



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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 <sup>nd</sup> 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"> <li>• a touch screen media unit will be used to make our collections more accessible.</li> <li>• Recording thermohygrometers will help to improve the care of the artefacts donated by members of the public.</li> <li>• A ladder will improve safety for volunteers when working at height is required.</li> </ul> <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	<p>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.</p>

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>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	Para 1.38	<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>
Contribution made by volunteers	Para 1.38	<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"> <li>1. Grants administered by the Borough Council</li> <li>2. Ad hoc larger grants: Arts Council England for Wheels of Time : kent Community Funds , eg Frank Brake</li> </ol>
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"> <li>• Reduced footfall in town centre resulting from the changes in retail sector causing reduction in visitor numbers.</li> <li>• 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</li> <li>• Failure to recruit / retain volunteers</li> <li>• Further reasons to close- another "covid"</li> </ul>
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)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
President	Sir George Jessel Bt DL	

#### **Name of chief executive or names of senior staff members (Optional information)**

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### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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### **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		<b>£ 85,855</b>

**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
<b>£ 11,609</b>		<b>£ 16,710</b>

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

**Signed**

Chairman		M. Boulding (Acting)
Treasurer		R. Shrubb
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 <sup>(D)</sup> & Restricted <sup>(R)</sup> 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 <sup>(D)</sup>		£ 33,000.00
	Annex Running Costs <sup>(D)</sup>		£ 15,354.85
£ 2,293.18	Wheels of Time (General) <sup>(R)</sup>		£ 4,192.10
	Wheels of Time Time to Change <sup>(R)</sup>		£ 23,100.00
£ 6,000.00	Brake Fund <sup>(R)</sup>		£ 3,000.00
	SEMD <sup>(R)</sup>		£ 540.00

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

**All Funds**

<b>2020</b>	<b>Details</b>	<b>2021</b>	
£ 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**

<b>Date</b>	<b>Details</b>		
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		<b>£ 85,832.25</b>
		£ 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		<b>£ 22.95</b>
		£ 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 31<sup>st</sup> December 2021**

1. I report on the accounts of the Ashford Borough Museum Society for the year ended 31<sup>st</sup> 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: 11<sup>th</sup> July 2022