



Trustees' Annual Report for the period

Period start date		Period end date	
From	11 th January 2021	To	31 st January 2022

Section A Reference and administration details

Charity name	Cranbrook Museum and Local History CIO
Other names charity is known by	
Registered charity number (if any)	1193065
Charity's principal address	Rectory Cottages, Carriers Road, Cranbrook, Kent
Postcode	TN17 3JX

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	Sue Beavis			
2	Marion Cranmer			
3	Nicholas Hayward			
4	Sue Huxley			
5	Michael Huxley	Chair		
6	Christine Newman	Secretary		
7	Michael Rowlands			
8	John Taylor	Treasurer		
9				
10				
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
Independent Examiner	McCabe Ford Williams	Bank Chambers, 61, High Street, Cranbrook, Kent, TN17 3EG

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)	CIO
Trustee selection methods (eg. appointed by, elected by)	Appointed by Committee

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.

We are currently preparing for Museum Accreditation and this involves reviewing and updating all of our policies.

We became a CIO in January 2021

Our landlord is Tunbridge Wells Borough Council with whom we hold a lease for the Museum building

See above: all policies currently being reviewed

Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

The Objects of the CIO are the advancement of public education in, and the study of, local history.
 For the purpose of this clause, the local area shall mean Cranbrook & Sissinghurst in particular, and the Weald of Kent, in general.

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 early part of the year was dominated by Covid, and we were therefore closed. We spent a lot of time putting Covid precautions in place, screens, signage etc etc.

Once open, we were able to display two exhibitions:

A history of Cranbrook Primary School, 1850 to present
Maps and aerial photographs of Cranbrook

During the year we have added to our collection of Cranbrook Colony Artists, namely:

Augustus Mulready, a country waif – watercolour
Thomas Webster, a sketching boy – oil
Thomas Webster, the young pupil – oil
F.D.Hardy, interior cottage scene

We also acquired and displayed an exhibition of 'Bevin Boy' material

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.

**Summary of the main
achievements of the charity
during the year**

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees have agreed that, where possible, the CIO will hold the equivalent of one year's overheads (currently circa £12k) in liquid reserves, ie either Bank current or deposit account. Any surplus reserves may, if thought prudent, be invested in longer term accounts.(see below)

Details of any funds materially in deficit

N/A

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.

We receive a grant from TWBC which assists with overheads, utilities etc. Grants are obtained for specific projects and we have a regular flow of funds through donation boxes and members' subscriptions.

We have increased our collection of local art (see above) and are currently displaying a pair of Roman urns, on loan from another local history society.

Any surplus funds are deposited through CCLA in a COIF Deposit Account.

Section F

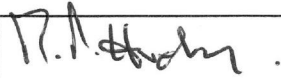
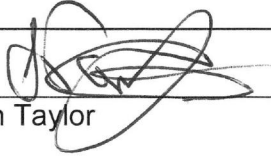
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael Huxley	John Taylor
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	July 2022	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Cranbrook Museum and Local History CIO

On accounts for the year
ended

31 January 2022

Charity no
(if any)

1193065

Set out on pages

3 to 4

(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 January 2022

Responsibilities and
basis of report

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.

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:

- 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.

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

Signed:

M G Humphreys

Date:

05/10/2022

Name:

Martin Humphreys

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

F.C.C.A

Address:

McCabe Ford Williams, Bank Chambers, 61 High Street, Cranbrook, Kent
TN17 3EG

Section B	Disclosure
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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 details of any items that the examiner wishes to disclose.

CRANBROOK MUSEUM & LOCAL HISTORY CIO

CONSOLIDATED ACCOUNTS

INCOME & EXPENDITURE ACCOUNT

YEAR ENDED 31ST JANUARY 2022

	<u>2022</u>	<u>2021</u>
INCOME		
Covid Relief Grant	28,571.57	25,000.00
TWBC Community Grant	4,500.00	4,500.00
Royal Pavilion & Museums Trust-Reopen Grant	667.14	-
Royal Pavilion & Museums Trust-MOT Grant	1,000.00	-
Royal Pavilion & Museums Trust - Collections Care Grant	468.00	
Cranbrook P.Council - Archives PC	-	714.00
Donations	817.50	1,114.00
Donations Boxes	1,072.86	66.45
Member Subscriptions & Visitors/Meetings	139.50	1,248.00
Outings	-	-
Archives	654.00	692.30
Shop Profit/(Loss)	371.52	(657.60)
Publication Profit	285.61	281.89
HMRC Tax Refund	312.47	373.61
Interest & Inv Income	0.94	122.11
Garden Safari	133.00	-
Miscellaneous	300.00	-
	<u>39,294.11</u>	<u>33,454.76</u>
EXPENDITURE		
Archives	441.26	270.82
Computer/IT	-	250.00
Display	297.40	192.90
Insurance	1,749.00	1,732.19
Advertising/Publicity	200.00	105.60
Maintenance	1,636.48	2,504.60
Telephone	618.16	604.02
Stationery & Postage	263.01	339.88
Subscriptions	240.00	86.00
Utilities	2,125.25	1,553.22
Miscellaneous	407.38	130.87
Meetings & Speakers	350.00	125.00
Reopen Museum Expenses	687.79	-
Collection Care Expenses	460.74	-
MOT Grant Expenses	1,035.11	-
Garden Expenses	335.98	-
Outings	-	-
Legal Expenses	-	-
Cost of Members Journals	166.40	156.80
New Museum Equipment	493.98	996.00
Total Expenditure	<u>11,507.94</u>	<u>9,047.90</u>
Net income before gains on investments	27,786.17	24,406.86
Gains/Losses on investments	2,807.80	1,139.31
Net Income/Expenditure	<u>30,593.97</u>	<u>25,546.17</u>
Transfer between funds		
Transfer to Acquisition Fund	1,000.00	1,000.00
Transfer to Covid Relief Fund	28,571.57	25,000.00
Net Movement in funds	<u>1,022.40</u>	<u>(453.83)</u>

CRANBROOK MUSEUM & LOCAL HISTORY CIO

BALANCE SHEET

AS AT 31ST JANUARY 2022

2022

2021

CURRENT ASSETS

Lloyds Bank Current Account	12,059.86	2,776.06
COIF Deposit Account	8,632.47	8,631.53
COIF Investment Account	43,947.11	26,139.31
Shop Stock	611.83	491.26
Publications Stock	1,493.22	1,691.48
Prepayments	-	150.00
	<u>66,744.49</u>	<u>39,879.64</u>

CURRENT LIABILITIES

TWBC Quarterly Grant	1,125.00	1,125.00
	<u>1,125.00</u>	<u>1,125.00</u>

TOTAL ASSETS LESS LIABILITIES

65,619.49 **38,754.64**

REPRESENTED BY:

ACQUISITION FUND

Balance at 1st February 2021	1,244.00	548.00
Income:		
Transfer from General Fund	1,000.00	1,000.00
Donations	1,354.00	446.00
	<u>3,598.00</u>	<u>1,994.00</u>
Expenditure	<u>2,281.92</u>	<u>750.00</u>
Balance at 31st January 2022	1,316.08	1,244.00

COVID RELIEF FUND

Balance at 1st February 2021	21,329.60	-
Transfer from General Fund	28,571.57	25,000.00
	<u>49,901.17</u>	<u>25,000.00</u>
Expenditure	<u>2,801.20</u>	<u>3,670.40</u>
Balance at 31st January 2022	47,099.97	21,329.60

GENERAL FUND

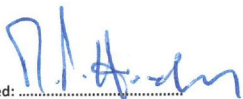
Balance at 1st February 2021	16,181.04	16,634.87
Excess of Income over Expenditure	<u>1,022.40</u>	<u>(453.83)</u>
Balance at 31st January 2022	17,203.44	16,181.04

TOTAL FUNDS

65,619.49 **38,754.64**

Approved by the Committee

Chairman

Signed: 

Treasurer

Signed: 

Date: 11/1/22

