

TOTNES MUSEUM TRUST

70 Fore Street

Totnes

Devon

TQ9 5RU

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended

28TH FEBRUARY 2022

Charity Incorporated Organisation (CIO) 1191791

TOTNES MUSEUM TRUST

TRUSTEES' REPORT

for the year ended 28th February 2022

1. PRINCIPAL ADDRESS

70 Fore Street, Totnes, Devon TQ9 5RU

2. TRUSTEES

The following were trustees during the year:

Mrs Anne Austin (appointed during year)

Miss Judy Westacott MBE

Mr Tony Whitty

Mr Peter D Bethel FCA

Mr Alan Roffey

Mr Thomas Coia

Mr Trevor Wills

Mr Nicholas Booth

Ms Harriet Fox

Mrs Lesley Castens

3. BANKERS

Barclays Bank UK PLC – Online Banking Account

CAF – Deposit Account

4. STRUCTURE, GOVERNANCE & MANAGEMENT

The Trust was set up by Totnes Town Council (the Settlor) to provide for the advancement of public education by the provision of a museum. It is governed by trust deeds dated 1st April 1987 and 3rd May 1995. The original trustees were appointed by the Settlor, but new trustees are now appointed by the trustees.

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TOTNES MUSEUM TRUST

TRUSTEES' REPORT

for the year ended 28th February 2022

4. STRUCTURE, GOVERNANCE & MANAGEMENT (continued)

The building in which the museum is situated is leased from the Settlor on a 27 year lease from 6th October 2011 at an annual rental of £2. (£1 for the museum building and £1 for the storage in Eastgate

Totnes Town Council provided free of charge the services of one of their employees to act as administrator and treasurer. This arrangement came to an end on 16th August 2013, after which date the trustees continued to run the museum on an entirely voluntary basis.

The trustees gratefully acknowledge the support and assistance rendered to the museum by The Friends of Totnes Museum (formerly known as Totnes Museum Society).

5. CONNECTED PERSONS

Totnes Town Council is the Settlor of the Trust and leases the museum building to the Trust. Judy Westacott and Tony Whitty were both members of Totnes Town Council as well as trustees.

6. ACHIEVEMENTS AND PERFORMANCE

In March 2020 the accreditation of the Museum was renewed by Arts Council England (No. 17) This was cause for (short lived) congratulation – because by the end of March 2020, the museum had been forced to close its doors due to the newly enforced COVID restrictions which resulted in closure up until June 2021 and a curtailed season for the period under review (March 2021 – February 2022).

A new manager was employed in late April 2021 and he has been responsible for undertaking a comprehensive survey of the Museum's accessions, re-arranging of exhibits and exhibition spaces and, eventually, welcoming visitors back into the museum. It is envisaged that it will take several seasons before the museum will once again achieve its pre-pandemic visitor numbers. Thanks are due to South Hams District Council for their efficiency in awarding Government COVID grants which have proved pivotal in ensuring the survival of the museum during this trying period.

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TOTNES MUSEUM TRUST
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 28th February 2022

		2021 - 2022		2020 - 2021	
	Notes	Unrestricted	Restricted	Unrestricted	Restricted
Incoming Resources					
Restricted grants & Donations	1	£ -		£ 12	£ 25,813
Footfall		£ 7,882		£ 9,685	
Gift Aid		£ -		£ -	
Sponsorship		£ -		£ -	
Unrestricted Donations to Museum	2	£ 20,143		£ 38,357	
Paranormal Evenings		£ -		£ -	
Study Centre		£ 801		£ 731	
Other Income (Interest on deposit account)		£ 5		£ 32	
Surplus (deficit) on Shop	3	£ 865			
Total		£ 29,696	£ -	£ 48,817	£ 25,813
Resources Expended					
Management & Administration	4	£ 29,436		£ 6,683	
Restricted Grants and Donations	5		£ 560		£ 22,291
		£ 29,436	£ 560	£ 6,683	£ 22,291
Net Incoming Resources for the Year		£ 260	£ 560	£ 42,134	£ 3,522
Fund Balances Brought Forward from previous financial year		£ 52,617	£ 9,940	£ 10,484	£ 6,418
Fund Balances Carried Forward to next financial year		£ 52,877	£ 9,380	£ 52,617	£ 9,940
		£ 62,257		£ 62,557	

CIO Number 1191791

TOTNES MUSEUM TRUST
BALANCE SHEET
For the year ended 28th February 2022

		2021 - 2022		2020 - 2021	
	Notes				
Fixed Assets					
Tangible Fixed Assets	6	£	632	£	790
Additional Assets Purchased		£	158	£	158
Annual Depreciation @20%					
Carried Forward			£ 474		£ 632
Current Assets					
Cash and Bank Balances		£	60,398	£	59,683
Stock		£	500	£	1,839
Debtors & Prepayments	7	£	1,142	£	503
		£	62,040	£	62,025
Creditors					
Amounts falling due within one year	8	£	257	£	100
			£ 61,783		£ 61,925
			£ 62,257		£ 62,557
Capital and Reserves					
General Fund (Unrestricted)		£	52,917	£	52,617
General Fund (Restricted)		£	9,340	£	9,940
General Fund (Restricted + Unrestricted)			£ 62,257		£ 62,557

TOTNES MUSEUM TRUST
Notes on the Accounts
For the year ended 28th February 2022

1 No Restricted Donations or Grants were received during the financial year 2021 - 2022

2 Donations Received (Including Government COVID funding)

Unrestricted grant from SHDC to cover COVID costs - 3rd Lockdown (up until 1st April 2021)	£	3,143
Bequest from S M Thursfield	£	1,000
Unrestricted grant from SHDC to cover re-opening	£	12,000
Unrestricted grant from SHDC to cover winter 2021 COVID	£	4,000
	£	20,143

N.B. SHDC = South Hams District Council - administering COVID grants

3 Surplus on Shop

2021 - 2022

Sales as Recorded	£	2,703
Opening Stock	£	1,839
Purchases	£	499
	£	2,338
Less Closing Stock	£	500
Cost of Sales	£	1,838
Surplus (Deficit) on Trading	£	865

4 Management & Administration

2021 - 2022

Depreciation of Fixed Assets	£	158
Repairs and Renewals	£	1,379
Improvements	£	359
Publicity & Advertising	£	360
Salaries	£	17,853
Electricity	£	1,511
Water	£	151
Petty Cash	£	211
Rent Council Tax Insurance	£	1,300
Telephone	£	618
Internet	£	293
Subscriptions	£	311
Paranormal Evenings	£	-
Acquisition Spend	£	39
Internal Exhibitions	£	-
COVID Contingency	£	4,393
Redundancy Contingency	£	500
Total	£	29,436

5 Restricted grants expenditure

2021 - 2022

IT (Part 2)	£	-
Building Works (Restricted Donation)	£	521
Curatorial 1	£	-
Curatorial 2	£	-
Curatorial 3	£	-
Robot	£	-
CCTV Upgrade	£	-
Friends General	£	-
Women's Voices	£	39
Small Grant Big Improvement (Bristol Council)	£	-
	£	560

6 Tangible Fixed Assets:

2021 - 2 No new fixed assets have been purchased

7 Debtors - i.e. those companies whose services are paid for in one financial year but a proportion of whose services extend into subsequent year. For Example Insurance, paid for annually in advance

8 Creditors - i.e. those companies whose services are paid for in arrears but a proportion of whose services extend into previous month. For example electricity paid for monthly in arrears

Charity Incorporated Organisation (CIO) 119179

Independent Examiners Report

**Report to the
trustees/ members of**

Totnes Museum

**On accounts for the
year ended**

28th February 2022

**Charity
no (if
any)**

1191791

Set out on pages

4 & 5 (above)

**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 **28 / 02 / 2022**.

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the 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

**Independent
examiner's statement**

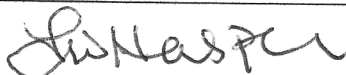
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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signed:



Date:

14 / 12 / 22

Name:

Lionel Harper

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

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Address:

3 Meadows Close
Hanbenton, Totton.
TA9 7TW.