

ASHFORD BOROUGH MUSEUM SOCIETY

England & Wales · Charity number 298060

Details

Other names	THE ASHFORD MUSEUM
Status	Registered
Legal form	Other
Registered	1988-01-15
Register	View on the Charity Commission register

Contact

Address	The Churchyard Ashford Kent TN23 1QG
Phone	01233 635449
Email	enquiries@ashfordmuseum.org.uk
Website	ashfordmuseum.org.uk/

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC BY PROMOTING THE ESTABLISHMENT OF A MUSEUM IN ASHFORD.

Activities: Museum providing information and exhibits about Ashford in Kents past including for the first time an area highlighting the towns railway history. For the 2014 season a display commemoration the first world war with photographs and letters from local people. It also includes a small mock trench.

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

- **Area of benefit:** BOROUGH OF ASHFORD IN THE COUNTY OF KENT
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£12,714	£48,301	-	-
2023-12-31	£34,266	£53,657	-	-
2022-12-31	£35,572	£54,157	-	-
2021-12-31	£71,502	£16,793	-	-
2020-12-31	£32,431	£10,095	-	-

Trustees

Name	Role	Appointed
CHRISTINE EVELYN CARY DRURY		2013-10-25
Graham Harold Galpin		2024-07-08
KAREN SAUNDERS		2016-05-19

ASHFORD BOROUGH MUSEUM SOCIETY

England & Wales - Charity number 298060

Accounts

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2023

Assets

2022	Balances	2023
£ 67,222	Barclays Current Account	£ 47,841
£ 48	Cash	£ 39
£ 67,270		£ 47,879

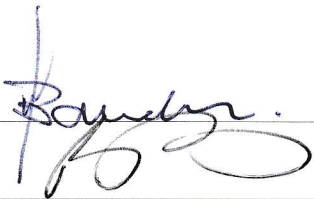
Other Assets

£ 523	New display cabinets and guard	£ 392
£ 10,200	Old display cabinets	£ 10,200
£ 14	Laptop computer	£ 10
£ 17	Projector	£ 11
£ 242	New laptop computer for Museum Office	£ 161
£ 23	Monitor for new computer	£ 15
	Media Unit	£ 2,800
£ 106	Office Shelving	£ 106
£ 267	Office tables	£ 267
£ 180	Annexe Shelving	£ 180
£ 1,105	Annexe Furniture	£ 1,105
	Library Shelving	£ 186
£ 10,754		£ 15,434

Asset values are estimated market values and will be less than replacement cost

Signed

Chairman



R. Yeates (Mike Baudine)

Treasurer



R. Shrub

Examiner

D. Burke

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2023

General Funds Receipts

2022	Details	2023	
£ 905.00	Subs	£ 785.10	
£ 736.01	Donations Box	£ 1,029.11	
£ 366.00	Donations	£ 290.00	
£ 116.55	Sales	£ 371.52	
£ 5,334.00	Grants	£ 3,500.00	
£ 962.51	Sundry	£ 1,822.55	
£ 148.77	HMRC Gift Aid/GASDS	£ 322.90	
£ 8,568.84	Total Receipts		£ 8,121.18

General Funds Payments

2022	Details	2023	
£ 2,571.93	Utilities	£ 1,943.56	
£ 1,783.97	Facilities	£ 2,460.19	
£ 1,784.35	Insurance	£ 2,259.04	
£ 89.00	Computing	£ 108.99	
£ 1,366.66	Curatorial	£ 329.85	
£ 210.00	Subs	£ 213.00	
£ 773.42	Sundry	£ 3,383.93	
£ 8,579.33	Total Payments		£ 10,698.56

(£ 10.49)	Net Receipts / Payments		(£ 2,577.38)
£ 6,668.25	Balance at 31 December 2022		£ 6,657.76
£ 6,657.76	Balance at 31 December 2023		£ 4,080.38

Designated ^(D) & Restricted ^(R) Funds Receipts and Payments

2022	Details	2023	
£ 27,002.89	Receipts	£ 26,145.15	
£ 45,577.48	Payments	£ 42,958.78	

(£ 18,574.59)	Net Receipts / Payments		(£ 16,813.63)
£ 79,186.95	Balance at 31 December 2022		£ 60,612.36
£ 60,612.36	Balance at 31 December 2023		£ 43,798.73
	Comprising		
£ 24,719.87	Annex Rent ^(D)		£ 10,969.87
£ 10,721.71	Annex Running Costs ^(D)		£ 9,302.05
£ 3,280.46	Jessell Fund		£ 390.31
£ 4,568.34	Wheels of Time (General) ^(R)		£ 4,319.95
£ 14,321.98	Wheels of Time Time to Change ^(R)		£ 18,316.55
£ 3,000.00	SEMD ^(R)		£ 500.00

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2023

All Funds

2022	Details	2023	
£ 35,571.73	Receipts	£ 34,266.33	
£ 54,156.81	Payments	£ 53,657.34	

(£ 18,585.08)	Net Receipts / Payments		(£ 19,391.01)
£ 85,855.20	Balance at 31 December 2021		£ 67,270.12
£ 67,270.12	Balance at 31 December 2022		£ 47,879.11

Bank Reconciliation

Date	Details		
01 Jan 2023	Balance BF	£ 67,222.18	
31 Dec 2023	Bankings	£ 33,710.71	
31 Dec 2023	Cheques		£ 53,092.34
31 Dec 2023	Balance CF		£ 47,840.55
		£ 100,932.89	£ 100,932.89

Cash Reconciliation

01 Jan 2020	Balance BF	£ 47.94	
31 Dec 2020	Receipts	£ 1,265.90	
31 Dec 2020	Payments		£ 550.28
31 Dec 2020	Banked		£ 725.00
31 Dec 2020	Balance CF		£ 38.56
		£ 1,313.84	£ 1,313.84

Total Funds

(£ 18,585.08)	Net Receipts / Payments		(£ 19,391.01)
£ 85,855.20	Balance at 31 December 2020		£ 67,270.12
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Independent Examiner's Report on the Ashford Borough Museum Society's Accounts for year ended 31st December 2023

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2. Scope and nature of examination:

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In undertaking this examination, I have used as a reference point the requirements for accounts and examinations as set out in the Charities Act 2011.

3. Independent examiner's statement

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

- the accounting records were not kept soundly (*as would be required in accordance with section 130 of the Charities Act*); or
- the accounts did not accord with the accounting records.

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 accounts to be reached.

Signed:



Examiner: David J Burke, BSc FCA

Date: 9th June 2024

Ashford Borough Museum Society
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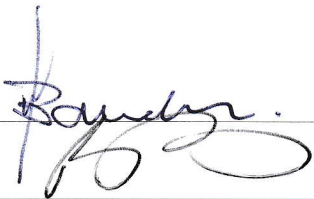
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Signed:



Examiner: David J Burke, BSc FCA

Date: 9th June 2024

ASHFORD BOROUGH MUSEUM SOCIETY

England & Wales - Charity number 298060

Accounts



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	01	2022	To	31	12	2022

Section A Reference and administration details

Charity name Ashford Borough Museum Society

Other names charity is known by

Registered charity number (if any) 298060

Charity's principal address
 Ashford Borough Museum
 Church Yard
 Ashford
Postcode TN23 1QG

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	Christine Drury	Chair of Trustees		
2	Roger Pitt			
3	Karen Saunders			
4	Michael Boulding			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
President	Sir George Jessel Bt	

Members of Management Committee

Richard Yeates (Chair)	Terry Flood
Robert Shrubbs (Treasurer)	Jillian Norris
(Secretary) – Vacant	Ann Thomas
(Curator) – Vacant	Janet Welch
Jeffrey Fenner	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 01/07/1987 amended on 18/04/2013
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Election at Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The guidance documents for trustees are the governance documents of the charity, the policies and procedures endorsed by accreditation, and the charity commission guidance, CC3 and further references within it.

The day to day management of the Charity is delegated to the Management Committee, the members of which are named above. The management committee provides the formal structure renewed and confirmed at each AGM. The chair appointed in 2018 remains very committed to the museum but has been temporarily unavailable for much of the year due to illness. Trustees have asked one of their number to step in as vice chair in addition to his trustee role for a short time. Supported by team work with other volunteers this is provided the necessary resilience through the year. The Management Committee is now also supported by informal but well established "coffee meetings" which are attended by available volunteers who can thereby participate in the team based approach to curatorial, conservation and stewarding operations.

The museum is volunteer run and has Volunteer procedures and a handbook which is updated.

Ashford Borough Museum is an independent museum but works very closely with Ashford Borough Council (ABC), and occupies a grade 1 listed heritage school building in the council's ownership and trust. Trustees have an on going dialogue with ABC about alternative larger premises but have taken other initiatives in the meantime.

Trustees and management regularly consider the risks and mitigation needed. These are mainly around space planning, long term cost and finance planning and funding, and recruiting and retaining volunteers., in addition to the core work of curating and caring for the collections and making them available to the public. Activities summarised below address each of these topics.

The Charity is Lead Member of the Wheels of Time network of Kent museums and heritage sites; in this lead role it maintains the assets of the network, which now covers over 50 museums. This maintenance role and capacity is being further developed with a lottery grant.

Trustees' responsibilities include developing the governance of the Museum to support the accreditation already achieved and renewed. All trustees are familiar with CC3 as a first level governance reference. Trustees are aware of the need to declare and manage any conflicts of interest and any related party connections. There were neither any

conflicts of interest nor related party interests during the year. The charity is unincorporated and although this has been a suitable structure trustees plan to update and governance documents including moving to a CIO structure.

Summary of the objects of the charity set out in its governing document

To advance the education of the public by promoting the establishment of a Museum in Ashford and in furtherance thereof: to collect and store artefacts and documents of historic interest connected with the area comprised in the Borough of Ashford in the county of Kent and to display such artefacts.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees confirm that they have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing the museum plans each year.

The Ashford Borough Museum Society tells the story of Ashford by making the artefacts and records in its care available to the public. An Organisational health check with SEMD confirmed need to focus on rebuilding volunteer recruitment and retention after the Covid impacts and an ACE grant was received to secure heritage consultancy support to achieve this.

Looking after the collections in our trust requires space to undertake the conservation and documentation work. During the year the Museum was able to secure, equip and open a Conservation Annexe in a formerly empty shop on the high street. This provides space to a work; to engage with passing public, hold meetings and events, increase awareness of the museum and be a literal shop window for the museum and to recruit more volunteers . After delays with the lease we were eventually able to reconfigure the space to provide a secure storage area and a flexible open quality work space. This is an interim arrangement while we continue to look for a larger space for the whole museum. The Annexe was formally opened in December.

The development of our conservation work is partly funded by ACE grants : these and the new space have encouraged new volunteers to join the conservation team; we are working towards being able to make a larger grant application as the team approach makes the museum more resilient, and there is a shared sense of direction and level of ambition. We were extremely grateful for a generously large donation during the year.

Visitor numbers are gradually increasing after the covid interruptions. Trustees thank the volunteers who organised the daily stewarding rotas and the many who undertook stewarding duties. The result was museum being open as usual between April and October. And we had an additional 350 visitors for the Ashford 180 celebration of the 1st train coming to Ashford in November 1842.

Governance work during the year was focussed on updating Volunteer processes and documents, and progressing collections care systems

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The museum opened as planned from April 5th to October 29th.

Heads of terms on a premises lease for a new Conservation Annexe was negotiated in January, and the planning applications approved. The lease was eventually signed in June.

The 2022 launch of Wheels of Time took place in March with over 40 museums participating with the organising lead of Ashford Borough Museum. Also in March the Museum received the final report of the extensive Curatorial review and submitted an evaluation to the Frank Brake Foundation which had generously provided the funding for the work.

Works on the Annexe as agreed under the terms and funding of the Empty Premises grant approved in the previous December were undertaken in September and October with conservation use and displays starting in November.

Heritage consultant support was received during the year, under ACE grant funding, for volunteer development and collections care.

Covid continued to be a concern and to impact of volunteers, visitor numbers and operations especially at the start of opening in April. Covid support funds in reserves enabled trustees to be confident that it was both necessary and possible to open and rebuild the museum's operational capacity and deliver the public benefit to which the trustees are committed. The additional weekend opening in November for the Ashford 180 brought a very encouraging number of visitors to see the museum's railway collections. And to close the year there was an enthusiastic attendance of volunteers and members and trustees and council officials to see the Mayor formally open the Annexe in December.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Museum seeks to maintain a General Funds reserve equivalent to two years expenditure.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

There were on-going impacts of the Covid pandemic during the year seriously affecting income from donations both at the Museum and as a result of individual donations; however, the Museum has benefitted from Government grants which more than cover the reduction in income. The surplus from these grants is shown in the accounts as designated funds.

The Charity maintains funds for the Wheels of Time network of museums and heritage sites in Kent. These funds are raised from contributions by members of the Scheme and various grants specifically provided for the Scheme. They are therefore shown as a Restricted Fund in the Charity accounts.

The Charity has no investments.

Section F

Other optional information


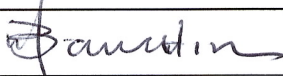
The financial position of the charity is managed by the Treasurer who prepares accounts for trustee meetings to inform their discussions and decisions taken with involvement of the Chair of the Management Committee and the Treasurer.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	CHRISTINE EVELYN CARY	MICHAEL JOHN BOULDING
Position (eg Secretary, Chair, etc)	Chair	
Date	17 TH OCTOBER 2020	

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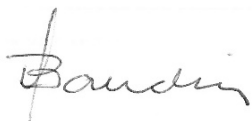
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M. Boulding (Acting Chair)

Treasurer



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£ 23,100.00	Wheels of Time Time to Change ^(R)		£ 14,321.98
£ 3,000.00	Brake Fund ^(R)		£ -
£ 540.00	SEMD ^(R)		£ 3,000.00

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2022

All Funds

2021	Details	2022	
£ 71,501.74	Receipts	£ 35,571.73	
£ 16,792.74	Payments	£ 54,156.81	

£ 54,709.00	Net Receipts / Payments		(£ 18,585.08)
£ 31,146.20	Balance at 31 December 2021		£ 85,855.20
£ 85,855.20	Balance at 31 December 2022		£ 67,270.12

Bank Reconciliation

Date	Details		
01 Jan 2022	Balance BF	£ 85,832.25	
31 Dec 2022	Bankings	£ 35,452.75	
31 Dec 2022	Cheques		£ 54,062.82
31 Dec 2022	Balance CF		£ 67,222.18
		£ 121,285.00	£ 121,285.00

Cash Reconciliation

01 Jan 2022	Balance BF	£ 22.95	
31 Dec 2022	Receipts	£ 1,043.04	
31 Dec 2022	Payments		£ 90.05
31 Dec 2022	Banked		£ 928.00
31 Dec 2022	Balance CF		£ 47.94
		£ 1,065.99	£ 1,065.99

Total Funds

£ 54,709.00	Net Receipts / Payments		(£ 18,585.08)
£ 31,146.20	Balance at 31 December 2020		£ 85,855.20
£ 85,855.20	Balance at 31 December 2021		£ 67,270.12

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2022

Analysis of Cashbook Receipts - Sundry

Ashford community Lottery	£	190.50	£ 190.50
Meal payments	£	192.00	£ 192.00
Ashford Town PCC Deposit Repayment (from 2021)	£	100.00	
Ashford Town PCC Deposit Repayment (from 2021)	£	50.00	
SSE Electricity refund	£	227.72	
SSE Electricity refund	£	70.54	£ 448.26
Erroneous Payment	£	126.42	
Repayment of expenses claimed in error	£	5.33	£ 131.75
	£	962.51	£ 962.51

Analysis of Cashbook Payments - Sundry

Card fees	£	3.94	£ 3.94
Virtual meeting license	£	102.09	£ 102.09
Printer Ink	£	81.75	£ 81.75
Web: hosting	£	140.25	
Web: Domain registration	£	10.79	£ 151.04
Gift to volunteer	£	4.00	
Gift to key holder	£	3.50	
Volunteer meal	£	295.35	£ 302.85
Repayment of erroneous payment	£	126.42	
Expenses claimed in error	£	5.33	£ 131.75
	£	773.42	£ 773.42

Analysis of Cashbook Payments - Designated

Annexe Rent	Deposit & initial rent	£	5,530.13	
	Rent	£	2,750.00	£ 8,280.13
Annexe running costs	Intruder alarm & CCTV	£	1,289.14	
	Change lock	£	65.00	
	Landlord's legal fees	£	1,080.00	
	Legal fees	£	2,199.00	£ 4,633.14
		£	12,913.27	£ 12,913.27

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2022

Analysis of Cashbook Receipts - Restricted

Wheels of Time	Members' Contributions	£ 2,850.00	
	Duplicate payment	£ 50.00	
	SEMD Network Grant	£ 2,000.00	
	Roger de Haan CT Grant	£ 3,000.00	
	Swale BC Grant	£ 1,000.00	£ 8,900.00
WoT TtC	Online shop sales	£ 42.89	£ 42.89
Annexe Capital	ABC Empty Premises Grant	£ 10,000.00	£ 10,000.00
Annexe Running Costs	Jessell Fund	£ 5,000.00	£ 5,000.00
SEMD	Organisational Health Check Grant	£ 2,000.00	
	Collections Care Grant final payment	£ 60.00	
		£ 1,000.00	£ 3,060.00
		£ 27,002.89	£ 27,002.89

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2022

Analysis of Cashbook Payments - Restricted

Brake	Consultancy: Curatorial Review	£ 3,000.00	£ 3,000.00
Wheels of Time	Lanyards	£ 3,164.40	
	Badge production	£ 1,392.48	
	Leaflet / BannerDesign	£ 432.00	
	Leaflet Print	£ 3,095.00	
	Banner Print	£ 145.73	
	Social Media Promotion	£ 16.80	
	Web site	£ 76.77	
	Ebadge web plugin	£ 116.34	
	Award Badge Delivery	£ 3.60	
	Hire van for supplies	£ 66.24	
	Fuel for van	£ 14.40	£ 8,523.76
WoT TtC	DDO Time fees	£ 6,312.50	
	DDO Expenses	£ 68.00	
	WoT Dorset costs	£ 1,483.60	
	Shopify - online shop fees	£ 97.24	
	Prodigi - o/l shop trial purchase	£ 43.89	
	Prodigi - production fees	£ 28.24	
	DB web Integration	£ 787.44	£ 8,820.91
Annexe Capital	External Signage	£ 2,496.00	
	Partition & flooring	£ 5,610.60	
	Electrical alterations	£ 1,100.54	
	Intruder alarm & CCTV	£ 792.86	£ 10,000.00
Annexe Running Costs	Shelving for store	£ 179.99	
	Furniture	£ 1,105.25	
	Appliances	£ 128.49	
	Thermohygrometers	£ 22.09	
	Wi-fi router	£ 56.99	
	Broadband	£ 136.17	
	Water supply	£ 90.56	£ 1,719.54
SEMD	Conservation equipment	£ 300.00	
	Collections care training	£ 300.00	£ 600.00
		£ 32,664.21	£ 32,664.21

Independent Examiner's Report on the Ashford Borough Museum Society's Accounts for year ended 31st December 2022

1. I report on the accounts of the Ashford Borough Museum Society for the year ended 31st December 2022.

2. Scope and nature of examination:

An examination includes a review of the accounting records kept by the Society 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 the management committee and/or treasurer 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.

In undertaking this examination, I have used as a reference point the requirements for accounts and examinations as set out in the Charities Act 2011.

3. Independent examiner's statement

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

- the accounting records were not kept soundly (*as would be required in accordance with section 130 of the Charities Act*); or
- the accounts did not accord with the accounting records.

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 accounts to be reached.

Signed:



Examiner: David J Burke, BSc FCA

Date: 19th April 2023

ASHFORD BOROUGH MUSEUM SOCIETY

England & Wales - Charity number 298060

Accounts



Trustees' Annual Report for the period

From 1 January 2021 Period start date To 31 December 2021 Period end date

Charity name: Ashford Borough Museum Society

Charity registration number: 298060

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public by promoting the establishment of a Museum in Ashford and in furtherance thereof: to collect and store artefacts and documents of historic interest connected with the area comprised in the Borough of Ashford in the county of Kent and to display such artefacts.
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	The Ashford Borough Museum Society (ABMS) normally opens to the public from the beginning of April to the end of October. Following Government statutory Covid guidance opening was delayed until 2 nd July and then with all protections in place for social distancing, mask wearing, hand sanitisers, additional ventilation etc etc. these restrictions gradually eased and the museum did open as planned until end October. Members of the public were able to see all of the ground floor collections on display (i.e the majority), and see upstairs via a digital display. The front of house stewards were able to answer visitors' questions and engage with them over donations of items to the museum and their family history questions related to the Museum's role to "Tell the story of Ashford". Behind the scenes the Museum team worked with external business and heritage consultants Jo Boardman and Fran Stovold on a curatorial review project needed to help set a forward trajectory for the museum to evolve the working and organisation of the museum following the retirement of our long-term Honorary Curator. This work involved contacts

		<p>throughout the museum team and with external partners and was ready by the year end.</p> <p>The reduced opening period and the continued affect on visitor numbers did have a serious impact on income. The Museum did, however, benefit from Government Covid Grants which have made up the operating losses, allowed us to invest in some additional equipment and provided a substantial surplus.</p> <p>The equipment:</p> <ul style="list-style-type: none"> • a touch screen media unit will be used to make our collections more accessible. • Recording thermohygrometers will help to improve the care of the artefacts donated by members of the public. • A ladder will improve safety for volunteers when working at height is required. <p>A grant from South East Museum Development has funded training for some volunteers in collections care. This training highlighted the need for improved workspace.</p> <p>Although no new sites joined the successful Wheels of Time scheme in 2021, an Arts Council England funded project to develop the scheme's administration and governance with the objective of expanding it beyond Kent was initiated.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Vision, Plans or Operations of the Museum to deliver its role of <i>Telling Ashford's Story</i> and engaging with its communities in the widest possible way.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not directly applicable, but as an accredited museum we do offer to partner with other like-minded organisations and CIC's in their grant applications on projects of joint interest i.e indirect "grant making" by endorsement.

<p>Policy on social investment including program related investment</p>	<p>Para 1.38</p>	<p>By using our funds to establish a conservation annexe in an empty shop property on the high street we are contributing directly to rebuilding the social and community fabric of the medieval-origin middle high street.</p> <p>As a fully integrated partner and heritage adviser to the Borough Council the Museum participates in all the heritage activities that are undertaken by the Borough, all of which contribute social investment to its people and communities.</p>
<p>Contribution made by volunteers</p>	<p>Para 1.38</p>	<p>As a volunteer run museum, the recruitment, retention and management of volunteers is our top priority after the management of our collections, as looking after our collections and being open and accessible for the public cannot happen without our dedicated and highly skilled volunteers, who know and love the museum, its artefacts and its team work. Volunteers including the trustees are estimated to have provided over 3000 hours of their time during the year.</p> <p>.Following on from the curatorial project in this last year, the next is a project to upskill our volunteer recruitment and management, to rebuild and expand our volunteer team following the ravages of Covid and to update our processes to strengthen our museum team work and as preparatory work for our next Museum accreditation</p>
<p>Other</p> <p>1. Expansion and relocation</p> <p>2. Partnering</p>		<p>1. The Museum's displays are an Aladdin's cave of artefacts and displays that tell the story of their families in and around Ashford for parents who visit with their children following a school visit to the museum. The Trustees are in an ongoing dialogue with Council about alternative larger premises to better display and better engage. the Conservation annexe in the High Street is part of that growth. An earlier expansion was into the next door, no 18 Church Yard.</p> <p>2. Partnering with other heritage and/or likeminded organisations is also a regular part of our activity, as is working with schools wherever there is a curriculum or common interest fit, especially to promote young people's interest in their history.</p>

Achievements and Performance

	SORP reference	
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.	Para 1.20	Fulfilling an essential role to " <i>Tell Ashford's story</i> " to an often sceptical, unknowing audience, who are delighted to discover Ashford history and cast off its "Trashford" moniker, and feel good about the Town and more connected as a borough. Accepting, caring for, and displaying artefacts that do tell the Ashford story. And welcoming families, visitors, passers-by and everyone to the museum, and being open to do so whatever the obstacles. Creating, through Wheel of Time a dynamic and supportive network of museums that enrich the tourist and travel "offering" of Kent and can inspire young people and their parents by the wide diversity of museums across Kent.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	To open as planned under the tourism "Good to Go" certification. To re-recruit volunteers and evolve the museum's organisation.
Performance of fundraising activities against objectives set	Para 1.41	ACE small grant applications all successful to continue to develop collections management.
Investment performance against objectives	Para 1.41	not applicable
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Although income was seriously impacted by the Covid Pandemic the financial position has been secured by Government Covid grants
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Museum seeks to maintain a General Funds reserve equivalent to two years expenditure ensuring security for the current and succeeding financial year.
Amount of reserves held	Para 1.22	£ 6668
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	<ol style="list-style-type: none"> 1. Grants administered by the Borough Council 2. Ad hoc larger grants: Arts Council England for Wheels of Time : kent Community Funds , eg Frank Brake
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	<ul style="list-style-type: none"> • Reduced footfall in town centre resulting from the changes in retail sector causing reduction in visitor numbers. • Ongoing changes in behaviour of existing audiences resulting from or accelerated by the Covid pandemic, such as reduction in use of cash causing permanent loss of on-site donations.and failure to secure future funding for operational costs: lighting, security alarms, broadband etc etc • Failure to recruit / retain volunteers • Further reasons to close- another "covid"
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
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	By open recruitment – no restrictive criteria , but trustees still invited rather than advertised (future plans) subject to Election by members at Annual General Meeting.

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 guidance documents for trustees are the governance documents of the charity, the policies and procedures endorsed by accreditation, and the charity commission guidance, CC3 and further references within it.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	A president , 5 trustees of whom one agrees to be trustee chair. Meet quarterly – virtually. Lead strategic decision making. Management Committee, includes Officers: Chair, Secretary, Treasurer and Curator plus six other members, and representation from Trustees, holds delegated responsibility for day to day running of the Charity. Works with the Borough Council ; other town centre partners , other museums , other heritage / arts organisations in the borough.
Relationship with any related parties	Para 1.51	The Charity is Lead Member of the Wheels of Time network of Kent museums and heritage sites; therefore maintaining the assets of the network.
Other		

Reference and Administrative details

Charity name	Ashford Borough Museum Society
Other name the charity uses	Ashford Museum
Registered charity number	298060
Charity's principal address	No 18 Church Yard Ashford Kent TN23 1QG

Names of the charity trustees who manage the charity (Alphabetical order)

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Boulding	Vice Chair		
2	Christine Drury	Chair of trustees		
3	Roger Pitt			
4	Karen Saunders			

Corporate trustees – names of the directors at the date the report was approved

Director name		
none		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
none		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser Name Address

President	Sir George Jessel Bt DL	

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

Members of Management Committee

Richard Yeates (Chair)
Mary Wiggins (Secretary) resigned 14/05/2021 position vacant
Ian Sharp (Curator)
Robert Shrubbs (Treasurer)
Trevor Barton resigned 11/08/2021 position vacant
Jeffrey Fenner
Alan Terry
Ann Thomas
Janet Welch

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Christine Drury</i>	<i>Boulding</i>
Full name(s)	Mrs Christine E.C. DRURY	MICHAEL JOHN BOULDING
Position (eg Secretary, Chair, etc)	Chair	TRUSTEE
Date	20 Oct 2022.	

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2021

Assets

2020	Balances	2021
£ 31,104	Barclays Current Account	£ 85,832
£ 43	Cash	£ 23
£ 31,146		£ 85,855

Other Assets

£ 930	New display cabinets and guard	£ 698
£ 10,200	Old display cabinets	£ 10,200
£ 11	Television	
	Photocopier	
£ 32	Laptop computer	£ 21
£ 37	Projector	£ 25
£ 364	New laptop computer for Museum Office	£ 243
£ 35	Monitor for new computer	£ 23
	Media Unit	£ 5,500
£ 11,609		£ 16,710

Asset values are estimated market values and will be less than replacement cost

Signed

Chairman  M. Boulding (Acting)

Treasurer  R. Shrub

Examiner  D. Burke

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2021

General Funds Receipts

2020	Details	2021	
£ 405.00	Subs	£ 487.50	
£ 127.50	Donations	£ -	
£ 2,500.00	Grants	£ 2,000.00	
£ 97.00	Donations Box	£ 304.38	
£ -	Sales	£ 2.00	
£ -	Sundry	£ -	
£ 352.14	HMRC Gift Aid/GASDS	£ 66.14	
£ 3,481.64	Total Receipts		£ 2,860.02

General Funds Payments

2020	Details	2021	
£ 661.73	Utilities	£ 806.33	
£ 738.69	Insurance	£ 782.31	
£ 87.60	Computing	£ 98.59	
£ 112.00	Subs	£ 112.00	
£ 100.90	Displays	£ -	
£ 298.01	Sundry	£ 1,011.73	
£ 1,998.93	Total Payments		£ 2,810.96

£ 1,482.71	Net Receipts / Payments		£ 49.06
£ 5,136.48	Balance at 31 December 2020		£ 6,619.19
£ 6,619.19	Balance at 31 December 2021		£ 6,668.25

Designated ^(D) & Restricted ^(R) Funds Receipts and Payments

2020	Details	2021	
£ 28,950.00	Receipts	£ 68,641.72	
£ 8,096.53	Payments	£ 13,981.78	

£ 20,853.47	Net Receipts / Payments		£ 54,659.94
£ 3,673.54	Balance at 31 December 2020		£ 24,527.01
£ 24,527.01	Balance at 31 December 2021		£ 79,186.95
	Comprising		
£ 16,233.83	Coronavirus		
	Annex Rent ^(D)		£ 33,000.00
	Annex Running Costs ^(D)		£ 15,354.85
£ 2,293.18	Wheels of Time (General) ^(R)		£ 4,192.10
	Wheels of Time Time to Change ^(R)		£ 23,100.00
£ 6,000.00	Brake Fund ^(R)		£ 3,000.00
	SEMD ^(R)		£ 540.00

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2021

All Funds

2020	Details	2021	
£ 32,431.64	Receipts	£ 71,501.74	
£ 10,095.46	Payments	£ 16,792.74	

£ 22,336.18	Net Receipts / Payments		£ 54,709.00
£ 8,810.02	Balance at 31 December 2018		£ 31,146.20
£ 31,146.20	Balance at 31 December 2019		£ 85,855.20

Bank Reconciliation

Date	Details		
01 Jan 2020	Balance BF	£ 31,103.63	
31 Dec 2020	Bankings	£ 71,469.84	
31 Dec 2020	Cheques		£ 16,741.22
31 Dec 2020	Balance CF		£ 85,832.25
		£ 102,573.47	£ 102,573.47

Cash Reconciliation

01 Jan 2020	Balance BF	£ 42.57	
31 Dec 2020	Receipts	£ 371.38	
31 Dec 2020	Payments		£ 50.00
31 Dec 2020	Banked		£ 341.00
31 Dec 2020	Balance CF		£ 22.95
		£ 413.95	£ 413.95

Total Funds

£ 22,336.18	Net Receipts / Payments		£ 54,709.00
£ 8,810.02	Balance at 31 December 2020		£ 31,146.20
£ 31,146.20	Balance at 31 December 2021		£ 85,855.20

Independent Examiner's Report on the Ashford Borough Museum Society's Accounts for year ended 31st December 2021

1. I report on the accounts of the Ashford Borough Museum Society for the year ended 31st December 2021.

2. Scope and nature of examination:

An examination includes a review of the accounting records kept by the Society 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 the management committee and/or treasurer 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.

In undertaking this examination I have used as a reference point the requirements for accounts and examinations as set out in the Charities Act 2011.

3. Independent examiner's statement

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

- the accounting records were not kept soundly (*as would be required in accordance with section 130 of the Charities Act*); or
- the accounts did not accord with the accounting records.

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 accounts to be reached.

Signed:



Examiner: David J Burke, BSc FCA

Date: 11th July 2022

ASHFORD BOROUGH MUSEUM SOCIETY

England & Wales - Charity number 298060

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2020		31	12	2020

Section A Reference and administration details

Charity name

Ashford Borough Museum Society

Other names charity is known by

Registered charity number (if any)

298060

Charity's principal address

Ashford Borough Museum

Church Yard

Ashford

Postcode

TN23 1QG

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	Christine Drury	Chair of Trustees		
2	Roger Pitt			
3	Karen Saunders			
4	Michael Boulding			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
President	George Jessel	

Members of Management Committee

Richard Yeates (Chair)	Jeffrey Fenner
Mary Wiggins (Secretary)	Alan Terry
Ian Sharp (Curator)	Ann Thomas
Robert Shrubbs (Treasurer)	Janet Welch
Trevor Barton	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 01/07/1987 amended on 18/04/2013
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Election at Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The guidance documents for trustees are the governance documents of the charity, the policies and procedures endorsed by accreditation, and the charity commission guidance, CC3 and further references within it.

The day to day management of the Charity is delegated to the Management Committee, the members of which are named above.

Trustees have undertaken to champion and progress the strategic development of the museum. Having successfully recruited a new chairman for the management committee in 2018 the current task is to evolve the curatorial function to be able to recruit a successor to our curator who retired during the year but has agreed to continue on an interim basis. Trustees are grateful for the funding from the Frank Brake Trust to be able to undertake a curatorial review with consultants to achieve this curator succession objective. The task for trustees also includes options for growth and relocation to larger premises in central Ashford. These projects are to be undertaken as much as possible as the Museum Team.

Trustees' responsibilities include developing the governance of the Museum to support the accreditation already achieved and renewed. All trustees are familiar with CC3 as a first level governance reference. Trustees are aware of the need to declare and manage any conflicts of interest and any related party connections. There were neither any conflicts of interest nor related party interests during the year. The charity is unincorporated and although this has been a suitable structure up to now it is likely that future plans will include setting up a CIO structure.

The Charity is Lead Member of the Wheels of Time network of Kent museums and heritage sites; therefore maintaining the assets of the network.

Trustees have noted that the museum has Operational and Re-opening (Covid) risk assessments in place, and are committed to further developing the governance of the Museum including formalising the consideration of organisational, continuity, financial and other major risks.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the education of the public by promoting the establishment of a Museum in Ashford and in furtherance thereof: to collect and store artefacts and documents of historic interest connected with the area comprised in the Borough of Ashford in the county of Kent and to display such artefacts.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Despite the restrictions caused by the Coronavirus pandemic and the limited number of volunteers available as a result, the Museum was opened for two days per week from the 17th August to 30th October 2020. Members of the public were still able to contact the museum throughout the year as the museum is always able to discuss the acquisition of items relevant to the history and heritage of the Borough, (although limited facilities means acquisitions have to be prioritised,) and to be a point of contact for those with a family history in Ashford.

Additional details of objectives and activities (Optional information)

As always the Charity has been fully reliant on the volunteers who manage and run the Museum on behalf of the Charity although fewer were available to undertake face to face meetings or public facing roles as many were shielding in accordance with UK Government advice.

Those that were able to participate did so under new guidance that resulted from the risk assessment carried out to minimise the spread of Covid-19.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Operation of the Museum under a new Covid-19 risk assessment enabled the Museum to gain Visit England's 'We're Good to Go' certification.

Funding secured in November for a curatorial review project to deliver new arrangements for the curatorial function and to recruit a new curator during the coming year.

Section E Financial review

Brief statement of the charity's policy on reserves

The Museum seeks to maintain a General Funds reserve equivalent to two years expenditure.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Covid pandemic has seriously affected income from donations both at the Museum and as a result of individual donations; however, the Museum has benefitted from Government grants which more than cover the reduction in income. The surplus from these grants is shown in the accounts as designated funds.

The Charity maintains funds for the Wheels of Time network of museums and heritage sites in Kent. These funds are raised from contributions by members of the Scheme and various grants specifically provided for the Scheme. They are therefore shown as a Restricted Fund in the Charity accounts.

The Charity has no investments.

Section F Other optional information

The financial position of the charity is managed by the Treasurer who prepares accounts for trustee meetings to inform their discussions and decisions taken with involvement of the Chair of the Management Committee and the Treasurer.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2020

Assets

2019	Balances	2020
£ 8,793	Barclays Current Account	£ 31,104
£ 17	Cash	£ 43
£ 8,810		£ 31,146

Other Assets

£ 1,240	New display cabinets and guard	£ 930
£ 10,200	Old display cabinets	£ 10,200
£ 16	Television	£ 11
£ 10	Photocopier	
£ 47	Laptop computer	£ 32
£ 55	Projector	£ 37
£ 544	New laptop computer for Museum Office	£ 364
£ 52	Monitor for new computer	£ 35
£ 11,569		£ 11,210

Asset values are estimated market values and will be less than replacement cost

Signed

Chairman _____ R. Yeates

Treasurer _____ R. Shrubbs

Examiner _____ D. Burke

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2020

General Funds Receipts

2019	Details	2020	
£ 767.50	Subs	£ 405.00	
£ 154.91	Donations	£ 127.50	
£ -	Grants	£ 2,500.00	
£ 1,112.73	Donations Box	£ 97.00	
£ 115.00	Sales	£ -	
£ 112.03	Sundry	£ -	
£ 327.19	HMRC Gift Aid/GASDS	£ 352.14	
£ 1,633.55	Balance of Railway Room Fund		
£ 4,222.91	Total Receipts		£ 3,481.64

General Funds Payments

2019	Details	2020	
£ 1,052.99	Utilities	£ 661.73	
£ 1,264.08	Insurance	£ 738.69	
£ 86.40	Computing	£ 87.60	
£ 115.00	Subs	£ 112.00	
£ 111.70	Displays	£ 100.90	
£ 623.89	Sundry	£ 298.01	
£ 3,254.06	Total Payments		£ 1,998.93

£ 968.85	Net Receipts / Payments		£ 1,482.71
£ 4,167.63	Balance at 31 December 2019		£ 5,136.48
£ 5,136.48	Balance at 31 December 2020		£ 6,619.19

Designated ^(D) & Restricted ^(R) Funds Receipts and Payments

2019	Details	2020	
£ 8,502.99	Receipts	£ 28,950.00	
£ 10,355.03	Payments	£ 8,096.53	

(£ 1,852.04)	Net Receipts / Payments		£ 20,853.47
£ 5,525.58	Balance at 31 December 2019		£ 3,673.54
£ 3,673.54	Balance at 31 December 2012		£ 24,527.01
	Comprising		
	Railway Room ^(D)		
	Coronavirus ^(D)		£ 16,233.83
£ 3,673.54	Wheels of Time ^(R)		£ 2,293.18
	Brake Fund ^(R)		£ 6,000.00

Ashford Borough Museum Society
Accounts for Year Ending 31st December 2020

All Funds

2019	Details	2020	
£ 12,725.90	Receipts	£ 32,431.64	
£ 13,609.09	Payments	£ 10,095.46	

(£ 883.19)	Net Receipts / Payments		£ 22,336.18
£ 9,693.21	Balance at 31 December 2018		£ 8,810.02
£ 8,810.02	Balance at 31 December 2019		£ 31,146.20

Bank Reconciliation

Date	Details		
01 Jan 2019	Balance BF	£ 8,793.45	
31 Dec 2019	Bankings	£ 32,355.64	
31 Dec 2019	Cheques		£ 10,045.46
31 Dec 2019	Balance CF		£ 31,103.63
		£ 41,149.09	£ 41,149.09

Cash Reconciliation

01 Jan 2019	Balance BF	£ 16.57	
31 Dec 2018	Receipts	£ 541.00	
31 Dec 2018	Payments		£ 50.00
31 Dec 2018	Banked		£ 465.00
31 Dec 2018	Balance CF		£ 42.57
		£ 557.57	£ 557.57

Total Funds

(£ 883.19)	Net Receipts / Payments		£ 22,336.18
£ 9,693.21	Balance at 31 December 2019		£ 8,810.02
£ 8,810.02	Balance at 31 December 2020		£ 31,146.20

Independent Examiner's Report on the Ashford Borough Museum Society's Accounts for year ended 31st December 2020

1. I report on the accounts of the Ashford Borough Museum Society for the year ended 31st December 2020.

2. Scope and nature of examination:

An examination includes a review of the accounting records kept by the Society 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 the management committee and/or treasurer 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.

In undertaking this examination I have used as a reference point the requirements for accounts and examinations as set out in the Charities Act 2011.

3. Independent examiner's statement

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

- the accounting records were not kept soundly (*as would be required in accordance with section 130 of the Charities Act*); or
- the accounts did not accord with the accounting records.

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 accounts to be reached.

Signed:

Examiner: David J Burke, BSc FCA

Date: 13th June 2021