



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 21 April 2021 To 30 September 2022

Charity name: The Lanman Museum

Charity registration number: 1194173

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public by the maintenance and development of a museum for the acquisition, restoration, preservation and public display of objects of educational, historic or artistic interest connected to the town of Framlingham.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	-To facilitate access to the collection exhibited at the museum in Framlingham Castle both physically and on the web -To ensure the preservation, restoration and conservation of artefacts.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the _____.

Additional information

	SORP reference	
Contribution made by volunteers	Para 1.38	In the period there were 20 volunteer Stewards who were in the museum during 1 June – 30 September meeting and greeting visitors. All the Trustees are volunteers.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Our new trustee Tim Higham discovered an important document at Oxburgh Hall in Norfolk which was written by Queen Mary while at Framlingham castle. A copy of the document along with a translation and background information is now on display in the museum. It is proving to be of great interest to visitors. The Lanman museum has published a book, Framlingham a Tour Though Time which has been a success, providing additional funds for the museum. There has been much work carried out in the museum this year in relation to: • Enhancing displays in the fossils cabinet • Relocation of the SS River Clyde bell and the story associated with it • Relocation of the Flodden helm and Pageant poster • The new Queen Mary display incorporating a copy of 1553 document • The new Watling collection of WW2 items and their display • Relocation of band, cinema and other items • Restoration of Leonard Squirrell painting • Major upgrade of the picture wall with new and old pictures These improvements are beneficial to the residents of Framlingham and visitors from the UK and beyond as they provide an enhanced understanding of our local history.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	On 30 September 2022 funds were £23,847.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22 <i>The charity must explain any policy it has for holding reserves and state the amounts of those reserves and why they</i>	The Lanman Museum does not have a policy for holding any reserves. Our Constitution states: <i>The income and property of the CIO must be applied solely towards the promotion of the objects.</i>

	<i>are held. If the trustees have decided that holding reserves is unnecessary, the report must disclose this fact and provide the reasons behind this decision.</i>	
Amount of reserves held	Para 1.22	N/a
Reasons for holding zero reserves	Para 1.22	N/a
Details of fund materially in deficit	Para 1.24	N/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	In this financial period, most income has come from: 1. English Heritage – Quarterly Franchise Payments 2. Donations to the cash box in the Museum 3. Book Sales of Framlingham – A Tour Through Time (written by the Chairman of Trustees)
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution of the Lanman Museum
How is the charity constituted?	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	(1) Apart from the first trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

		(3) Election of Trustees is by openly advertising vacant positions and an interview process to assess eligibility before final selection.
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Reference and Administrative details

Charity name	The Lanman Museum
Other name the charity uses	N/a
Registered charity number	1194173
Charity's principal address (for administrative purposes)	5 Fulchers Field Framlingham Suffolk IP13 9HT
Charity's Location address	Framlingham Castle Church Street Framlingham Suffolk IP13 9BP

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)
John Bridges	Chairman	n/a	Charity Trustees
Olivia Clear	Treasurer	From 01.10.2021	Charity Trustees
Alison Bowman	Curator	n/a	Charity Trustees
Raymond Hardinge	Records Officer	n/a	Charity Trustees
Elaine Elliott	Education Officer	n/a	Charity Trustees
Jeremy Hill		n/a	Charity Trustees
Timothy FitzHigham		From 01.10.21	Charity Trustees
Lindsay Huggins		n/a	Charity Trustees
Michael Vernon Roberts		n/a	Charity Trustees

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
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Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Exemptions from disclosure

Reason for non-disclosure of key personnel details

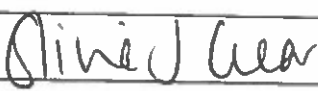
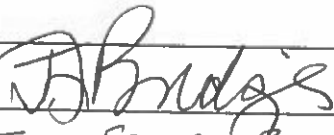
n/a

Declarations

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

Signed on behalf of the charity's trustees:

Signature(s)

	
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Full name(s)

OLIVIA CLEAR	JOHN FRICKER BRIDGES
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Position (eg Secretary, Chair, etc)

TREASURER	CHAIRMAN
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Date

29/05/2023

Income & Expenditure record - The Lanman Museum

Period 21 April 2021 - 30 September 2022

Balance as at 1 April 2021 £22,433.04

	Income	Expenditure	Category
Association of Independent Museums		£104.00	Subscriptions
Association of Suffolk Museums		£230.00	Subscriptions
Book Sales (Shop, Private & Launch)	£4,944.46		Book sales
Cheque Processing fees		£5.50	Administrative Expenses
Cleaner		£894.00	Cleaner
Current Account Interest	£0.44		Interest
Current Account Monthly Fees		£130.00	Administrative Expenses
Donations from LM box	£672.46		Donations
English Heritage	£6,100.00		English Heritage - Quarterly Franchise Payments
Expenses paid		£454.14	Administrative Expenses
Framlingham Unitarian Trust		£70.00	Hire of Rooms for meetings and storage
Gift for Andrew Lovejoy		£102.00	Gifts & Donations
Gold Account Interest	£40.67		Interest
Hintons		£1,440.00	Hire of Rooms for meetings and storage
Modes		£274.80	Subscriptions (IT)
Museum Conservation Services		£1,164.00	Conservation, Restoration & Exhibitions
Parham Airfield		£100.00	Gifts & Donations
POS replacement keys		£13.00	Administrative Expenses
Preservation Equipment		£167.35	Conservation, Restoration & Exhibitions
T H March Insurance		£2,431.65	Insurance
Transcript check of Marye the Quene		£35.00	Conservation, Restoration & Exhibitions
Development Account Monthly Fees		£64.00	Administrative Expenses
Micropress Printers (paid from Development Account)		£2,665.00	Book Printing
Total	£11,758.03	£10,344.44	

Balance as at 30 September 2022 £23,846.63