



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2023 Period start date To 31<sup>st</sup> March 2024**  
**Period end date**

**Charity name: North Devon Museum Trust**

**Charity registration number: 267268**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>North Devon Maritime Museum objective is the advancement of public knowledge regarding the maritime history of North Devon and the Bristol Channel.</b>
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	<p><b>The Charity provides exhibitions and in order to do so we acquire</b></p> <p><b>information/artefacts relevant to the maritime area and we collect/conserv</b><del>ve</del><b>interpret and display these items within the Museum. We also publish books and an annual magazine. We also offer to local schools a Victorian school pack with costumes so they can enact a Victorian schoolroom experience. We have several traditional local boats some of which we have restored and some are in the process of being restored. We go out to local groups and discuss various exhibits we hold in the museum.</b></p> <p><b>We have a separate committee, who undertake u</b><del>gr</del><b>ant applications with the full knowledge of the Trustees</b></p> <p><b>At present our investments are ringfenced for the maintenance of the building and for certain projects for which grants have been successfully gained.</b></p> <p><b>The Trustees no longer accept items on loan to the Museum but only gifts.</b></p> <p><b>Our volunteers are essential to the opening and running of the Museum. We h</b><del>ave</del><b> 60 or so volunteers who organise the exhibitions, promote the Museum, answer queries, man the Museum during</b></p>

		<b>the open hours, organise stock purchase and assist in the shop.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees have regard to the guidance issued by the Charity Commission on Public Benefit</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>The volunteers are invaluable to the Museum and without them the Museum could not function. They volunteer 7 days a week from Easter to end of October from 10am to 5pm. Volunteers carry out minor maintenance, talk to the public both whilst on the desk and through outreach, organise and display exhibits, carry out research for the public, digitalise all our artefacts, run the Facebook page, update the website, look for grant opportunities – liaise with other similar organisations and promote the museum – organise flyers and publicity and help with restoration projects.</b>
Other		

#### **Achievements and Performance**

	SORP reference	
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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	<p><b>We appointed a new Trustee to comply with our Trust Deed. Unfortunately we had the loss of a further trustee and we are now actively seeking a replacement.</b></p> <p><b>We successfully applied for grants which ensured the continuance of the Museum and we were able to restore two top floor ceilings and also make up exhibit boards and volunteers continued to enhance the exhibits presently on show.</b></p> <p><b>We also worked with the Museum of London Archeology and assisted them in working with children in the area.</b></p> <p><b>Work continued in the archives and we updated some areas of the computer system.</b></p> <p><b>Work was completed on the restoration of the Picarooner. We were fortunate enough to secure a grant so that the Picarooner is temporarily housed in a container on the car park that we own.</b></p> <p><b>The Museum loaned to various local schools artefacts from a Victorian school room.</b></p> <p><b>We continued to engage with the public via social media and acted upon requests for research and book sales and had a presence at various local events.</b></p> <p><b>We engaged architects to make plans for a boat house within the museum's curtilage. The initial planning submission was unsuccessful but we will continue to consult with the architects, the planning authority and members of the public. If successful we plan to show our restored boats, use the space for our archive team and storage of artefacts and have a function area alongside a refreshment area.</b></p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives	Para 1.41	

set		
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Due to the maintenance of two ceilings, for which we partly received funding our maintenance costs were high this year which obviously impacted on our financial position.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held to ensure the museum's building is maintained.</b>  <b>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.</b>
Amount of reserves held	Para 1.22	<b>£71,299</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	<b>There is no deficit but the amount of money on hand has reduced substantially due to the ceiling problems noted above.</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### 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	<b>Entrance Fees and Donations</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Trust</b>
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	<b>Our Trustees are local to the area and are known to have a specific interest in the Museum and its objectives. A new Trustee will be invited to attend a meeting and to provide a CV. All trustees have insurance indemnity.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	North Devon Museum Trust
Other name the charity uses	North Devon Maritime Museum
Registered charity number	267268
Charity's principal address	Odun House Odun Road Appledore 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	Peter Christie		1/4/23-21/2/24: deceased	Committee Members
2	Adrian Wills			Committee Members
3	Barry Edwards			Committee Members
4	Christopher Preece			Committee Members
5	Jane Whittaker		Note: appointed 11/4/24 to replace P.Christie	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Peter Christie	1/4/23-21/2/24: deceased	<b>THIS IS BEING CHANGED TO REFLECT THE CHANGES IN THE TRUSTEES</b>
Adrian Wills		
Barry Edwards		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information


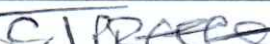
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	BARRY MORTIMER EDWARDS	CHRISTOPHER PREECE
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE

Date

31 / 12 / 2024
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NORTH DEVON MUSEUM TRUST

**(NORTH DEVON MARITIME MUSEUM)**

Income and Expenditure Account for the year ended

31st March 2024

	2023/2024	2022/2023
<b>Income</b>		
Book Sales	616.47	1156.80
Shop Sales	2706.53	1742.57
Costs of Book, Shop Sales & stock write-down	-1232.11	-1585.87
Profit/Loss on Sales	2090.89	1513.50
% of Profit	62.62	62.55
Admission Fees	14768.34	13639.80
Victoria School Admissions	294.00	45.00
Donations and Grants	10069.48	7223.04
Friends Subscriptions	754.00	790.00
Outreach/Fundraising/Research	200.00	27.00
Interest	945.32	308.32
<b>TOTAL CASH/LESS MONIES PAID IN</b>		
Miscellaneous - EDF CREDIT	148.18	44.27
TDC CAR PARK REIMBURSEMENT	4727.54	506.95
<b>Total Income</b>	<b>34053.76</b>	<b>29192.56</b>

<b>Expenditure</b>		
subsidy/grants/renting heritage	1186.64	885.86
Equipment Depreciation	683.36	876.1
petty cash	0.00	0
Card machine fees	288.03	199.89
Seating	100.00	384.60
Utilities	598.56	846
Post house ARCHITECT AND PLANNING FEES	6209.60	125.58
Administration	3120.00	3120
Insurance	1870.22	1955.10
Postage, postage & computer supplies		83.4
Maintenance	33580.16	1299.21
Utilities	2781.00	1483.81
Water	904.00	313.0
Telephone and Internet	714.24	87.6
WEBSITE HOST	576.00	
Professional fees	55.12	414.11
Memberships	35.00	15
Travels	5026.81	4882.34
<b>Total Expenditure</b>	<b>57265.77</b>	<b>16639.38</b>
<b>SURPLUS/(DEFICIT)</b>	<b>-23212.01</b>	<b>4456.01</b>

**Balance Sheet as at 31/03/2024**

<b>Assets</b>		
Current Assets		
Stock at cost less provision		63.60
Cash and cash equivalents		
Cash in hand	30.67	
Current account	16730.85	
	7196.22	30067.46
<b>Total Current Assets</b>		
Current Liabilities		
Accrued Expenses		
<b>Net current assets</b>		30121.54
Non current assets		
Plant and		108072.00
Office equipment: Cost		6806.98
Dep		-5706.98
Flagpole		1864.00
Net		-1581.68
<b>Non current assets total</b>		157843.80
<b>Total net assets</b>		248565.34
Accruals and		271277.35
Reserves/(Deficit)		-23212.01
<b>Accruals and</b>		<b>248565.34</b>

INCL ZETTLE FEES ADDED BACK

0.00

List of Donations and grants

	£
APPLEDORE LAND TRUST	600
EDDY HARRIS	360.35
BOOK FESTIVAL	600
HEADLEY TRUST	5000
MUSEUM OF LONDON ARCHAEOLOGY	100
NORTH DEVON COAST	2000
MAURICE HOGG LEGACY	1000
MISC DONATIONS	258.74
COMPANY OF ARTS	170
	10006.48

**2023/2024**

	Cost 01/04/2023	Additions	Cost 31/03/2024	Depreciation	NetV
IT Equipment	1361.68		1361.68	791.88	569.80
Multimedia screen	1540		1540	1540.00	0.00
Projector - Scanner - Computer (2016/16)	800		800	800.00	0.00
Audio Equipment (2018/18)	800		800	800.00	0.00
Desk	1084		1084	1265.40	-181.40
Tablet card machine	894		894	896.04	-0.04
Total of Office equipment	6886.08	0	6886.08	5726.32	1159.76
Flagpole	1864		1864	1864.00	0.00

Depn

239.98

158.40

89.60

487.98

156.40

683.38

Building shown at cost of purchase March 2016 plus Portico addition.

2023/2024 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	0.00
Desk	158.40
Card machine	89.60
Flagpole	155.40
<b>TOTAL</b>	<b>403.40</b>

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.

Shop stock	84.64
Book stock	7770.57
<b>Stock at cost</b>	<b>7855.21</b>

Many books have been held for many years and therefore have a

potentially low (nil) realisable value. A provision for slow moving and obsolete

stock has therefore been agreed

Stock at cost	7855.21	
Provision	7791.61	63.60
Stock valuation	63.60	

Cost of sales computed as follows:

Opening stock	306.16	7812.84
Purchases	889.52	
Closing stock	63.60	7791.61
<b>Cost of sales</b>	<b>1232.11</b>	<b>21.23</b>

Benefits In Kind

The Museum received 6701 hours during the year from volunteers

including archiving, Research, maintenance and committee work

The value to the Museum at the Minimum wage of £10.42 per hour was £69824.42.

Visitors Numbers

The Museum received 4978 visitors during the year.

This includes visitors to the Museum itself, school parties, research and enquiries

Date:

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 2024

and the assets and liabilities at that date.

A full audit has not been carried out.

Date: 04/07/2024

Signed: Stephen Taylor

BANK INTEREST

BUSINESS RESERVE - NAT WEST

b/f

28-Apr-23	54.93
1-Jun-23	68.38
30-Jun-23	66.61
31st July 2023	79.34
1-Sep-23	84.07
29-Sep-23	81.46
Oct-23	89.99
Nov-23	84.47
Dec-23	81.75
Jan-24	93.14
Feb-24	81.96
Mar-24	79.22

945.32

CCLA ACCOUNT

VALUATION (NOT INTEREST) AS AT 31ST DECEMBER 2023

0.93



70353.9

945.32  
71299.22

0.93

71300.15

NORTH DEVON MARITIME TRUST

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Dep		-5726.98
Flagpole		1864.00
Net		-1581.68
<b>Non current assets total</b>		157943.80
<b>Total net assets</b>		248065.34
Accumulated diff		271277.30
Reserves/Deficit		-23212.01
<b>Accumulated diff</b>		<b>248065.34</b>

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BANK INTEREST

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b/f

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Oct-23	89.99
Nov-23	84.47
Dec-23	81.75
Jan-24	93.14
Feb-24	81.96
Mar-24	79.22

945.32

CCLA ACCOUNT

VALUATION (NOT INTEREST) AS AT 31ST DECEMBER 2023

0.93



70353.9

945.32  
71299.22

0.93

71300.15