



**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 2025**

**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 information/artefacts relevant to the maritime area and we collect/conservate/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 grant 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 have 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 |  |
|--|----------------|--|



|  |                  |   |
|--|------------------|---|
| <p>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.</p> | <p>Para 1.20</p> | <p>Unfortunately we lost one of our Trustees during the year but have now managed to appoint a suitable replacement.</p> <p>We successfully applied for grants which ensured the continuance of the Museum and we revamped 2 of our exhibit rooms as well as painting most of the internal walls of the lower part of the museum. We also purchased new exhibit boards and volunteers continued to enhance the exhibits presently on show.</p> <p>Work continued in the archives and we updated some areas of the computer system.</p> <p>The Museum loaned to various local schools artefacts from a Victorian school room.</p> <p>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. We have welcomed many people (e.g. the author Liz Shakespeare) and organisations (TV researcher) to our archives to allow them to research local maritime history. Links with the Museum of London Archaeology (MOLA) continued. They visited a couple of times to see what we had in the museum and also talked to local residents as a result of our introductions. We have been credited in their research.</p> <p>We engaged architects to make plans for a boat house within the museum's curtilage. The initial planning submission was unsuccessful but we have continued to consult with the architects, the planning authority and members of the public and resubmitted our application in March 2025. The plan was approved by the local Council in May 2025 and we are now looking at how to finance the construction of the new building. Once built, 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.</p> |
|--|------------------|---|

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 set | Para 1.41 |  |
| 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 a combination of the increase in admission fee prices and the negligible maintenance work needed, we ended the year with our total cash balance at £113K compared to £90K the previous year.</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><br><br><b>The Trustees keep a current account and easy-access savings 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 are kept in Nat West 35 Day Access Savings.</b> |
| Amount of reserves held  | Para 1.22 | <b>£100K</b>  |
| Reasons for holding zero reserves  | Para 1.22 |   |
| Details of fund materially in deficit  | Para 1.24 |   |
| 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, Donations and income from the Museum's car park.</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<br>(trust deed, royal charter)   | Para 1.25 | <b>Trust Deed</b>   |
| How is the charity constituted?<br>(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.</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<br>Odun Road<br>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  | Adrian Wills       |                 | 01/4/24-22/08/24<br>Deceased        | Committee Members   |
| 2  | Barry Edwards      |                 |                                     | Committee Members   |
| 3  | Christopher Preece |                 |                                     | Committee Members   |
| 4  | Jane Whittaker     |                 |                                     | Committee Members   |
| 5  | Peter Reveley      |                 | 13/2/25-31/3/25<br>Replaced A.Wills | Committee Members   |
| 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 |  |
|---------------|-----------------------------------|--|
| Adrian Wills  | 01/4/24-22/08/24                  |  |
| 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 |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

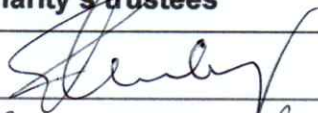
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|--|
|  |
|--|



## Declarations

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

Signed on behalf of the charity's trustees

|                                     |   |                 |
|-------------------------------------|---|-----------------|
| Signature(s)                        |  | Jane Whittaker. |
| Full name(s)                        | PETER OWEN KEVELEY  | JANE WHITTAKER  |
| Position (eg Secretary, Chair, etc) | TRUSTEE   | TRUSTEE         |
| Date                                | 18/6/25   |                 |

NORTH DEVON MUSEUM TRUST

(NORTH DEVON MARITIME MUSEUM)

Income and Expenditure Account for the year ended

31st March 2025

|  | 2024/2025    | 2023/2024     |
|--|--------------|---------------|
| <b>Income</b>                                |              |               |
| Second-Hand Book Sales                       | 748          | 616           |
| Shop Sales                                   | 2516         | 2707          |
| Costs of Book, Shop Sales & stock write-down | -1053        | -1232         |
| Profit / Loss on Sales                       | 2211         | 2091          |
| (% of Profit)                                | 68%          | 63%           |
| Admission Fees                               | 20904        | 14798         |
| Victorian School Admissions                  | 100          | 294           |
| Donations and Grants*                        | 14405        | 10095         |
| Friends Subscriptions                        | 926          | 754           |
| Outreach/Fundraisin/Research                 | 17           | 200           |
| Interest                                     | 1096         | 945           |
| Miscellaneous - EDF CREDIT                   | 35           | 148           |
| TDC CAR PARK REIMBURSEMENT                   | 3983         | 4728          |
| <b>Total income</b>                          | <b>43678</b> | <b>34054</b>  |
| <b>Expenditure</b>                           |              |               |
| publicity/agm/printing heritage              | 904          | 1187          |
| Equipment Depreciation                       | 732          | 732           |
| Card machine fees                            | 324          | 288           |
| cleaning                                     | 618          | 100           |
| archive                                      | 528          | 557           |
| boat house ARCHITECT AND PLANNING FEES       | 5631         | 6210          |
| Administration                               | 3120         | 3120          |
| Insurance                                    | 2010         | 1870          |
| Stationery, postage & computer supplies      | 61           |               |
| Maintenance                                  | 613          | 33580         |
| Utilities                                    | 2611         | 2781          |
| Water  | 558          | 504           |
| Telephone and Internet                       | 484          | 714           |
| WEBSITE HOST                                 | 576          | 576           |
| Professional fees                            | 0            | 55            |
| Memberships                                  | 35           | 35            |
| Exhibits                                     | 1829         | 5006          |
| Miscellaneous                                | 207          |               |
| <b>Total Expenditure</b>                     | <b>20841</b> | <b>57315</b>  |
| <b>SURPLUS/(DEFICIT)</b>                     | <b>22836</b> | <b>-23260</b> |

Balance Sheet as at 31/03/2025

| Assets                       | £ | £             |
|------------------------------|---|---------------|
| <b>Current Assets</b>        |   |               |
| Stock at cost less provision |   | 253           |
| Cash and cash equivalents    |   |               |
| Cash in hand                 |   | 26            |
| Current account              |   | 706           |
| Business Reserve             |   | 12269         |
| 35 Day Savings Account       |   | 100127        |
| <b>Total Cash and Bank</b>   |   | <b>113128</b> |
| <b>Total Current Assets</b>  |   | <b>113381</b> |
| <b>Current Liabilities</b>   |   |               |
| Accrued Expenses             |   |               |
| <b>Net current assets</b>    |   | <b>113381</b> |
| <b>Non current assets</b>    |   |               |
| Building                     |   | 156673        |
| Office equipment: Cost       |   | 6916          |
| dpr                          |   | -6266         |

|                          |  |  |        |
|--------------------------|--|--|--------|
| Flagpoles                |  |  | 1954   |
| dpn                      |  |  | -1757  |
| Non current assets total |  |  | 157520 |
| Total net assets         |  |  | 270802 |
| Accumfunds b/f           |  |  | 248065 |
| Surplus/(Deficit)        |  |  | 22836  |
| Accumfunds c/f           |  |  | 270902 |
|                          |  |  | -46097 |

#### List of Donations and grants

| £                  |                |       |
|--------------------|----------------|-------|
| Durnford Slater    |                | 500   |
| Appldore Pirates   |                | 1000  |
| Rootnotes Concert  |                | 100   |
| Macular Society    |                | 20    |
| Brackengarth Trust |                | 10000 |
| J.Rees             |                | 500   |
| Lady Amory Trust   |                | 300   |
| Reed House Gallery | Paintings sale | 980   |
| Gift Aid           |                | 453   |
| Small Donations    |                | 552   |
|                    |                | 14405 |

#### 2024/2025

|   | Cost 01/04/2025 | Additions | Cost 31/03/2025 | Accumulated depreciation | NBV    | Year Depr'n |
|---|-----------------|-----------|-----------------|--------------------------|--------|-------------|
| IT Equipment                              | 1262            | 0         | 1262            | 1080.58                  | 181.40 | 379         |
| Multimedia screen                         | 1540            |           | 1540            | 1540.00                  | 0.00   | 0           |
| Projector , Scanner , Computer ( 2015/16) | 500             |           | 500             | 500.00                   | 0.00   | 0           |
| Scanner (2024/25)                         | 0               | 309       | 309             | 0.00                     | 309.00 | 0           |
| Audio Equipment (2018/19)                 | 825             |           | 825             | 825.00                   | 0.00   | 0           |
| Desk                                      | 1584            |           | 1584            | 1424.00                  | 160.00 | 158         |
| Izettle card machine                      | 896             |           | 896             | 896.00                   | 0.00   | 0           |
| Total of Office equipment                 | 6607            | 309       | 6916            | 6265.58                  | 650.40 | 537         |
| Flagpole                                  | 1954            | 0         | 1954            | 1757.00                  | 197    | 195         |
|   |                 |           |                 |                          |        | 732         |

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

2024/ 2025 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

|              |  |     |
|--------------|--|-----|
| IT Equipment |  | 379 |
| Desk         |  | 158 |
| Card machine |  | 0   |
| Flagpole     |  | 195 |
| TOTAL        |  | 732 |

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. All such books have been written off to the reserve.

Only books included in closing inventory are those purchased in the year and unsold at year-end.

|               |  |      |
|---------------|--|------|
| Shop stock    |  | 0.00 |
| Book stock    |  | 253  |
| Stock at cost |  | 253  |

|                                    |  |    |
|------------------------------------|--|----|
| Cost of sales computed as follows: |  |    |
| Opening stock                      |  | 64 |



|               |  |      |
|---------------|--|------|
| Purchases     |  | 1242 |
| Closing stock |  | 253  |
| Cost of sales |  | 1053 |

#### Benefits In Kind

The Museum received 5733 hours during the year from volunteers including archiving. Research, maintenance and committee work  
The value to the Museum at the Minimum wage of £12.21 per hour was £70,000.

#### Visitors Numbers

The Museum received 4500 visitors during the year.  
This includes visitors to the Museum itself, school parties, research and enquiries

Date: 29/5/25  
Signed: Peter McAuslan

#### 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 2025 and the assets and liabilities at that date.  
A full audit has not been carried out.

Signed: Stephen Taylor

  
29/05/2025

NORTH DEVON MUSEUM TRUST

(NORTH DEVON MARITIME MUSEUM)

Income and Expenditure Account for the year ended

31st March 2025

|  | 2024/2025    | 2023/2024     |
|--|--------------|---------------|
| <b>Income</b>                                |              |               |
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| Interest                                     | 1096         | 945           |
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| TDC CAR PARK REIMBURSEMENT                   | 3983         | 4728          |
| <b>Total income</b>                          | <b>43678</b> | <b>34054</b>  |
| <b>Expenditure</b>                           |              |               |
| publicity/agm/printing heritage              | 904          | 1187          |
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| Professional fees                            | 0            | 55            |
| Memberships                                  | 35           | 35            |
| Exhibits                                     | 1829         | 5006          |
| Miscellaneous                                | 207          |               |
| <b>Total Expenditure</b>                     | <b>20841</b> | <b>57315</b>  |
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Balance Sheet as at 31/03/2025

| Assets                       | £ | £             |
|------------------------------|---|---------------|
| <b>Current Assets</b>        |   |               |
| Stock at cost less provision |   | 253           |
| Cash and cash equivalents    |   |               |
| Cash in hand                 |   | 26            |
| Current account              |   | 706           |
| Business Reserve             |   | 12269         |
| 35 Day Savings Account       |   | 100127        |
| <b>Total Cash and Bank</b>   |   | <b>113128</b> |
| <b>Total Current Assets</b>  |   | <b>113381</b> |
| <b>Current Liabilities</b>   |   |               |
| Accrued Expenses             |   |               |
| <b>Net current assets</b>    |   | <b>113381</b> |
| <b>Non current assets</b>    |   |               |
| Building                     |   | 156673        |
| Office equipment: Cost       |   | 6916          |
| dpr                          |   | -6266         |

|                          |  |  |        |
|--------------------------|--|--|--------|
| Flagpoles                |  |  | 1954   |
| dpn                      |  |  | -1757  |
| Non current assets total |  |  | 157520 |
| Total net assets         |  |  | 270802 |
| Accumfunds b/f           |  |  | 248065 |
| Surplus/(Deficit)        |  |  | 22836  |
| Accumfunds c/f           |  |  | 270902 |
|                          |  |  | -46097 |

#### List of Donations and grants

| £                  |                |       |
|--------------------|----------------|-------|
| Durnford Slater    |                | 500   |
| Appldore Pirates   |                | 1000  |
| Rootnotes Concert  |                | 100   |
| Macular Society    |                | 20    |
| Brackengarth Trust |                | 10000 |
| J.Rees             |                | 500   |
| Lady Amory Trust   |                | 300   |
| Reed House Gallery | Paintings sale | 980   |
| Gift Aid           |                | 453   |
| Small Donations    |                | 552   |
|                    |                | 14405 |

#### 2024/2025

|   | Cost 01/04/2025 | Additions | Cost 31/03/2025 | Accumulated depreciation | NBV    | Year Depr'n |
|---|-----------------|-----------|-----------------|--------------------------|--------|-------------|
| IT Equipment                              | 1262            | 0         | 1262            | 1080.58                  | 181.40 | 379         |
| Multimedia screen                         | 1540            |           | 1540            | 1540.00                  | 0.00   | 0           |
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|   |                 |           |                 |                          |        | 732         |

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| Card machine |  | 0   |
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|               |  |      |
|---------------|--|------|
| Shop stock    |  | 0.00 |
| Book stock    |  | 253  |
| Stock at cost |  | 253  |

|                                    |  |    |
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|               |  |      |
|---------------|--|------|
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| Cost of sales |  | 1053 |

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29/05/2025