

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)