



Trustees' Annual Report for the period

From 1 October 2022 To 30 September 2023

Charity name: The Lanman Museum

Charity registration number: 1194173

Objectives and Activities

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 Charity Commission's guidance on public benefit.

Additional information

Contribution made by volunteers	Para 1.38	In the period there were 22 volunteer Stewards who were in the museum during 1 June – 30 September meeting and greeting visitors. All the Trustees are volunteers.
SORP reference		

		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 year from October 2022 to September 2023 has been another busy one, with Accreditation being the main matter that has taken much of our time. We were informed in November 2023 that the Lannan Museum had successfully achieved Accreditation for another five years. We started to use a new online cataloguing system, eHive, as it has the benefit that all trustees can access the system and that visitors to the website can search for exhibits. The museum is on Instagram and Facebook and the website is also being developed with more articles and photos being added. Work carried out for the museum this year includes: • The Burditt wall clock was restored and is on display with full interpretation. • Another wall clock, by S Ashford of Framlingham was purchased, and is on display. This name was unknown as a Framlingham trader, but was found to be a clock dealer in the town in 1883. • The Queen Mary plaque, which was a Millennium project for Framlingham History Society, was gifted to the museum. The damage to the face has been skilfully repaired and the plaque is now on display next to other Queen Mary items. • The Leonard Squirell painting has been professionally restored and is now displayed on the new picture wall. • The gift of Bill Watling's WW2 collection has been accessioned by Ray Hardinge and following much work is now on display in one of the cabinets, along with items of his uniform. 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. The museum's book <i>Framlingham A tour Through Time</i> continues to sell. It is available to buy in the castle shop and local bookshops.		

Review of the charity's financial position at the end of the period	Para 1.21	On 30 September 2023 funds were £27,245.29.
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Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity must explain any policy it has for holding reserves and state the amounts of those reserves and why they 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. The Lannan Museum does not have a policy for holding any reserves. Our Constitution states: The income and property of the CIO must be applied solely towards the promotion of the objects.
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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 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 (trust deed, royal charter)	Para 1.25	Constitution of the Lannan Museum
How is the charity constituted?	Para 1.25	CIO

(e.g. unincorporated association, 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.		

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	n/a	Charity Trustees
Allison 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		n/a	Charity Trustees
Lindsay Huggins		n/a	Charity Trustees

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

Director name		
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n/a		
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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
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)	John Frier Bridges
Full name(s)	Olivia Clear

Position (eg Secretary, Chair, etc)	CHAIRMAN
	TRUSTEE

Date	10 May 2024
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Income & Expenditure record - The Lanman Museum		
Period 01 October 2022 - 30 September 2023		
Balance as at 01 October 2022	£25,299.03	
Category	Income	Expenditure
English Heritage - Quarterly Franchise Payments	£5,000.00	
Donations	£364.13	
Book sales	£915.05	
Bank Interest accrued	£357.22	
Grants	£0.00	
Subscriptions		£225.00
IT (CRM & Website)		£771.25
Administrative Expenses		£333.97
Cleaner		£771.36
Hire of Rooms for meetings		£56.00
Storage		£960.00
Gifts & Donations		£60.00
Acquisitions		£40.00
Conservation, Restoration & Exhibitions		£261.55
Insurance		£1,211.01
Total	£6,636.40	£4,690.14
Balance as at 30 September 2023	£27,245.29	