

LAWRENCE HOUSE MUSEUM

England & Wales · Charity number 276656

Details

Status Registered

Legal form Trust

Registered 1978-11-14

Register [View on the Charity Commission register](#)

Contact

Address Launceston Town Council
Town Hall
Western Road
Launceston
PL15 7AR

Phone 01566773693

Email admin@launceston-tc.gov.uk

Website www.lawrencehousemuseum.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC BY THE PROVISION OF A PUBLIC MUSEUM IN THE TOWN OF LAUNCESTON AND ITS SURROUNDING DISTRICT.

Activities: Lawrence House is a grade II listed building, owned by the National Trust and leased to Launceston Town Council for the provision of a museum of local history. The museum is run by volunteers and there is no charge for admission.

Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Cornwall

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£26,696	£33,755	-	-
2024-03-31	£26,483	£35,071	-	-
2023-03-31	£31,029	£45,580	-	-
2022-03-31	£48,941	£42,835	-	-
2021-03-31	£69,767	£34,677	-	-

Trustees

Name	Role	Appointed
LAUNCESTON TOWN COUNCIL		

Accounts

Lawrence House Museum

Charity Number 276656

**Trustee's Report and Unaudited Receipts and Payments Account
For the year ended 31 March 2024**

	Pages
Trustee's Annual Report	1-4
Independent Examiner's Report	5
Receipts and Payments Account	6-7
Statements of Assets and Liabilities	8
Notes to the Accounts	9

Lawrence House Museum

Charity Number 276656

Trustee report for year ended 31st March 2024

Charity's Address

Lawrence House Museum, 9 Castle Street, Launceston, PL15 8BA

Principle Office: Launceston Town Hall, Western Road, Launceston, PL15 8AR

Name Of Trustees

Launceston Town Council

The Town clerk acted as secretary

Buttons Accounting acted as Treasurer

The volunteer assistant curator is Mrs Lesley Barker

Professional Advisers

Bankers: HSBC, 18 Broad Street, Launceston, PL15 8AQ

Auditors: Buttons Accountants, Prospect House, 11 Western Road, Launceston, PL15 7AS

Governing Document

9 Castle street was leased to the Launceston Town Council by the National Trust for places of Historic interest or Natural Beauty on 29th December 1964, and subsequently on 19th May 1992 for a period of 99 years at a peppercorn rent. The Trust Deed was drawn upon 22nd September 1978.

Trustee Selection

The management, maintenance, repairs and fabric of the building and gardens are vested in the Trustee, Launceston Town Council.

Objects Of The Charity

The objects of the charity are the advancement of education by the provision of a public museum in the town of Launceston and its surrounding district

Public Benefit

The Museum is closed due to maintenance requirements but a Pop-Up Museum is being run from a premises in the town centre. There is no charge for admission to the Museum (when open) or the Pop-Up, so anyone may freely access the collections. The Museum is a repository of Launceston's history; gifts are frequently made for the benefit of the community.

Management

The Launceston Town Council, as tenant under the terms of the lease, is responsible for maintenance and repair of the building. The Trustees are responsible for the management and control of Lawrence House and garden and the running expenses. The volunteer Curator manages the maintenance of exhibits and other activities carried out by the museum with a team of volunteers. The Town Council has established a Lawrence House Trustee Museum Management and Liaison Committee to support the work of the volunteers. The Forward Plan was reviewed in November 2019 and revised in 2021.

Review Of Activities

The Museum was compelled to close to the public in March 2020 due to Covid, a global pandemic. A programme of exhibitions had been planned for the forthcoming season. It was during this period that previously reported works required, accelerated with water leakage, collapsing plaster ceilings and walls, and damage to artifacts.

Extensive works are being carried out at the Museum and they are being overseen by the Council's Estates and Properties Manager and an appointed Project manager. Grant funding has been successfully sought to help with the large costs which have incurred throughout the external renovations and further grant funding is being sought to refurbish the interior of the building.

In order to have a presence in the town during the repairs of the Museum, a suitable venue has been secured to open a Pop Up museum with changing exhibitions to keep the public interested and informed. The year began with the Pop-Up Museum hosting an exhibition entitled the Feudal Dues, displaying the items that are presented to the new Duke of Cornwall on his first visit to Launceston. The autumn brought an exhibition from the museum volunteer's entitled Volunteer's Choice and in the lead up to Christmas the Pop-Up was transformed into a Victorian Christmas. During the winter months, the closed season work was undertaken to prepare the 2024 exhibitions which opened with a Victorian Household.

Behind the scenes much work has been undertaken by the museums volunteers to move, shelve and catalogue the museum's collection into the new museum stores, based on Pennygillam Industrial Estate, Launceston. Open store days have been held with local groups visiting the stores to look around and see the extensive collection it holds.

The Curator's post was made Redundant from July 2023

Accreditation

The Museum was awarded Accredited Status in August 2009 and was re-accredited in March 2014. This distinction is awarded by the Museums, Libraries and Archives Council. Due to the closure of the Museum, the volunteers have in recent years made the case for, and up to now have been given, annual extensions of Accreditation provisional on the reopening of the building. The latest application for a further extension was submitted on November 5th 2024 and await the results.

Memberships

Lawrence House Museum is a member of AIM (Association of Independent Museums), Visit Cornwall, the SE Cornwall Museums Forum, and Cornwall Museums Partnership

Funding, Reserves and Investment Policies

The museum does not have a reserves policy, nor an investment policy. Launceston Town Council makes an annual donation to enable the Management and Liaison Committee to deal with the day to day running of the museum. All monies received as grants, donations from activities, sponsorship, covenants and from the donation boxes are used for improvements to displays and for the furtherance of the Collections and Management Policy.

The Friends of Lawrence House Museum raise additional funds for the museum through a programme of talks, exhibitions and other events, and the sale of monographs. The Friends of Lawrence House Museum is a registered charity.

Risk Mitigation

Annual fire inspections are undertaken and measures taken to implement any recommendations. A new fire alarm and security system is required and has been quoted for but will not be installed until repairs have been carried out to the Museum.

The museum is locked and the Town Hall hold keys.

Stewards undergo training for emergencies and all exits are clearly marked. The stewards' role is primarily the security of the collections.

A Collections policy is in place.

Declaration

I Declare in my capacity of charity trustee that the trustees have approved the report above and have authorised me to sign it on their behalf

Chairman of the Trustees



Date

19 Nov 2024

Independent Examiner's Report to the trustees of Lawrence House Museum

I report to the trustees on my examination of the receipts and payments account of Lawrence House Museum for the year ended 31 March 2024 which comprise the receipts and payments account, statement of assets and liabilities and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011('the Act').

The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- 1 the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the receipts and payments account do not accord with those records; or
- 3 do not comply with the accounting requirements of the 2011 Act.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the receipts and payments account to be reached.

Buttons Accounting Ltd
Prospect House
11 Western Road
Launceston
Cornwall
PL15 7AS
31 March 2024

Lawrence House Museum

Receipts and Payments Account
For the year ended 31 March 2024

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Receipts				
Launceston Town Council Grant	25,000		25,000	25,000
Cornwall Council: Small Business Grant	0		0	0
Other Grants	0		0	0
Donations	633		633	2,175
Donation Boxes	359		359	558
Rents	0		0	3,150
Deposit Account Interest	491		491	146
Total	26,483	0	26,483	31,029
Total receipts	26,483	0	26,483	31,029
Payments				
Repairs and Garden	0		0	181
Curator's Salary	15,936		15,936	19,050
Employer Pension Costs	132		132	390
Electricity	5,167		5,167	10,646
Water	338		338	588
Rent	6,000		6,000	6,000
Equipment and Display Costs	1,200		1,200	2,899
Printing, Stationery and Postage	386		386	539
Telephone	810		810	424
Website	899		899	864
Subscriptions	759		759	989
Advertising	664		664	833
Professional Fees	1,017		1,017	600
Travel Expenses	1,445		1,445	616
Computer Expenses	258		258	890
Bank Charges	60		60	71
Total	35,071	0	35,071	45,580
Total payments	35,071	0	35,071	45,580
Net receipts for the year	-8,588	0	-8,588	-14,551

Cash funds brought forward	28,959	5,990	34,949	49,500
Cash funds carried forward	20,371	5,990	26,361	34,949

Approved by the trustees on 31 March 2024

And signed on their behalf by:



Chairman of the Trustees

31 March 2024

Lawrence House Museum

Statement of Assets and Liabilities
For the year ended 31 March 2024

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Cash funds				
Cash at Bank	24,646		24,646	32,694
Petty Cash	120		120	497
Total	24,766	0	24,766	33,191
 Assets retained for the charity's own use	 1,782		 1,782	 1,782
Total	1,782	0	1,782	1,782
 Liabilities				
PAYE	603		603	440
Epson Lease	2,784		2,784	3,984
Total	3,387	0	3,387	4,424

Approved by the trustees on 31 March 2024

And signed on their behalf by:



Chairman of the Trustees

31 March 2024

Lawrence House Museum

Notes to the Receipts and Payments Account For the year ended 31 March 2024

1 Basis of preparation

The statement of account has been produced on a receipts and payments basis and is in accordance with the Charities Act 2011 and by reference by the Charities SORP where relevant.

2 Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

3 Taxation

The charity is exempt from tax on its charitable activities.

4 Non-monetary resources

The Trust has the benefit of the lease of the premises which is occupied for charitable purposes.

There are no rental payments made by the Charity for the lease.

5 Transactions with related parties and trustees

There have been no transactions with Trustees or other related parties in the period of account.

6 Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The assets of the plan are held separately from the charity in independently administered funds.

7 Number of employees

The average monthly number of full time equivalent employees during the year was 1 (2024: 1)

Accounts

Lawrence House Museum

Charity Number 276656

**Trustee's Report and Unaudited Receipts and Payments Account
For the year ended 31 March 2023**

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Lawrence House Museum

Charity Number 276656

Trustee report for year ended 31st March 2023

Charity's Address

Lawrence House Museum, 9 Castle Street, Launceston, PL15 8BA

Principle Office: Launceston Town Hall, Western Road, Launceston, PL15 8AR

Name Of Trustees

Councillors following May 2021 election

Cllr H Bailey (Vice Chair)

Cllr P Bullen - co-opted June 2021

Cllr J Conway

Cllr N Gilbert

Cllr D Gordon

Cllr D Green

Cllr J Harris

Cllr J Heaton

Cllr B Hogan

Cllr J Nancarrow

Cllr I Nolan - Resigned September 2022

Cllr P O'brien

Cllr L Penhale (Chairman)

Cllr B Soanes

Cllr R L Tremain

Cllr M Young

The Town clerk acted as secretary

Buttons Accounting acted as Treasurer

The curator during the year was Dr. Damon Dennis

Professional Advisers

Bankers: HSBC, 18 Broad Street, Launceston, PL15 8AQ

Accountants: Buttons Accounting Limited, 11 Western Road, PL15 7AS

Governing Document

9 Castle street was leased to the Launceston Town Council by the National Trust for places of Historic interest or Natural Beauty on 29th December 1964, and subsequently on 19th May 1992 for a period of 99 years at a peppercorn rent. The Trust Deed was drawn upon 22nd September

Trustee Selection

The management, maintenance, repairs and fabric of the building and gardens are vested in the Trustee, Launceston Town Council. Town Councillors automatically become members of the Trustee body upon election or co-option to the Council, their Trusteeship terminates at the end of their term of office.

Objects Of The Charity

The objects of the charity are the advancement of education by the provision of a public museum in the town of Launceston and its surrounding district

Public Benefit

The Museum is open Tuesday - Saturday from the end of March to the end of October, but due to Covid and maintenance requirements it has not been open. There is no charge for admission, so anyone may freely access the collections. The Museum is a repository of Launceston's history; gifts are frequently made for the benefit of the community.

Management

The Launceston Town Council, as tenant under the terms of the lease, is responsible for maintenance and repair of the building. The Trustees are responsible for the management and control of Lawrence House and garden and the running expenses. The Curator manages the maintenance of exhibits and other activities carried on by the Museum with a team of volunteers. The Town council has established a Lawrence House Trustee Museum Management and Liaison Committee to support the work of the Curator and the volunteers. The forward plan was reviewed in November 2019 and revised in 2021.

Museum Mentor

Ms Mary Godwin has been appointed as Museum Mentor

Review Of Activities

The Museum was compelled to close to the public in March 2020 due to Covid, a global

pandemic. A Programme of exhibitions had been planned for the forthcoming season. It was during this period that previously reported works required, accelerated with water leakage, collapsing plaster ceilings and wall, and damage to artifacts. It was planned that safe parts of the Museum could be used for activities during the Causley Festival.

Extensive works are being carried out at the Museum and they are being overseen by the Council's Estates and Properties manager and an appointed project manager.

In order to have a presence in the town during the repairs of the Museum, the Curator proposed to seek and find a suitable venue to open a Pop Up museum with changing exhibitions to keep the public interested and informed. The Merchant's house in the centre of the town was secured as a suitable venue and the first exhibition was the North Cornwall Motor Club's Centenary Celebrations which had been postponed due to Covid. Then followed an exhibition of buildings in Launceston- prominent buildings of significance and interest, The Passmore Edwards Library, Lawrence House, the Hayman's building and Merchant's House to name a few.

A Victorian Christmas exhibition was next displayed in splendour, but due to another Covid lockdown, it had to be closed prematurely. The Pop up museum then moved into the larger corner position in readiness for the next summer exhibition.

The Curator's post was made permanent from April 2020.

Accreditation

The Museum was awarded Accredited status in August 2009, and was re-accredited in March 2014. This distinction is awarded by the Museums, Libraries and Archives Council. The latest re-accreditation application was submitted in line with the closing deadline of December 2019 but has not happened due to the Covid outbreak. A new application will be submitted for March

Memberships

Lawrence House Museum is a member of AIM (Association of Independent Museums), SW Museums Federation, Visit Cornwall, the SE Museums Group, Cornwall Museums Partnership and Tavata (Tamar Valley Tourism Association)

Funding, Reserves and Investment Policies

The Museum does not have a reserves policy, nor an investment policy. Launceston Town Council makes an annual donation to enable the Management and Liaison Committee to deal with the day to day running of the museum. All monies received as grants, donations from activities, sponsorships, covenants and from the donation boxes are used for improvements to displays and for the furtherance of the collections and management policy. The Museum also receives income from the rent of a flat in the upper part of the house.

The Friends of Lawrence House Museum raise additional funds for the museum through a programme of talks, exhibitions and other events, and the sale of monographs. The Friends of Lawrence House Museum is a registered charity.

Risk Mitigation

Annual fire inspections are undertaken and measures taken to implement any recommendations. A new fire alarm and security system is required and has been quoted for, but will not be installed until repairs have been carried out to the Museum.

The Museum is locked and alarmed. The alarms are tested annually and the Curator and Town Hall hold keys.

Stewards undergo training for emergencies and all exits are clearly marked. The stewards' role is primarily the security of the collections.

A Collections policy is in place.

The Building has a flat on the top two floors which is occupied by tenants, so it is not left empty.

Declaration

I Declare in my capacity of charity trustee that the trustees have approved the report above and have authorised me to sign it on their behalf

Chairman of the Trustees Date

Independent Examiner's Report to the trustees of Lawrence House Museum

I report to the trustees on my examination of the receipts and payments account of Lawrence House Museum for the year ended 31 March 2023 which comprise the receipts and payments account, statement of assets and liabilities and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011('the Act').

The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- 1 the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the receipts and payments account do not accord with those records; or
- 3 do not comply with the accounting requirements of the 2011 Act.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the receipts and payments account to be reached.

Buttons Accounting Ltd
Prospect House
11 Western Road
Launceston
Cornwall
PL15 7AS
21 November 2023

Lawrence House Museum

Receipts and Payments Account
For the year ended 31 March 2023

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2022
	£	£	£	£
Receipts				
Launceston Town Council Grant	25,000		25,000	37,353
Cornwall Council: Small Business Grant	-		-	-
Other Grants	-		-	5,000
Donations	2,175		2,175	1,000
Donation Boxes	558		558	182
Rents	3,150		3,150	5,400
Gift Aid	-		-	-
Deposit Account Interest	146		146	6
Total	31,029	-	31,029	48,941
Total receipts	31,029	-	31,029	48,941
Payments				
Repairs and Garden	181		181	538
Curator's Salary	19,050		19,050	19,084
Employer Pension Costs	390		390	1,430
Electricity	10,646		10,646	4,871
Water	588		588	566
Rent	6,000		6,000	3,500
Equipment and Display Costs	2,899		2,899	1,053
Printing, Stationery and Postage	539		539	422
Telephone	424		424	-
Website	864		864	6,853
Subscriptions	989		989	781
Advertising	833		833	104
Professional Fees	600		600	1,821
Travel Expenses	616		616	714
Computer Expenses	890		890	1,035
Bank Charges	71		71	17
Health and Safety	-		-	41
Sundries	-		-	5
Total	45,580	0	45,580	42,835
Total payments	45,580	0	45,580	42,835

Net receipts

for the year	-14,551	-	-14,551	6,106
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Cash funds brought forward	43,510	5,990	49,500	43,394
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Cash funds carried forward	28,959	5,990	34,949	49,500
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Approved by the trustees on 21 November 2023

And signed on their behalf by:

Chairman of the Trustees

21 November 2023

Lawrence House Museum

Statement of Assets and Liabilities
For the year ended 31 March 2023

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2022
	£	£	£	£
Cash funds				
Cash at Bank	32,694		32,694	49,370
Petty Cash	497		497	130
Total	33,191	-	33,191	49,500
 Assets retained for the charity's own use	 1,782	 	 1,782	 -
Total	1,782	-	1,782	-
 Liabilities				
PAYE	440		440	416
Epson Lease	3,984		3,984	5,184
Total	4,424	-	4,424	5,600

Approved by the trustees on 21 November 2023

And signed on their behalf by:

Chairman of the Trustees

21 November 2023

Lawrence House Museum

Notes to the Receipts and Payments Account For the year ended 31 March 2023

1 Basis of preparation

The statement of account has been produced on a receipts and payments basis and is in accordance with the Charities Act 2011 and by reference by the Charities SORP where relevant.

2 Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

3 Taxation

The charity is exempt from tax on its charitable activities.

4 Non-monetary resources

The Trust has the benefit of the lease of the premises which is occupied for charitable purposes.

There are no rental payments made by the Charity for the lease.

5 Transactions with related parties and trustees

There have been no transactions with Trustees or other related parties in the period of account.

6 Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The assets of the plan are held separately from the charity in independently administered funds.

7 Number of employees

The average monthly number of full time equivalent employees during the year was 1 (2022: 1)

Accounts

LAWRENCE HOUSE MUSEUM

CHARITY NUMBER 276656

TRUSTEE REPORT FOR THE YEAR ENDED 31st MARCH 2022

CHARITY'S ADDRESS

Lawrence House, 9 Castle Street, Launceston PL15 8BA

Principal Office: Launceston Town Hall, Western Road, Launceston PL15 8AR

NAMES OF TRUSTEES

Councillors following May 2021 election

Cllr H Bailey (Vice Chair)

Cllr P Bullen – co-opted June 2021

Cllr J Conway

Cllr N Gilbert

Cllr D Gordon

Cllr D Green

Cllr J Harris

Cllr J Heaton

Cllr B Hogan

Cllr J Nancarrow

Cllr I Nolan – Resigned September 2022

Cllr P O'Brien

Cllr L Penhale (Chairman)

Cllr B Soanes

Cllr R L Tremain

Cllr M Young

The Town Clerk acted as Secretary

Buttons Accountants acted as Treasurer

The Curator is Dr. Damon Dennis

PROFESSIONAL ADVISERS

Bankers: HSBC, 18 Broad Street, Launceston, PL15 8AQ

Auditors: Haines Watts, 9 Western Road, PL15 7AR

GOVERNING DOCUMENT

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TRUSTEE SELECTION

The management, maintenance, repairs and fabric of the building and gardens are vested in the Trustee, Launceston Town Council. Town Councillors automatically become members of the Trustee body upon election or co-option to the Council, their Trusteeship terminates at the end of their term of office.

OBJECTS OF THE CHARITY

The objects of the Charity are the advancement of education by the provision of a public museum in the town of Launceston and its surrounding district.

PUBLIC BENEFIT

The Museum is open Tuesday- Saturday from the end of March to the end of October, but due to Covid and maintenance requirements it has not been open. There is no charge for admission, so anyone may freely access the collections. The Museum is a repository of Launceston's history; gifts are frequently made for the benefit of the community.

MANAGEMENT

The Launceston Town Council, as tenant under the terms of the lease, is responsible for maintenance and repair of the building. The Trustees are responsible for the management and control of Lawrence House and garden and the running expenses. The Curator manages the maintenance of exhibits and other activities carried on by the museum with a team of volunteers. The Town Council has established a Lawrence House Trustee Museum Management and Liaison Committee to support the work of the Curator and the volunteers. The Forward Plan was reviewed in November 2019 and revised in 2021.

MUSEUM MENTOR

Ms Mary Godwin has been appointed as Museum Mentor.

REVIEW OF ACTIVITIES

The Museum was compelled to close to the public in March 2020 due to Covid, a global pandemic. A programme of exhibitions had been planned for the forthcoming season. It was during this period that previously reported works required, accelerated with water leakage, collapsing plaster ceilings

and walls, and damage to artifacts. It was planned that safe parts of the Museum could be used for activities during the Causley Festival.

Extensive works are being carried out at the Museum and they are being overseen by the Council's Estates and Properties manager and an appointed Project manager.

In order to have a presence in the town during the repairs of the Museum, the Curator proposed to seek and find a suitable venue to open a Pop Up museum with changing exhibitions to keep the public interested and informed. The Merchant's House in the centre of the town was secured as a suitable venue and the first exhibition was the North Cornwall Motor Club's Centenary celebrations which had been postponed due to Covid. Then followed an exhibition of buildings in Launceston- prominent buildings of significance and interest, the Passmore Edwards library, Lawrence House, the Hayman's building and Merchant's House to name a few.

A Victorian Christmas exhibition was next displayed in splendour, but due to another Covid lockdown, it had to be closed prematurely. The Pop Up then moved into the larger corner position in readiness for the next summer exhibition.

The Curator's post was made permanent from April 2020.

ACCREDITATION

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MEMBERSHIPS

Lawrence House Museum is a member of AIM (Association of Independent Museums), SW Museums Federation, Visit Cornwall, the SE Museums Group, Cornwall Museums Partnership and Tavata (Tamar Valley Tourism Association)

FUNDING ,RESERVES AND INVESTMENT POLICIES

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The Friends of Lawrence House Museum raise additional funds for the museum through a programme of talks, exhibitions and other events, and the sale of monographs. The Friends of Lawrence House Museum is a registered charity.

RISK MITIGATION

Annual fire inspections are undertaken and measures taken to implement any recommendations. A new fire alarm and security system is required and has been quoted for, but will not be installed until repairs have been carried out to the Museum.

The museum is locked and alarmed. The alarms are tested annually and the Curator and Town Hall hold keys.

Stewards undergo training for emergencies and all exits are clearly marked. The stewards' role is primarily the security of the collections.

A Collections Policy is in place.

The building has a flat on the top two floors which is occupied by tenants, so it is not left empty.

DECLARATION

I declare in my capacity of charity trustee that the trustees have approved the report above and have authorised me to sign it on their behalf.

Chairman of the Trustees.....



.....Date

17-1-23

Lawrence House Museum

Charity Number 276656

**Trustee's Report and Unaudited Receipts and Payments Account
For the year ended 31 March 2022**

	Pages
Trustee's Annual Report	1-4
Independent Examiner's Report	5
Receipts and Payments Account	6-7
Statements of Assets and Liabilities	8
Notes to the Accounts	9-10

Lawrence House Museum

Receipts and Payments Account
For the year ended 31 March 2022

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2022	2022	2022	2021
	£	£	£	£
Receipts				
Launceston Town Council Grant	37,000	353	37,353	37,000
Cornwall Council: Small Business Grant	0		0	25,000
Other Grants	0	5,000	5,000	1,790
Donations	0	1,000	1,000	0
Donation Boxes	182		182	5
Rents	5,400		5,400	5,400
Gift Aid	0		0	563
Deposit Account Interest	6		6	8
Total	42,588	6,353	48,941	69,766
Total receipts	42,588	6,353	48,941	69,766
Payments				
Repairs and Garden	538		538	26
Curator's Salary	19,084		19,084	19,122
Employer Pension Costs	1,077	353	1,430	0
Electricity	4,871		4,871	6,522
Water	566		566	444
Rent	2,500	1,000	3,500	0
Equipment and Display Costs	1,005	48	1,053	352
Printing, Stationery and Postage	422		422	1,800
Telephone	0		0	1,660
Website	1,853	5,000	6,853	102
Subscriptions	781		781	291
Advertising	104		104	163
Professional Fees	1,821		1,821	1,920
Travel Expenses	714		714	255
Computer Expenses	1,035		1,035	2,016
Bank Charges	17		17	0
Health and Safety	41		41	0
Sundries	5		5	3
Total	36,434	6,401	42,835	34,676
Total payments	36,434	6,401	42,835	34,676

Net receipts for the year	6,154	-48	6,106	35,090
Cash funds brought forward	37,356	6,038	43,394	8,304
Cash funds carried forward	43,510	5,990	49,500	43,394

Approved by the trustees on 07 February 2023

And signed on their behalf by:

Chairman of the Trustees

07 February 2023

Lawrence House Museum

Statement of Assets and Liabilities For the year ended 31 March 2022

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2022	2022	2022	2021
	£	£	£	£
Cash funds				
Cash at Bank	43,380	5,990	49,370	43,391
Petty Cash	130		130	3
Total	43,510	5,990	49,500	43,394
 Assets retained for the charity's own use	 0		 0	 0
Total	0	0	0	0
 Liabilities				
PAYE	416		416	0
Epson Lease	5,184		5,184	0
Total	5,600	0	5,600	0

Approved by the trustees on 07 February 2023

And signed on their behalf by:

Chairman of the Trustees

07 February 2023

Lawrence House Museum

Notes to the Receipts and Payments Account For the year ended 31 March 2022

1 Basis of preparation

The statement of account has been produced on a receipts and payments basis and is in accordance with the Charities Act 2011 and by reference by the Charities SORP where relevant.

2 Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

3 Taxation

The charity is exempt from tax on its charitable activities.

4 Non-monetary resources

The Trust has the benefit of the lease of the premises which is occupied for charitable purposes.

There are no rental payments made by the Charity for the lease.

5 Transactions with related parties and trustees

There have been no transactions with Trustees or other related parties in the period of account.

6 Restricted funds

The purpose of the restricted fund carried forward is to cover costs relating to the charity's Herbarium project.

7 Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The assets of the plan are held separately from the charity in independently administered funds.

8 Number of employees

The average monthly number of full time equivalent employees during the year was 1 (2021: 1)

Independent Examiner's Report to the trustees of Lawrence House Museum

I report to the trustees on my examination of the receipts and payments account of Lawrence House Museum for the year ended 31 March 2022 which comprise the receipts and payments account, statement of assets and liabilities and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011('the Act').

The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- 1 the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the receipts and payments account do not accord with those records; or
- 3 do not comply with the accounting requirements of the 2011 Act.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the receipts and payments account to be reached.



Buttons Accounting Ltd
Prospect House
11 Western Road
Launceston
Cornwall
PL15 7AS
07 February 2023

Accounts

LAWRENCE HOUSE MUSEUM

CHARITY NUMBER 276656

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

LAWRENCE HOUSE MUSEUM

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
RECEIPTS				
Launceston Town Council: Grant	37,000		37,000	16,040
Cornwall Council: Small Business Grant	25,000		25,000	-
'Contribution towards costs paid by LTC'	-		-	2,000
Other Grants - restricted	-	1,790	1,790	-
Donations	-		-	565
Donation Boxes	5		5	3,683
Rents	5,400		5,400	5,540
Gift Aid	564		564	557
Deposit Account Interest	9		9	-
Other Income	-		-	141
TOTAL RECEIPTS	67,977	1,790	69,767	28,526
PAYMENTS				
Repairs and Garden	26		26	954
Curator's Honorarium	-		-	417
Curator's Salary	19,122		19,122	4,918
Electricity	6,522		6,522	5,265
Water	444		444	623
Equipment and Display Costs	352		352	11
Printing, Stationery and Postage	1,800		1,800	1,921
Telephone	1,660		1,660	1,344
Website	102		102	48
Subscriptions	291		291	516
Advertising	163		163	268
Professional fees	1,920		1,920	300
Travel Expenses	255		255	3,582
Conservation	-		-	165
Computer Expenses	2,016		2,016	916
Sundries	3		3	1,461
	34,677	-	34,677	22,709
ASSET AND INVESTMENT PURCHASES	-	-	-	-
TOTAL PAYMENTS	34,677	-	34,677	22,709

LAWRENCE HOUSE MUSEUM

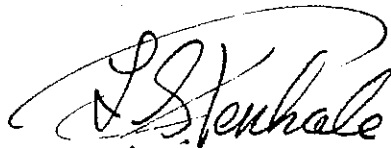
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021

NET RECEIPTS FOR THE YEAR	33,300	1,790	35,090	5,817
Fund Balance Brought Forward	4,056	4,248	8,304	2,487
Fund Balance Carried Forward	37,356	6,038	43,394	8,304
Represented by:				
Cash at Bank	37,353	6,038	43,391	8,301
Cash in Hand	3		3	3
TOTAL CASH FUNDS	37,356	6,038	43,394	8,304

Approved on

26 April 2021.

by: Cllr. Leighton Penhale



LAWRENCE HOUSE MUSEUM

STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020	
	Unrestricted funds £	Restricted funds £	Total funds £	£
Cash at Bank	37,353	6,038	43,391	8,301
Cash in Hand	3	-	3	3
Total cash funds	37,356	6,038	43,394	8,304

Non Monetary Assets

The Trust has the benefit of the lease of the premises.

Assets retained for the Charity's own use

Restricted
funds Cost

Approved on

26 April 2022.

Cllr. Leighton Penhale

Chair



LAWRENCE HOUSE MUSEUM

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

1) Accounts

The Accounts have been prepared on a Receipts and Payments basis and in accordance with the SORP and comply with the Charities Act.

2) Transactions with the Trustees and connected persons

No trustee received any remuneration or expenses in 2021 or 2020.

3) Funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances B/Fwd 1 April 2020	4,056	4,248	8,304
Surplus in the year	33,300	1,790	35,090
Fund balances C/Fwd 31 March 2021	<u>37,356</u>	<u>6,038</u>	<u>43,394</u>

Independent Examiner's Report to the Trustees of Lawrence House Museum

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on the enclosed pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

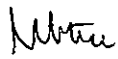
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Mrs Melanie Stone FCCA MAAT
Associate Partner
Haines Watts South West LLP
9 Western Road
Launceston
Cornwall
PL15 7AR

Dated: 20 June 2022