beccles Town Council and the Beccles Lions. The latter two are for a replacement photocopier
3. Miscellaneous includes £125 received in error, income for Sir John Leman School visits and £20 from the sale of duplicate coins in the museum's collection.
4. EDF fixed rate contract has protected us from fluctuations in the energy prices
5. Return to normal levels of rates
6. Annual maintenance on the alarm system.
7. repayment of £125 receipt in error and payment to the Information Commissioner's Office and photocopier repairs. There was a large miscellaneous section. An attempt has been made to split out the costs into other subheadings for comparison but this is incomplete.
8. Membership of Association of Independent Museums and Association for Suffolk Museums

BECCLES AND DISTRICT MUSEUM CIO

England & Wales - Charity number 1191550

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 4	Year 2020		Day 31	Month 3	Year 2021

Section A Reference and administration details

Charity name Beccles and District Museum

Other names charity is known by (now merged with Beccles and District Museum CIO, 1191550)

Registered charity number (if any) 279134

Charity's principal address

Beccles and District Museum	
Ballygate	
Beccles, Suffolk	
Postcode	NR34 9ND

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	Barry Darch	Chairman		
2	Andy Lovegrove	Secretary	From 9 th September 2019	
3	Paul Gurbutt	Treasurer	From 7 th December 2020	
4	Sue Cain			
5	Keith Hibbard		Until 7 th December 2020	
6	Mary Jacqueline Butler Holmes			
7	Jennifer Langeskov			Townlands Charity
8	Chris Scott			
9	Alan Wheeler			
10	Jenny Willer			
11				
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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
Museum Mentor	Heather Lomas	

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

Honorary Curator Alan Wheeler

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by other members of the Trust

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> policies and procedures adopted for the induction and training of trustees; <input type="checkbox"/> the charity's organisational structure and any wider network with which the charity works; <input type="checkbox"/> relationship with any related parties; <input type="checkbox"/> trustees' consideration of 	<p>The Charity has a formal Constitution which governs how the Trust is managed. A new constitution has been prepared for the move to a Charitable Incorporated Organisation (CIO) type trust; and it has been accepted by the Charity Commission.</p> <p>The Trustees are responsible for the strategic direction of the Trust. Day to day management is in the hands of a curator who also has the task of caring for the collection. A group of volunteers assists the curator with these tasks and where possible the volunteers will have attended suitable training as provided by SHARE Museums East.</p> <p>The Museum is located in a building owned by the Townlands Charity which lets space in the building to the Museum. The Townlands Charity retains responsibility for the building and its upkeep. A member of the Townlands Charity Board (the Feoffees) sits on the Museum Trustee Board.</p>
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major risks and the system and procedures to manage them.

Beccles Town Council nominates a representative who attends Trustee meetings. Since May 2020 this has been Cllr Jeff Harris.

The Museum is a member of the Association of Independent Museums (AIM) and the Association for Suffolk Museums (AfSM). AfSM provides assistance and advice; and our membership also provides emergency help from Harwell Drying.

The Museum is an Arts Council Accredited Museum and as such has to meet professional standards in its policies and operating procedures covering all aspects of its management. These documents are audited as part of our accreditation application. Accreditation lasts for five years and then we have to re-apply. We achieved Full Accreditation in May 2018, following the submission of documentation in February 2017; the delay was due to a review of accreditation by the Arts Council.

The Museum has a Museum Professional Mentor, Heather Lomas, who attends Trustee meetings and provides support, help and guidance as requested.

CCTV helps keep secure the Museum's collections.

Annual training is provided for stewards to help them keep visitors and themselves safe. This has been reviewed and enhanced to include guidance covering the Covid virus situation.

A concern for the Museum management and Trustees has been that the age of most of our stewards and the way that Covid targets the elderly may have made them reluctant to return to the role. To reduce anxiety and protect volunteers (and visitors) we have followed government regulations and advice, putting in place measures to reassure stewards and visitors about the safety of the Museum environment. Stewards have been consulted on the Risk Assessment.

We have also kept in regular communication through 2020/21 with all the Museum volunteers to keep them informed about the Museum situation and plans for the future.

Section C

Objectives and activities

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

The Museum objectives are to provide a historic collection, relevant to the local community, and to educate and entertain the local community in all aspects of the history of the area.

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)

The Museum did not open to the public in 2020 because of the Covid-19 pandemic.

Although closed we have provided help and advice on the history of the area and its people to some enquirers. Typically, we receive and answer enquiries on family and local history and support other organisations, such as the Town Council and local history groups with their activities. Some local researchers have used material from the Museum but much less so than usually. Some of this material will appear in forthcoming publications, such as a history of the Beccles Lido (researched by a group from Beccles U3A), a history of Ballygate on which the Museum stands) and the book *Secret Beccles*.

We have been unable to host pre-arranged visits out of normal opening hours for various groups, as we have done in previous years. Photographs from the Museum's collection have been used in online talks given by the chairman to four classes at local infant and primary schools. The chairman also gave a talk about the Museum and its collections to Beccles U3A online.

In 2020 we continued with a 'Community Museum' display cabinet in the Beccles Library.

A '2020 Vision' page on the Museum website has been created by the curator and articles looking at various aspects of Beccles history have been added. The Museum has been able to enhance its ICT facilities and improve its Collection Management System which will increase accessibility, including for visitors and researchers.

The digital photographing of the significant collection of records of the Townlands Charity has been completed, the final few hundred photographs being taken with the help of members of the Beccles Photographic Club. The records have been added to the Museum database.

The curator kept in regular contact during lockdown with the Museum's team of volunteers who look after the collections; and the stewards' organisers have maintained regular contact with stewards.

As part of the plan work for the World War 2 VE day commemorations a museum volunteer ran a reminiscences project with twelve people who were children in the town during the 1939 to 1945 period. Each was interviewed and their memories recorded and are now available via the Museum Collection Management System. While the planned exhibition did not take place due to Covid restrictions a smaller scale exhibition is being put on in 2021. As part of the work regular weekly emails kept all the members of the group in touch and provided interest and support to them during the various lockdown and socialising restrictions of 2020.

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 Museum does not make grants to other organisations.

The Museum is completely run by volunteers. Stewards open the Museum to the public and assist with visitors' questions. A team of trained volunteers looks after all aspects of the Museum's day-to-day operations under the direction of the curator, including care of the collections, setting up exhibitions, managing group visits, giving talks to outside bodies, answering enquiries from the public and supporting visiting researchers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The closure of the Museum for the 2020 season has limited significantly what it has been able to do. But, as noted above, some outreach work has been undertaken and some access to the Museum's collections for researchers has been possible.

The Museum has received a number of donations of historic material which have been accessioned and added to the collections. The Museum is keen that new material is made available to the public: so, for example, a number of drawings by a well-known artist that were donated in 2020 will feature in a temporary exhibition in the 2021 season.

Some updating of permanent displays has been undertaken.

The conversion to Charitable Incorporated Organisation (CIO) status has been achieved. A CIO board of trustees has been established.

The Museum has been successful in obtaining grants from East Suffolk Council to give it financial stability during lockdown and help it improve the accessibility of collections and pay for safety measures for reopening. The Museum has also received some financial donations given in memory of Museum volunteers. A grant from SHARE Museums East helped with the cost of conversion to CIO. The Friends of the Museum subscriptions and the 100 Club income have also contributed to the Museum's sound financial positions. But we keep a close eye on expenditure and continue looking at ways to increase our income. A new treasurer has been recruited.

In order to increase visitor numbers, the Museum continues to look for ways to grow its public profile via talks, newspaper items and other media.

The Museum has continued to strive to safeguard the town's historical heritage and increase access to historical records. As indicated above, the records of the Feoffees of the Townlands Charity have been copied and are now available to researchers in digital form.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Museum aims to keep reserves of two years' operating costs and we have maintained that in 2020/21.

Details of any funds materially in deficit

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;
- investment policy and objectives including any ethical investment policy adopted.

The Townlands Charity continues to be a major donor to the Museum, effectively covering the Museum's rent.

The Museum shop is popular with visitors and when open makes a useful contribution to income, including through the sale of books and booklets, many of which have drawn on the museum's collections. In 2020/21 a few online sales have been made.

Trustees have considered methods of increasing the Museum's funds, including enhanced publicity. A legacy leaflet with the Museum's new CIO charity number is being prepared.

The Museum continues to make no admission fee in order to make the collections and its facilities as widely available as possible.

Expenditure on the presentation of displays and exhibitions, on storage and on maintaining a safe and attractive environment has supported the Museum's aim to provide a relevant and accessible collection and to educate and entertain the local community in all aspects of the area's history.

Section F

Other optional information

The Charity Commission registered the merger of Beccles and District Museum and Beccles and District Museum CIO (Charity number 1191550) on 27th October 2021 with a transfer date of 31st March 2021.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *B. Darch*

Full name(s) Barry Darch

Position (eg Secretary, Chair, etc) Chairman of Trustees

Date 14 January 2022