

Lawrence House Museum

Charity Number 276656

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

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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)