

Trustees Annual Report

for period 1st April 2024 to 31st March 2025

Woodbridge Museum registered charity number 1194042.

Address:

Whisstock's Place,

Tide Mill Way,

Woodbridge,

Suffolk

IP12 1FP

The Charity is now a CIO having been entered on Charity Register 9th April 2021. The charity was previously an unincorporated charity called Woodbridge Museum Trust. In accordance with Arts Council recommended best practice the trustees took the decision to become a CIO. The original charity opened the museum in 1982 in its previous location on the Market Hill, Woodbridge. The museum has a 99-year lease of its building on a peppercorn rent. Our landlord is Woodbridge Town Council. The ground floor houses our permanent display which is open to the public. It had been intended to utilise the first floor as exhibition space, office and storage area. Unfortunately, the difficulty in obtaining insurance cover and health & safety issues have made the use of the area for exhibition space non-viable. The area is now used for storage and office space which we plan to open to local and family historians on an appointment basis. The Collections Team work in the office usually at least two days a week so a large, dedicated space where 5 or 6 people can work together has proved very successful.

Our visitors' numbers have continued to be good since we moved to Whisstock's Place. In the current year we had 24,348 visitors to the museum.

Our aims are set out in our CIO constitution and our main aim is "To advance the education of the public by the provision and maintenance of a museum in or near Woodbridge for the exhibition to the public of specimens of fine and useful arts, ethnology, archaeology, geology, botany and natural history with particular reference to Woodbridge and the surrounding area".

We are fully accredited by The Arts Council, achieving reaccreditation on 22nd July 2022.

The Charity is now managed by its eleven trustees who meet regularly to discuss museum business and where we receive reports from sub-committees including Front of House and The Collections Team both of whom include trustees and other volunteers. None of our volunteers, including trustees, receives any remuneration although we offer stewards reimbursement of parking fees.

It is our policy to not charge for admission to the museum, so we are reliant on donations and profit from our shop to cover annual running costs. We have introduced a card terminal for donations as well as ability to make donations through the till on the Front Desk. We can accept card and cash payments and encourage donors to complete a gift aid form. We are entirely reliant on volunteer stewards to open the museum which we do seven days a week

through the summer period and at weekends during the Winter. On some occasions we have had to close through lack of stewards, but this is infrequent. Without the support of our volunteer stewards the museum could not function. Many of our stewards are drawn from The Friends of Woodbridge Museum which is itself a charity run to support the aims of Woodbridge Museum. We are pleased to be able to report that merging the “Friends” Charity with Woodbridge Museum has now been completed. The “Friends” activities, particularly monthly talks and social events for volunteers will continue as before but the administration, particularly financial matters, will be easier now the two charities are to be run as one organisation.

During this financial period Woodbridge Museum has arranged for the conservation of a manuscript map of the military encampment at Bromeswell dated 1782, thanks to funding from a private donor. In addition, thanks to a very generous gift from another private donor, we have been able to purchase new display boards and cabinets, replacing some of the old cabinets which were no longer fit for purpose. Although expensive, the new cabinets improve the visual appearance of the museum. A wheelchair user has commented that she was pleased to be able to view the cabinets with ease. We have moved other cabinets and overall have increased items on display, including a new cabinet displaying World War Two artefacts.

The museum continues to receive objects donated by the public and in particular has received a gift of paintings and drawings by Thomas Churchyard and his family. The Collections Team also monitor local auction websites and social media and have purchased some items for the museum. The Collections Team have now completed the inventory of the permanent Collections. Now this has been completed most items held within the collection are photographed and complete details of all items are catalogued on our digital system. The completion of the inventory has enabled the Collections Team to identify items that need conservation and require further research. We have also located some items that were thought to be lost. Four of the Collections Team are trustees. The need for an inventory was prompted by a Collections Care Audit for which a grant from AIM was obtained. This audit also helped us address other issues that affect the Collections such as light levels and humidity. We have taken steps to mitigate the risk where we can. It now seems all accredited museums are to be required to carry out an inventory or have a plan in place to carry one out so completion of this huge undertaking should assist with reaccreditation in the future.

Our largest expenditure is the cost of energy particularly as we must keep dehumidifiers running most of the time. We need to heat the building throughout the Winter months, even when we are closed to the public, to ensure the air temperature stays within the recommended level of not less than 14 degrees. When our volunteers are in the building the temperature needs to be higher for their comfort. In 2024 the Trustees decided to install solar panels on the southeastern side of the roof together with batteries/inverters within the building to store electricity. We now sell surplus electricity back to the grid particularly during the summer months. This is now offsetting the cost of energy in the Winter and overall, substantially reducing our annual energy costs. There are environmental benefits to this installation as well which improves the museum’s environmental footprint. We were fortunate to be able to fund the installation from our capital reserves and we are sure reducing our energy costs now and into the future will be of great benefit, not least to the museum’s financial viability.

We are pleased to now be supported by our new museum mentor Claire Wallace, Curator of Suffolk & Cambridgeshire Regiments Museum.

The coming year will, we hope, see further changes to our displays. We also plan to enlist professional help to create a new website. Our shop continues to be a substantial source of income, and we are grateful to our volunteer who has put in many hours of work to source new stock and display it. We plan to continue to support her in widening the choice of goods on sale. We are also grateful to our volunteer stewards as without their work we could not function. We hope to increase our number of volunteers during the coming year.

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

Signed on behalf of the charity's trustees

Martin T. Sylvester

Martin Sylvester, Chair

Date 9th day of April 2025

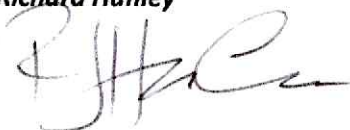
Balance Sheet - Year ending 31/03/2025

31/03/24		£	£	£	Notes
	Funds & Non liquid assets				
	General fund				
46,161.59	Reserve B/F	49,511.64			
3,350.05	Excess/Deficit	7,401.62			
49,511.64	Reserve C/F		56,913.26		
	Friends fund				
	Xfrd from Friends	4,324.31			
	Reserve C/F		4,324.31		
	Development fund				New items & display changes
64,047.65	Reserve B/F	18,897.09			
0.00	Xfr from General Fund	25,500.00			
-45,150.56	Xfr to General Fund	-13,517.61			
18,897.09	Reserve C/F		30,879.48		
	Maintenance fund				ring-fenced sinking fund
13,400.00	Reserve B/F	19,900.00			
6,500.00	Xfr from General Fund	6,500.00			See Table 3
19,900.00	Reserve C/F		26,400.00		
	Non liquid assets				
11,340.20	Value B/F	9,554.55			
474.65	New assets	12,772.91			
-2,260.30	Less depreciation	-1,872.87			18% pa on value (100% if written off)
9,554.55	Value C/F		20,454.59		
97,863.28	Sum of all funds & fixed assets			138,971.64	
	Assets				
	Liquid assets				
5,588.54	Lloyds current acct	135.47			0% Interest rate
0.00	Lloyds savings acct	26,022.77			1.0% Interest rate
0.00	CAF cash acct	6.00			0.2% Interest rate, £5 monthly fee
0.00	CAF gold acct	14.00			2.0% Interest rate
80,976.78	Suffolk BS acct	83,599.23			2.7% Interest rate
89.85	Petty cash	231.05			
0.00	Accruals	0.00			
-135.00	Less Sub Prepayments	-160.00			
-435.00	Less Event Prepayments	0.00			
86,520.17			109,848.52		
	Non liquid assets				
9,554.55	Non liquid assets value	20,454.59			
8,542.87	Shop stock @ cost	8,668.53			
18,097.42			29,123.12		
101,862.62	Sum of all assets			138,971.64	

Treasurer:
Mike Cullington



Independent Examiner:
Richard Hanley



Profit & Loss account - Year ending 31/03/2025

31/03/24		£	£	£	£	£	Budget		Notes
							Current	Next	
	Income								
15,940.31	Shop income (T1)	17,391.06							See Table 1
0.00	Miscellaneous sales	121.52							
0.00	Sold energy	1,061.61							
15,940.31	Turnover		18,574.19						
10,614.44	Donations (general)		10,888.05						
0.00	Donations for development		20,000.00						See Xfr to Dev fund below
2,316.32	Gift Aid		7,270.25						≈25% x donates + subs GA
1,050.00	Grants (listed below)		1,409.00						
2,381.88	Interest		2,645.22						BS pays on 30/11
32,302.95	Net income			60,786.71					
	Outgoings								
	Operating Expenses								
4,152.67	Energy	2,704.27							
223.00	Water	260.58							
413.00	Communications	441.17							
654.22	WTC service charge	770.30							
1,038.64	Building maintenance	1,147.53							
1,069.81	Other mtce, licences, fees	1,155.28							inc replacement eqpt
315.00	Marketing	275.00					200.00	2,500.00	
568.40	Admin	517.86					600.00		
252.00	Volunteer expenses	0.00					100.00		
357.90	Card fees	434.99							
346.58	Building insurance	363.92							
1,234.19	Contents insurance	1,386.76							
218.40	Security (Intruder & fire)	180.00							
3,239.93	Preservation (Curatorial)	2,389.93					1,700.00		See restricted grants
6,500.00	Xfr to Maintenance Fund (T3)	6,500.00							See Table 3
20,583.74			18,527.59						
	Other Expenses								
187.96	Acquisitions	329.06					1,000.00	1,000.00	
254.25	Miscellaneous	267.79					150.00		
7,954.95	Shop outgoings (T1)	8,760.65							See Table 1
0.00	Donation Xfr to Dev Fund	25,000.00							Including GA on £20k
0.00	Yearly Xfr to Dev Fund	500.00					500.00	500.00	Annually, for changes
8,397.16			34,857.50						
	Development								
490.99	New Assets	10,334.14							Not replacements
43,271.57	Infrastructure	2,560.53							
0.00	Web	0.00						10,000.00	
0.00	Display changes	622.94							
1,380.00	Consultation	0.00							
0.00	Incorporating Friends	0.00					1,000.00		
45,150.56	Total development costs		13,517.61						
45,150.56	Xfr from Development fund		13,517.61						
0.00				0.00					
	Maintenance Fund								
0.00	Total expenditure			0.00					
28,980.90	Net Outgoings			53,385.09					
3,322.05	Excess/Deficit					7,401.62			

Restricted Grants & Donations

Ref	Date	Amount	Category	Details	From
M001	07/04/24	200.00	Acquisitions	Donation	Lindsay
M005	30/08/24	621.00	Curatorial	Grant	MDSE (NCC)
M006	06/09/24	588.00	Curatorial	Grant, Bromswell Encampment Plan	Sponser
M008	05/12/24	20,000.00	Various (Dev Fund)	Display cabinets & website	Benefactor
M010	03/02/25	200.00	Curatorial	Grant	AFSM
Total		21,609.00			

Treasurer:
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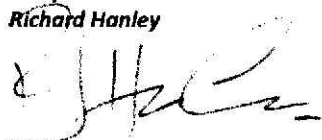



Table 1: Shop Profit & Loss - Year ending 31/03/25

31/03/24		£	£	£	£	Notes
	Income					
15,714.89	Turnover		17,265.40			
	Opening stock @ cost	8,542.87				
8,542.87	Closing stock @ cost	8,668.53				Database stock @ 31/03/25
	Stock increase/decrease @ cost		125.66			
				17,391.06		
	Outgoings					
7,733.44	New stock purchases		8,675.21			
126.27	Replacement of stock losses		44.39			
0.00	Design work		0.00			
95.24	Sundries		41.05			
				8,760.65		
7,985.36	Profit				8,630.41	

Table 3: Maintenance Sinking Fund

This Year*: 2024		132.9							
Item	Installed Year	CPIH Index	Cost	Current Cost	Lifespan**	Replace	Annual Cost	Sinking Fund reqd	
Cladding	2018	106.0	60,000	75,226	20	2038	3,761	22,568	
iPad	2020	108.9	509	621	7	2027	89	355	
Laptop	2020	108.9	779	951	7	2027	136	543	
Office Computers	2021	111.6	2,700	3,215	7	2028	459	1,378	
Solar panels	2023	128.6	5,929	6,127	25	2048	245	245	
Solar Inverters	2023	128.6	3,808	3,935	15	2038	262	262	
Solar Batteries	2023	128.6	14,603	15,091	15	2038	1,006	1,006	
Solar subtotal									1,513
Total Sinking Fund required:								26,400	
Sinking Fund C/F:								19,900	
Xfr to Sinking Fund:								6,500	

Notes:

* The year in which these accounts commence.

** Anticipated lifespan. Reassess accordingly.

*** CPIH Source: <https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/l522/mm23>

Period	CPIH INDEX***	Released mid January
2015	100.0	
2016	101.0	
2017	103.6	
2018	106.0	
2019	107.8	
2020	108.9	
2021	111.6	
2022	120.5	
2023	128.6	
2024	132.9	
2025		