



# 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 17<sup>th</sup> August to 30<sup>th</sup> 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)**

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

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

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.

## 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**

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

**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
<b>£ 11,569</b>		<b>£ 11,210</b>

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 <sup>(D)</sup> & Restricted <sup>(R)</sup> 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 <sup>(D)</sup>		
	Coronavirus <sup>(D)</sup>		£ 16,233.83
£ 3,673.54	Wheels of Time <sup>(R)</sup>		£ 2,293.18
	Brake Fund <sup>(R)</sup>		£ 6,000.00

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

**All Funds**

<b>2019</b>	<b>Details</b>	<b>2020</b>	
£ 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**

<b>Date</b>	<b>Details</b>		
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		<b>£ 31,103.63</b>
		£ 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		<b>£ 42.57</b>
		£ 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 31<sup>st</sup> December 2020**

1. I report on the accounts of the Ashford Borough Museum Society for the year ended 31<sup>st</sup> 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: 13<sup>th</sup> June 2021