



Trustees' Annual Report for the period

From 1 October 2023 To 30 September 2024

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 Charity Commission's guidance on public benefit .

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 year from October 2023 to September 2024 has been rather busy. Work carried out for the museum this year includes: • The purchase and installation of a new secure glass cabinet to house our collection of items associated with Sir Henry Thompson. We were fortunate to secure a grant of £3000 from Framlingham Town Council to assist in the purchase. The cabinet is of significant weight, and the local fire service very efficiently transported it to the museum. • The modern office desk used by stewards has been replaced by an old school desk from our collection. This is not only more in keeping with the museum but allows the lids to be fitted with small locks for security. • The old glass cabinet has now been reused to show various smaller items of value and is more securely fixed to the wall. • The old Perspex cabinet tops that had become very scratched and worn, were replaced with new tops and timber surrounds, which has made a most useful improvement. • The old clock from the local Regal cinema has been donated and this is now displayed in a prominent position. • The museum's book Framlingham A tour Through Time continues to sell, with a total of 619 sold to the end of September with a profit of £3,444. It is available to buy in the castle shop and local bookshops. • Work is ongoing in terms of adding additional information and photos to the new eHive data base. • Our stewards have provided a sterling service again over the summer, meeting and greeting visitors in the Museum. From 1 June – 30 September, Stewards recorded 10,921 adults and 3,605 children visited the museum. • The museum is on Instagram and Facebook. Simon Garrett has being doing much work on the website which is being developed with more articles and photos being added. For next year, a grant application has been submitted for another cabinet.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	On 30 September 2024 funds were £25,887.
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 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>	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>
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. Book Sales of Framlingham – A Tour Through Time (written by the Chairman of Trustees) 3. Donations to the museum 4. Interest on bank accounts
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Structure, Governance and Management

Description of charity's trusts:		
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Type of governing document (trust deed, royal charter)	Para 1.25	Constitution of the Lanman Museum
How is the charity constituted? (e.g unincorporated association, CIO)	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.

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
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 Fitz Higham		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		
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
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)		
Full name(s)	JOHN FRUEK BRIDGES	OLIVIA CLEAR

Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
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Date 28 FEBRUARY 2025

Income & Expenditure record - The Lanman Museum		
Period 01 October 2023 - 30 September 2024		
Balance as at 01 October 2023	£26,971	
Category	Income	Expenditure
English Heritage - Quarterly Franchise Payments	£5,000	
Donations	£609	
Book sales	£849	
Bank Interest accrued	£636	
Grants	£3,000	
Subscriptions		£257
IT (CRM & Website)		£247
Administrative Expenses		£534
Cleaner		£811
Hire of Rooms for meetings		£34
Storage		£1,140
Gifts & Donations		£0.00
Acquisitions		£0.00
Conservation, Restoration & Exhibitions		£4,882
Insurance		£1,241
Trustee and Steward training		£330
Total	£10,094	£9,476
Balance as at 30 September 2024	£25,887	