



Trustees' Annual Report for the period

	Period start date	Period end date
From	1 st January 2023	To 31 st December 2023

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	Chair		
2	Marion Cranmer			
3	Nicholas Hayward			
4	Sue Huxley			
5	Michael Huxley	Acting Curator		
6	Christine Newman	Secretary		
7	Michael Rowlands			
8	John Taylor	Treasurer		
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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
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.

2023 was the first year since Covid where we were able to open normally, and this showed dramatically in an increase in visitor numbers, up by almost 900, included in which were almost 250 children on organised school visits.

During the season we had three exhibitions:

The Old Pubs of Cranbrook
The Museum's 50th Anniversary
The Russell family and the history of the Windmill

Our archives department had another very busy year, with visitors from far and wide, notably several Americans researching families. They have also started a project whereby all 850+ headstones in St. Dunstan's churchyard are to be photographed and given a unique grave marker number.

The Museum is a member of a county wide initiative called 'Wheels of Time' covering 56 heritage sites in Kent. We welcomed a significant of parents/children over the season.

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.

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 £14k) 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.

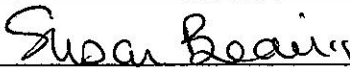
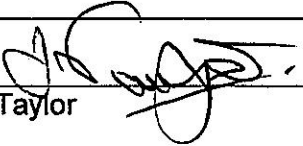
Any surplus funds are deposited through CCLA in a COIF Deposit Account.

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)	Sue Beavis	John Taylor
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date
March 2024