

# CHARLBURY MUSEUM AND HERITAGE CENTRE

England & Wales · Charity number 1200994

## Details

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Other names	CHARLBURY MUSEUM AND HERITAGE CENTRE, CHARLBURY MUSEUM
Status	Registered
Legal form	CIO
Registered	2022-11-14
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address**  
Charlbury Museum  
Market Street  
Charlbury  
Chipping Norton  
OX7 3PN

**Phone** 07971885216

**Email** [info@charburymuseum.org.uk](mailto:info@charburymuseum.org.uk)

**Website** [charburymuseum.org.uk](http://charburymuseum.org.uk)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE HISTORY, CULTURE AND ENVIRONMENT OF CHARLBURY AND ITS SURROUNDINGS BY THE PROVISION OF A MUSEUM AND AN ARCHIVE, AND BY SUCH OTHER MEANS AS THE CHARITY TRUSTEES MAY FROM TIME-TO-TIME THINK FIT.

**Activities:** The Charlbury Museum and Heritage Centre collects, displays, and maintains artefacts, archives, and photographs relating to the town of Charlbury, and assists research into its history, for the benefit of local people and the wider public in general.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- Oxfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£3,133	£6,719	-	-
2024-03-31	£2,443	£3,259	-	-

## Trustees

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Name	Role	Appointed
Annabel Eleanor Potter		2025-08-08
Anthony Graeme		2024-01-07
John Campbell		2024-01-07
Stephen Thomas Bartlett		2023-03-19
Susan Anne Rangeley		2022-11-14

**CHARLBURY MUSEUM AND HERITAGE CENTRE**

England & Wales - Charity number 1200994

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# Accounts

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# Charlbury Museum & Heritage Centre

Annual Report 2024 - 25

**Charity Number: 1200994**



Address:

Charlbury Museum & Heritage Centre

The Corner House

Market Street

Charlbury

OX7 3PN

## Trust Structure & Management

On January 1, 2026, the Charlbury Museum and Heritage Centre had 5 Trustees:

<b>Name</b>	<b>Date of Appointment</b>
Anthony Graeme	07.01.2024
John Campbell	07.01.2024
Susan Rangeley	14.11.2022
Stephen Bartlett (Treasurer)	19.03.2023
Annabel Potter	08.08.2025

All Trustees are volunteers and local residents. Trustees are recruited from our community. We do not have a chair, and decisions are made through consensus at our monthly meetings – which are chaired on a rotation.

The Museum is also supported by a team of 30 local volunteers who act as stewards when the museum is open and support the museum's fund-raising efforts.

## Activities, Achievements and Performance

The Charlbury Museum and Heritage Centre collects, displays, and maintains artefacts, archives, and photographs relating to the town of Charlbury, and assists research into its history, for the benefit of local people and the wider public in general.

In 2024 - 25 a program of museum work involved specialist volunteers and helpers from the community:

- Digitizing the museum photographic archive
- Cataloguing the museum collection, updating the records and labelling
- Specialist conservation cleaning sessions prior to opening

- Exhibitions

The Museum has a permanent collection tracing the Town's history. Each year there is a special exhibition, for the 2024 season (April – September) the museum curated '**Tradition and Tragedy**' an exhibition to commemorate the Beating of the Bounds tragedy of 1924, when 3 children drowned when their punt capsized while crossing the River Evenlode. The tradition of beating the bounds continues each year, attracting the interest of the community. The 2024

exhibition was supported by Charlbury Town Council with a grant for the photographic displays.

### Partnership Project

The exhibition '**Tradition and Tragedy**' inspired a film in 2024, a collaboration between a local filmmaker, a writer/presenter and a songwriter. Two presentations of the film '**Beating the Bounds**' were shown in Charlbury attracting audiences of around 130 people.

### Outreach work in the Community

Charlbury Museum was pleased to accept an invitation from the Lunch Club to talk to some older residents in the community. Trustees Ann Lovett and Sue Rangeley inspired conversations and memories with objects from the museum's collection. In August the museum led a guided walk on '**The History of the Playing Close**' for the Charlbury Festival attended by around 45 people. The talk was a launch for the next museum exhibition in 2025.

### Educational work

January 2025 saw the start of another outreach project when three schoolgirls who were undertaking their Silver Duke of Edinburgh Award made their first visit to the museum to discuss volunteer work in the museum. This project was initiated by museum trustee Stephen Barlett. The focus of their volunteer work for the months ahead was to assist with cataloguing a collection of 100 books written by Charlbury author Bessie Marchant, in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries.

### New Acquisitions

In 2024-25 the museum received several important donations to its permanent collection from local people and organizations including the **Bessie Marchant Collection**. Over 100 books written by Bessie Marchant given to the museum by Andrew & Briony Lawson in January 2025, this collection of late 19<sup>th</sup>/ early 20<sup>th</sup> century girls adventure stories are first editions once owned by the Charlbury author.

### Engaging with Oxfordshire Museums & Oxford University

As one of the smaller museums in the county, Charlbury Museum & Heritage Centre values the interaction with other local museums and is a Member of the Oxfordshire Museums Council. One trustee regularly attends the monthly meeting of the Heritage Collections Group in Burford, Oxon. Charlbury Museum also joined AIM, the Association of Independent Museums in February 2025. Visit to St. John's College Oxford by four researchers to view archives relating to Charlbury.

## Fundraising

The museum is not currently grant aided, so fundraising initiatives are important. Two annual fundraisers for the museum took place in the summer of 2024, organised by the Trustees and a volunteer team, they were well supported by the community.

## Accreditation

The CM&HC is now registered with the Arts Council and commenced work towards accreditation in 2023. The museum is being guided by Philip Claris, Accreditation Advisor, and Southeast Museum Development, in October 2023 he visited the museum to meet with trustees and a volunteer who is helping with the process. In February 2024 a Mentor, Victoria Stevens was appointed, she made her first visit to Charlbury Museum in September 2024 to meet all the trustees and look around the museum.

In February 2025 Victoria Stevens gave a training course on Conservation Care to nine museum volunteers, this specialist course was a valuable session for Accreditation work.

## Public Benefit

For over 75 years Charlbury Museum has been at the heart of the community. It continues to offer visitors an inspiring glimpse into the history of the town and offers specialist archive research on family history to local visitors and from abroad too, plus historic information on the buildings and land in the Charlbury area. Outreach work seeks to involve the local primary school, plus clubs and societies.

Financial Review: These are the accounts of the CM&HC for 2024-25

### CHARLBURY MUSEUM & HERITAGE CENTRE

#### INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

<b>INCOME</b>	<b>2025</b>	<b>2024</b>
<b>E</b>	<b>£</b>	<b>£</b>
Visitors	563	298
Sales - booklets	71	42
Sales -books	99	171
Sales Quiz & Postcards	33	43
Fundraising ( Note 1)	1605	1373
Donations and Bequests (Note 2)	597	239
Barclays Bank Compensation	150	
Town Trail & Parish Maps	15	9
Miscellaneous		267
	<hr/>	<hr/>
	3133	2443
<b>EXPENDITURE</b>	<b>£</b>	<b>£</b>
Office	312	184
Electricity	450	311
Building	85	1608

Internet etc	484	215
Exhibition Expenses	313	272
Garden	94	61
Rents	71	99
Book Purchases & printing	513	60
Gifts and donations	125	354
Legal Costs	3943	0
Miscellaneous	329	92
	<u>6719</u>	<u>3259</u>
	-	
<b>LOSS</b>	£3,586	-£816

<b>Balances</b>	at 31.3.25	at 31.3.24
Bank account	11448	15083
Petty Cash	58	9
Float	30	30
	<u>£11,536</u>	<u>£15,122</u>
Balance B/f	15122	15938
Deficit	£3,586	-816
	<u>£11,536</u>	<u>£15,121</u>

NOTE 1

Plant Sale	801
Vintage sale	759
Photos	15
Talk	30
	<u>1605</u>

Note 2

Charlbury Garden Society	100
Charlbury Town Council (for photos)	128
Visitor donations	194
Other Donations	175
	<u>597</u>

Treasurer  
January 29 2026

**CHARLBURY MUSEUM AND HERITAGE CENTRE**

England & Wales - Charity number 1200994

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# Accounts

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# Charlbury Museum & Heritage Centre

## Annual Report 2023-24

**Charity Number: 1200994**



Address:

Charlbury Museum & Heritage Centre

The Corner House

Market Street

Charlbury

OX7 3PN

## Trust Structure & Management

On January 31, 2025, the Charlbury Museum and Heritage Centre had 5 Trustees:

Name	Date of Appointment
Anthony Graeme	07.01.2024
John Campbell	07.01.2024
Susan Rangeley	14.11.2022
Stephen Bartlett (Treasurer)	19.03.2023
George Ogier	07.01.2024

All Trustees are volunteers and local residents. Trustees are recruited from our community. We do not have a chair, and decisions are made through consensus at our monthly meetings – which are chaired on a rotation. The post of Secretary is currently vacant due to a recent resignation: the position is currently being advertised.

## Activities, Achievements and Performance

The Charlbury Museum and Heritage Centre collects, displays, and maintains artefacts, archives, and photographs relating to the town of Charlbury, and assists research into its history, for the benefit of local people and the wider public in general.

In 2023-24 a program of museum work involved specialist volunteers and helpers from the community:

- Digitizing the museum photographic archive
- Cataloguing the museum collection, updating the records and labelling
- Specialist conservation cleaning sessions prior to opening

## Exhibitions

The Museum has a permanent collection tracing the Town's history.

Each year there is a special exhibition, for the 2023 season (April – September) the museum curated a small show titled: **Hidden Treasures – Hidden Histories**. Inspired by some recent donations by a local detectorist, the museum was loaned other historic items found in the locality by another detectorist, plus pieces from the permanent collection. It was very popular, attracting the interest of the community.

In 2023 the museum received a number of important donations to its permanent collection from local people and organizations:

- An early 19<sup>th</sup> century longcase clock by a Charlbury maker
- The Christopher Bartlett Collection (Charlbury honey producer of early 20thc)
- Sir Peter Parker commemorative train nameplate gifted by the Cotswold Line Promotion Group. ( a special event was hosted in Charlbury Museum with members of the CLPG)

A team of over 30 volunteer stewards from Charlbury welcomed visitors from during the 2023 season.

## Engaging with Oxfordshire Museums

As one of the smaller museums in the county, Charlbury Museum & Heritage Centre values the interaction with other local museums and is a Member of the Oxfordshire Museums Council. One trustee regularly attends the monthly meeting of the Heritage Collections Group in Burford, Oxon.

## Fundraising

The museum is not currently grant aided, so fundraising initiatives are important.

Two annual fundraisers for the museum took place in the summer of 2023, organised by the Trustees and a volunteer team, they were well supported by the community.

## Separation

The Museum was first established in 1949 and moved to its current buildings in 1962. Until recently, the Museum was managed by a committee of the Charlbury Society. However, in 2022 it was agreed that the Museum would be better able to apply for grants – and therefore put itself on a more professional footing – if it became a Charitable Incorporated Organisation (CIO) in its own right. The Trust was established as a CIO in November 2022 and in 2024, the separation from the Charlbury Society was completed.

## Accreditation

The CM&HC is now registered with the Arts Council and commenced work towards accreditation in 2023. The museum is being guided by Philip Claris, Accreditation Advisor, and Southeast Museum Development, in October 2023 he visited the museum to meet with trustees and a volunteer who is helping with the process. In early 2024 a Mentor, Victoria Stevens was appointed, and the museum will look forward to engaging with her in the year ahead.

## Public Benefit

For over 75 years Charlbury Museum has been at the heart of the community. It continues to offer visitors an inspiring glimpse into the history of the town and offers specialist archive research on family history to local visitors and from abroad too, plus historic information on the buildings and land in the Charlbury area.

Outreach work seeks to involve the local primary school, plus clubs and societies.

## Financial Review: These are the accounts of the CM&HC for 2023-24

### Charlbury Museum accounts 2023-24

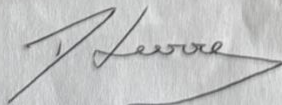
	2023-2024	2022-2023
<b>INCOME</b>		
Visitors	298	260
Sales: booklets	42	8
Sales: books	171	116
Sales: Quiz & postcards	43	74
Sales: T towels	0	4
Fundraising Events (note 1)	1373	1991
Donations & bequests (note 2)	239	3320
Gift Aid (note 3)	0	111
Town Trails & Parish map	9	1
Miscellaneous	267	29
<b>Total</b>	<b>2443</b>	<b>5916</b>
<b>EXPENSES</b>		
Office	184	516
Electricity	311	176
Buildings (note 4)	1608	206
Internet etc	215	186
Exhibition expenses	272	274
Garden	61	95
Rents	99	65
Quiz & postcards costs	0	210
Book purchases	60	22
Gifts and donations	354	100
Miscellaneous (note 5)	92	830
<b>TOTAL</b>	<b>3259</b>	<b>2683</b>
<b>SURPLUS</b>	<b>-816</b>	<b>3232</b>
<b>BALANCES</b>		
	<b>at 31.3.24</b>	<b>at 31.3.23</b>
Bank account	15083	15801
Petty Cash	9	107
Float	30	30
	<b>15121</b>	<b>15938</b>
Balance b/f	15938	12706
Surplus	-816	3232
	<b>15121</b>	<b>15938</b>

#### Notes

1. There were 3 very successful fund raising events this year
2. We are grateful to our donors again this year
3. Gift aid covers three years: 2020-21, 2021-22 and 2022-23
4. Includes some legal costs
5. The museum had a new stone sign made and erected. (2022-2023)

### Charlbury Museum Income and Expenditure Accounts for year ended 30<sup>th</sup> March 2024

I have examined these accounts and find them to be in agreement with the records presented to Me.



Deirdre Lunney  
Independent Examiner

11th October 2024

Tom Bartlett  
Treasurer  
March 1 2025