



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 Beccles and District Museum CIO

Other names charity is known by

Registered charity number (if any) 1191550

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
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)

--

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 system 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.

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 about 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.

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

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 Garrood, 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 Garrood 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, in 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, Chairman of Trustees 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

Responsibilities and
basis of report

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

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	£	284.46		£ (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							