



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 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 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)

--

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)

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

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

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.

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 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.

<p>.</p>

Section F	Other optional information
------------------	-----------------------------------

--

Section G	Declaration
------------------	--------------------

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

Signed on behalf of the charity's trustees

Signature(s)	<i>B. Darch</i>	
---------------------	-----------------	--

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

Position (eg Secretary, Chair, etc)	Trustee	
--	---------	--

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

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 31/03/2025.

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						