

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 4	Year 2020		Day 1	Month 4	Year 2021

Section A

Reference and administration details

Charity name

NORTH DEVON MUSEUM TRUST

Other names charity is known by

NORTH DEVON MARITIME MUSEUM

Registered charity number (if any)

267268

Charity's principal address

ODUN HOUSE, ODUN ROAD, APPLIEDORE, DEVON

Postcode

EX39 1PT

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)
1	Adrian Wills	Trustee		The Trustees and Management Committee
2	Barry Edwards	Trustee		The Trustees and Management Committee
3	Peter Christie	Trustee		The Trustees and Management Committee
4				
5				
6				
7				
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9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Administration – Fiona Cousins

Auditor – Stephen Taylor

Committee Chairman – Mike Guegan

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by Trustees and Management Committee and elected at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Prospective trustees are required to submit a CV, visit the Museum and Administrator and Chairman of the Management Committee and read the Minutes of the previous meetings. They are then invited to attend the meetings.

Three Trustees at present in the process of electing a further Trustee, Chairman of Management Committee, Administrator, 8 other Committee Members.

Annual buildings insurance on property. Public and employers liability insurance inclusive of Trustees Indemnity Insurance. Annual checks on fire equipment from outside bodies and internal weekly check. Health and Safety Policy regularly assessed. Trustees have various cash savings in Nat West Savings Accounts. We hold a yearly induction meeting for all volunteers to go over our health and safety policy and we take on board any ideas/issues that arise.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

North Devon Maritime Museum objective is the advancement of public knowledge regarding the maritime history of North Devon and the Bristol Channel.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Charity provides exhibitions and in order to do so we acquire information/artefacts relevant to the maritime area and we collect/conserves/interpret and display these items within the Museum. We also publish books and an annual magazine. We have a school room facility, where costumed interpreters give lessons to local school children as was done in the Victorian era and during the Second World War. We also have several traditional local boats which we endeavour to continue to have restored.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have a separate committee, who undertake undertake grant applications with the full knowledge of the Trustees

At present our investments are ringfenced for the maintenance of the building and for certain projects for which grants have been successfully gained.

The Trustees no longer accept items on loan to the Museum but only gifts.

Our volunteers are essential to the opening and running of the Museum. We have only 2 part time staff the remaining 70 or so are all volunteers who organise the exhibitions, promote the Museum, answer queries, man the Museum during the open hours, organise stock purchase and assist in the shop.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

This year was a difficult year for all. Sadly we lost one of our founding members and Trustees, Keith Abraham. We are in the process of appointing a new Trustee to comply with our Trust Deed. The Museum was closed during 2020 and April 2021. We successfully applied for grants which ensured the continuance of the Museum. During the closure the Museum volunteers were not idle. They successfully refurbished the museum and added numerous exhibits. Parts of the museum were repainted and work continued in the archives and the restoration of the Picarooner. The Museum also successfully added electronic means of payment and installed a card machine.

The committee and Trustees continued to work enhancing the museum throughout lockdown and had meetings via Zoom. All members reacted positively to the Covid threat and we installed safe measures for both volunteers and visitors (when open). We held our AGM via zoom and invited all Museum associates to attend. We continued to engage with the public via social media and acted upon requests for research and book sales.

We have looked at and acted upon and refreshed the requirements of GDPR – some aspects we are further working towards.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trustees keep a current account for general funds – these monies are derived from admissions, shop sales and donations. We have immediate access to these monies. Other monies which have come from larger donations/grants/legacies and interest on are kept in Nat West Savings.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our day to day funding comes from admissions to the Museum, shop sales and donations. We actively seek grants and have in recent year been fortunate to have been left legacies and large donations from the general public. 2020/2021 saw a reliance on grants from Torridge District Council.

Our expenditure is mostly in administering the Museum which enables the Museum to stay open with heat, lighting, rent etc and maintenance.

Section F Other optional information

We are actively working towards extending the museum either via the building of a boat shed on the grounds of the Victorian school room where we hope to be able to restore the boats we have been gifted allowing visitors the change to see restoration in progress or via an extension to the rear of the property.

We are also in the process of installing a new large rear window on the museum stairs case as the original has rotted. We are awaiting planning permission.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) FIONA COUSINS

Full name(s) FIONA COUSINS

Position (eg Secretary, Chair, etc) ADMINISTRATOR

Date 28th September 2021

NORTH DEVON MUSEUM TRUST
(NORTH DEVON MARITIME MUSEUM)
Income and Expenditure Account for the year ended
31st March 2021

	2020/2021
Income	
Book Sales	261.45
Shop Sales	0.00
Costs of Book, Shop Sales & stock write-off	-1500.00
Profit / Loss on Sales	-1238.55
(% of Profit)	
Admission Fees	0.00
Victorian School Admissions	90.00
Donations and Grants*	28768.00
Friends Subscriptions	656.00
Outreach/Fundraising/Research	114.50
Interest	28.50
Miscellaneous	
TDC CAR PARK REIMBURSEMENT	3094.59
Total income	31513.04
Expenditure	
Publicity and Printing costs	190.20
Equipment Depreciation	870.10
petty cash	0.00
Library Archives	
cleaning	56.00
Coffee machine	
Volunteers Expenses	
Administration	
Insurance	1447.39
Stationery, postage & computer supplies	240.92
Maintenance	3360.41
Utilities	766.00
Water	276.00
Telephone and Internet	380.55
AGM COSTS -	
SW MARITIME MEMBERSHIP	15.00
Total Expenditure	7562.57
SURPLUS	23920.47

Balance Sheet as at 31/03/2021

Assets	£	£
Current Assets		
Stock at cost less provision		4300.00
Cash and cash equivalents		
Cash in hand	130.00	
Current account	41360.92	
Business Reserve	70038.80	
		111529.72
Current Liabilities		
Accrued Expenses		405.18
Net current assets		115424.54
Non current assets		
Building		156673.00
Office equipment: Cost	5807.00	
dnp	4056.70	
		1750.30
Flagpoles	1954.00	
dnp	975.40	
		978.60
Non current assets total		159401.90
Total net assets		274826.44
Accumulated funds b/f	250905.81	
Surplus	23920.47	274826.28

List of Donations and grants

	£
Norham T C	400
TDC Grants Covid 19	27000
Legacy Donald Cawthorn	1000
MISCELLANEOUS	66
Magpie Curtis	50
Mr Tamlyn	250
	28768

2020/2021

	Cost	Accumulated depreciation	NBV
IT Equipment	462	462.00	0
Multimedia screen	1540	1540.00	0
Projector, Scanner, Computer	500	500.00	0
Audio Equipment (2018/19)	825	495.50	329.5
Desk	1584	790.40	793.6
Jetsettle card machine	896	268.80	627.2
Total of Office equipment	5807	4056.70	1750.3
Flagpole	1954	975.4	978.6

Depn

247.50
158.40
268.80

195.40
870.10

Building shown at cost of purchase March 2016 plus Portico addition.
2020/ 2021 Depreciation charged at 30%per annum on projector and audio equipment .
10% per annum on desk and flagpole
No depreciation charge in year of acquisition
Depreciation charge for year

Audio Equipment	247.5
Desk	158.4
Card machine	268.8
Flagpole	195.4
	870.1

Closing stock comprises shop stock at cost and a stock of books.
Many books have been held for many years and therefore have a potentially low (nil) realisable value.

A detailed stock count as at 31/03/2019 was taken and stock recored at cost as:

Shop stock	2493
Book stock	8856
Stock at cost	11349

stock has therefore been agreed
Stock at cost 11349
Provision 7049
Stock valuation 4300

Cost of sales computed as follows:	
Opening stock	5800
Purchases	0
Closing stock	4300
Provision	1500

Benefits In Kind

The Museum received 3168 hours during the year from volunteers including archiving. Research, maintenance and committee work
The value to the Museum at the Minimum wage of £8.72 per hour was £27625.

Visitors Numbers

The Museum received no visitors during the year due to the COVID-19 pandemic, including visitors to the Museum itself, school parties, research and enquiries

Date: 30 Sept 2021

Signed: Fiona Cousins

Audit Certificate

I have examined the books of the North Devon Maritime Museum. In my opinion proper Books of Account have been kept and these give a true and fair view of the financial affairs of the Museum, the surplus for the year ended March 2019 and the assets and liabilities at that date.
A full audit has not been carried out.

Date: 07 July 2021

Signed: Stephen Taylor