

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 19th 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

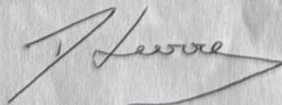
	2023-2024	2022-2023
INCOME		
Visitors	298	260
Sales: booklets	42	8
Sales: books	171	116
Sales: Quiz & postcards	43	74
Sales: T towels	0	4
Fundraising Events (note 1)	1373	1991
Donations & bequests (note 2)	239	3320
Gift Aid (note 3)	0	111
Town Trails & Parish map	9	1
Miscellaneous	267	29
Total	2443	5916
EXPENSES		
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
TOTAL	3259	2683
SURPLUS	-816	3232
BALANCES	at 31.3.24	at 31.3.23
Bank account	15083	15801
Petty Cash	9	107
Float	30	30
	15121	15938
Balance b/f	15938	12706
Surplus	-816	3232
	15121	15938

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 30th 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