

WITNEY AND DISTRICT MUSEUM CIO

Registered Charity No: 1203635

Address: 75 High Street, Witney, Oxfordshire OX28 6JA



Trustees' Report for year ended 30th November 2024

1. Objectives and activities

Witney and District Museum CIO ("The Museum") was set up 19th June 2023 to receive the assets of The Witney Museum and Historical Society (Registered Charity 1006722) and to continue its work. The transfer took place on 30th November 2023.

The objective of the Museum is to maintain a collection of items and documents which record the history of Witney and the surrounding district, to celebrate that history and to educate the public about it.

The Museum has done this during the past year by (a) continuing to organise and record its collection (b) opening to the general public on four days per week between April and October (c) arranging special events and exhibitions.

During the year, with the aid of a grant and advice received from Museum Development South East, the Witney and District Museum has successfully negotiated with the National Lottery Heritage Fund a £198,096 grant for an agreed program to enhance the professionalism of its operation and the variety and quality of its presentations. Work started on this program in September 2024 and is due to be completed by July 2026.

2. Achievements, Performance and Public Benefit

The Museum has been visited by 1189 adults and 259 children during the past 12 months. It has welcomed 6 school and college parties.

With the NLHF funding, the Museum has started on a volunteer recruitment and training program under the guidance of freelance experts with the aim of raising the standard of care for, and presentation of, its collection and increasing the involvement of the community.

The Museum provides a public benefit by:

- Recording, preserving and interpreting the history of the local community
- Educating local residents and visitors about their heritage
- Providing the opportunity for volunteers to work, share and learn from others of similar interests.

3. Financial Review

Funding is by entrance charges, donations and grants from charities and other public bodies. The Museum has no employees and was staffed during the year entirely by volunteers.

The Museum began the year with £18,043 and ended the year with £12,884. Receipts were £9,807 including £2,553 from entry fees, £1,725 from grants, and £2,970 from the NLHF for the initial three months of the project. Expenditure was £14,966. Major items were utilities and insurance, solicitor's fees for the renewal of the lease and £3,135 of NLHF fees.

Our Reserves Policy is to hold sufficient cash to cover 12 months running costs, and broadly this was achieved. Funds beyond those required for day-to-day operation are invested in a Lloyds Business Banking interest-paying deposit account.

The Museum is grateful to the Bartlett Taylor Charitable Trust who have granted a new lease on the current premises for 30 years from 12th September 2024 at a peppercorn rent.

4. Structure, Governance and Management

The Museum is run by board of between 3 and 12 unpaid Trustees who met 12 times during the year to set policy and exercise oversight of the Museum, its finances and its statutory responsibilities. The day-to-day operation is run by a Management Committee appointed annually by the Trustees.

5. Trustees and their appointment

Potential Trustees are chosen for relevant skills, knowledge and experience, and appointed by the existing Trustees for a term of 3 years (with special terms for the initial Trustees).

The Trustees up to 30th November 2024, with their terms of appointment, were:

	Appointed	Term	Retired
John Abrams	19.6.23	1 year	1.7.24
Keith Early Crawford	19.6.23	3 years	
Gillian Fettes	19.6.23	2 years	
Jean Marion Greenway	19.6.23	4 years	
Michael Anthony French	15.1.24	3 years	
Christopher William Hopkins	12.8.24	3 years	
Sally Rees Watson	2.12.24	3 years	

6. Management of Risk

The Museum's finances are monitored through monthly accounts presented by the Treasurer to the Management Committee. No commitment to any expenditure is made without knowing from where the funds will come. All payments require dual authorisation.

The Museum has insurance giving protection to its assets and for public liability claims.

The Trustees and the Management Committee are jointly responsible for ensuring that the museum is a safe and secure place for the collection, for volunteers and for visitors. Any breaches or complaints would be brought to the attention of the Trustees.

7. Declaration

This report was approved by the Trustees and signed on their behalf by:

Signature: KE Crawford Keith Early Crawford, Chair of Trustees

Date: 24.9.25

with accompanying Accounts + Examiner's Report

Witney and District Museum CIO


Accounts for the Year ended 30th November 2024

INCOME		EXPENDITURE	
Entry fees	2553.00	Electricity	704.72
Donations	873.88	Water	217.14
General sales	539.32	Council rates	0.02
Commission sales	255.00	Telecommunications	634.31
Grants (excluding NL Heritage Fund)	1725.00	Website	360.00
Royalties	113.25	Insurances	2185.82
Other income (Events etc.)	586.01	Security (fire, intruder, electronic)	565.79
Deposit account interest	191.52	Conservation and display	96.28
NL Heritage Fund Receipts*	2970.47	Subscriptions	43.00
		Commission Stock cost	141.00
Total income	9807.45	Admin expenses	239.55
Deficit for period	5158.88	Event expenses	277.49
		Sundries	74.32
	14966.33	Equipment	78.95
	=====	General maintenance	96.00
		Property Reports	3069.00
		Lease Assignment	3047.52
		NLHF Project – Qualifying expenses*	3135.42

		Total expenditure	14966.33
			=====
Balances		Represented by:	
Total funds at 30 th November 2023	18043.34	Lloyds deposit account	12121.50
Less: Deficit for period	5158.88	Lloyds current account	844.85
	-----	Cash in hand	20.11
Total funds at 30 th November 2024	12884.46		-----
	=====		12986.46
		Less: Unpresented cheques	102.00

			12884.46
			=====

* The Notes and Additional Information in page 2 relate to analysis of Project transactions qualifying for Support from the National Lottery Heritage Fund and are part of these accounts.

Signed:  Date: 6.1.25
(Chairman)

Signed: John M. Garrett Date: 6/1/25
(Treasurer.)

K E Crawford 3.2.25
Chair of Trustees.

Examiner's certificate.

I have examined these accounts together with the Books, Bank Statements and Vouchers presented by the Museum and received full and satisfactory explanations of any queries.

In my opinion the Society has kept proper financial records and these accounts give a true and fair view of the Transactions of the Witney and District Museum CIO (formerly Witney Museum and Historical Society) for the year ended 30th November 2024 and of the Balances at that date.

Signed: Margaret Thourton Date: 19/12/24

Witney Book-Keepers Ltd
19 Viner Close
Witney, Oxon OX28 1EP
Tel: 01993 702298

Witney and District Museum CIO Accounts for the Year Ended 30th November 2024
Notes and Additional Information.

National Lottery Heritage Fund award.

The Museum has received the award of finance towards a development project - "Witney's got Wool and What Else?" - from the NL Heritage Fund. The Museum will receive funding of approximately 94.74% of Qualifying Expenditure. A Project Manager has been appointed to oversee its implementation.

The Project commenced in September 2024 and is programmed to run for 2 years.

The following analysis of Qualifying Expenditure incurred effectively represents only activity in the first two months of the programme.

Qualifying Expense	£
Project manager fees	2921.72
School & Community activity days	27.85
Catering for training days and social events.	185.85

Total Qualifying expenses	3135.42 #
Less: Funding received	2970.47 #

Balance from Museum's own funds	164.95
	=====

These figures are carried to the respective expenditure and income sides of the accounts in page 1.

NON-MONETARY ASSETS HELD FOR USE OF THE CHARITY

a. Buildings:

The museum building is leased from the Bartlett Taylor Charitable Trust.

b. Collection

Contents of display cabinets, open display and items stored

c. Office equipment

Includes cabinets, desks, computers, printer/copiers, monitors, telephones, POS terminal, office chairs, security cameras and related equipment.

d. Stock for sale & free to visitors

Includes books, booklets, small glasses and pencils

e. General FF&E

Includes chairs, tables, display boards, televisions, DVD player, mannequins, electronic slide show, display cabinets, display stands/holders, craft items for activities, loom table, children's table and chairs and bookcases

LIABILITIES

None