

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

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. 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

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 2022.

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, sponsorship, 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

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