

Dartmouth Museum Association

AGM November 5th 2021 in The Flavel Centre

Present: Brian Parker (Chairman), Spencer Wigley (Vice-Chair), Carol Lingard (Hon Secretary), Niki and Ian Kirkwood, Paul Potgieter, Sir Geoffrey Newman, Trudy Sellers, Helen Jacob, Niki and Andy Williams, Lesley and Ed Featherstone, Linda Harris, Wally Fleet, Avadne Moysey, Irene and John Collins, David Heron, Jane Harrold, Richard Porter, Jan Cowling, Nigel Rogerson, Laurie Brown, Robert Brooke, Rob Simmons

1. Apologies: Anne Pen-Symons, Jim Bedford, Alan and Jenny Orchard, Jane Dakin, Richard Cooke, Gill Grim, David Stranack

Chairman welcomed those present

2. Minutes of AGM 27th October 2021 via Zoom: Unanimously approved

3. Matters arising: Nil

4. Report and Financial Statement 2020/2021:

As there has been no Treasurer in place this financial year, the accounts had been kept by David Lingard, Brian Parker and Spencer Wigley. Spencer has managed to achieve Charitable online banking which has made life a great deal easier with a dearth of bank in the area. It had its teething problems but the system is now working and 2 authorisations are required for each transaction.

Ian Kirkwood reported that the accounts had been audited and we are in a healthy position despite COVID and lockdown.

The Budgets prepared by David Lingard and agreed for 2020 will stay in place and 'tweaked' where necessary. New ones will be circulated when decided.

Almost the same amount of money came from various Government Grants as we would have received if we had been open. There is a shortfall of about £1,000. Thank to Brian for obtaining the Grants.

Proposed by Nicko Franks

Seconded by Wally Fleet

5. Chairman's Report: Circulated before the meeting

The loss of David has hit the Museum very hard.

COVID inhibited activity in the Museum tremendously. While restrictions were in place several 'bubbles' were formed. This meant that everything wished for in the extension was achieved.

Mayflower Exhibition is tremendous, really good article in Dartmouth Chronicle by Spencer. Brian intending to write to the Arts correspondent of the Times to invite her to see the Exhibition. The Chairman thanked Ian for the superb model of the Mayflower and the Exhibition Team for a wonderful exhibition. The Grand opening, organised by Niki, was well received.

A new beginning, we have been offered a licence to use them. This offer is to be considered by the Executive Board.

Brian said he had done two and a half years as Chairman after David was unable to continue in the role. Having the extension completed is very satisfying.

Wally proposed a vote of thanks to Brian, it was unanimously acknowledged.

6. To approve the following appointments:

- a.** The Chairman proposed that Niki Kirkwood take over 'the helm'

Seconded by Spencer Wigley

Unanimously approved

- b.** The post of Curator to be divided.

Paul Potgieter – Digital

Rob Simmons – Artefacts

Proposed by Wally Fleet

Seconded by Richard Ported

Unanimously approved

7. To approve appointment of Ian Kirkwood as Treasurer until next AGM:

Helen Darch had done a great job for many years but gave up at the end of the last financial year but helped prepare the accounts for audit this year.

Ian Volunteered.

Proposed by Brian Parker

Seconded by Jane Harrold

Unanimously approved

8. Re-elect Carol Lingard as Secretary:

Carol has agreed to continue, Linda Harris is going to help with the volunteers and will be doing the inductions of new members.

Proposed by Niki Kirkwood

Seconded by Ed Featherstone

Unanimously approved

9. Re-elect the following for a further 3 years:

Brian Parker

Wally Fleet

Proposed by Mike Simons

Seconded by Niki Kirkwood

Helen Darch and Jane Dakin have resigned as Trustees but will still remain as Members.

10. Re-appoint Mr Julian Rowe-Jones as Hon Auditor:

Proposed by Brian Parker

Seconded by Ian Kirkwood

Unanimously approved

11. Forthcoming events:-

Thursday 11th November there will be an update session for the Stewards with tea and cakes at 4.30 in the Museum.

12. AOB:

Carol wanted to thank everyone who has supported her and David over these difficult months. £550.50 has been put in the Project Account from the funeral and other donations, and David has left £2,000 in his will which will be received once Probate is granted.

Brian offered Carol Life Membership and Niki presented her with a bouquet of flowers.

Spencer wanted to thank Brian for the time he has dedicated to the Museum during his time as Chairman. He and Jan Cowling together with David Heron have brought the Mayflower Room to fruition. We look forward to working with Niki.

Spencer offered Brian the title Chairman Emeritus and is glad he is staying on as a Trustee. Brian thanked Spencer and said he would always be there for an opinion if asked.

David Heron feels a third light is needed for the hull but it was explained that reflection and getting into people's eyes was the problem, it had been discussed.

The council need to upgrade the breaker for the Holdsworth Room.

Anna Potgieter has taken on the cleaning of the top 2 floors, Liz Withers will continue with the lower floors as before.

Niki Kirkwood:

Niki thanked everyone and that she is honoured to be the new Chairman to carry on in David's and Brian's footsteps. David got us accreditation to get us on a par with National Museums and Brian completed the Mayflower Exhibition Room. Now we need to get on with the WW11 exhibition. Dartmouth has many firsts and we are in the forefront of them all.

Welcomed Ian, Rob and Paul and thanked Linda for taking on the Shop and helping with the volunteers. Irene, Avadne, Trudy and Lesley for the Archives. Niki thanked Jane for all she has done with Visits and managing the Ghostbusters! Paul has volunteered to be the Education Officer.

Finally some years ago, a friend was staying from Antigua, he asked me if I had visited the Museum which he said was fantastic. To my shame I had not, and shortly after I did visit. As I entered the Museum, I looked around for just five minutes before standing at the desk - remember on the left in the old office - and asking how I could help. Who would have thought that I would now be here.

Thank you for putting your faith in me - I will not let you down.

Meeting closed at 7pm

J ROWE-JONES ACCOUNTANTS LIMITED

Accountants & Taxation Advisors

62 Seymour Drive, Dartmouth, Devon, TQ6 9GE

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jrowejones@aol.com

DARTMOUTH MUSEUM

ANNUAL REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 JANUARY 2022

Charity Registration Number 306635

DARTMOUTH MUSEUM ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2022

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**ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JANUARY 2022**

The Charity is constituted by Trust Deed dated 17 February 1959 and is a registered charity. The Charity is currently unincorporated and was formed to manage The Dartmouth Museum; the address is:

The Butterwalk
Dartmouth
Devon
TQ6 9PZ

The trustees and executive committee for the year were:

Mrs N Long Kirkwood (Chairman from October 2021)
Mr B. Parker (Chairman to October 2021 and the Chairman Emeritus)
Mr S Wigley (Vice Chairman)
Prof. Emeritus R. Cooke
Mrs J. Dakin (Resigned 6 October 2021)
Mr W. Fleet
Dr J. Harrold
Mrs A. Moysey
Dr R. Porter
Mr M Simons (Resigned 6 October 2021)
Mr A Williams

The officers of the museum for the year were:

Cmndr D. Lingard - Honorary Treasurer (Until August 2021)
Mr I. Kirkwood - Honorary Treasurer during 2021/22
Mrs C. Lingard - Honorary Secretary

The Museum remained closed for the periods of lockdown during the year. However activity began to pick up and improve on the low point of 2020/21 as the Museum came back to life. Hence admissions improved by nearly £7,000 to £7,341 and shop sales grew by over £4,000 to £4,404.61. It was also fortunate the resourceful trustees applied for and received £20,336 funding from HM Government to cover much of the shortfall in income. This saw the Museum continue to weather an unexpected and exceptional occurrence not covered by insurance.

Meanwhile, under challenging conditions, volunteers continued to work as stewards in the periods when the Museum was open and also to work on the new Mayflower Exhibition. This was completed and opened to the public in October 2021 to universal acclaim. It is a significant addition to the Museum's offer.

The legacy bank balance of £6,026.73 due to the Dartmouth Mayflower 400 C.I.C. was transferred to it on 1st February 2021 and the bank account repurposed as a Mayflower exhibition project account. The accounts show a slight deficit of £4,662.91 on project activities over the year, much of which was the cost of the new Exhibition, which counts toward the operational surplus or deficit for the year.

So, core charity activities remained subdued as would be expected in a second year of limited activity. In all there was an operational surplus of £1,522.51, a welcome improvement on the prior year operational loss of £37,402.63.

COIF shares saw a healthy increase of £1,725.58 but there is no guarantee that past performance will continue into the future. The trustees have no intention to change these shares as they are retained to provide an untouched fund should it be necessary to dissolve the Museum.

Cash reserves, (excluding the investment accounts), grew slightly to £76,138.12 at 31 January 2022, were seen to be in excess of 1 year's running costs. The trustees consider this position to be satisfactory.

The Board would like to thank Brian Parker, who retired as Chairman in October 2021, for his dedicated service, wisdom and guidance over almost three years, during which time the problems thrown up by the Pandemic were met successfully.

The Board would also like to pay special tributes, first to David Lingard who sadly died in August 2021. David was the backbone of the Museum for approaching twenty years, much of that time as Chairman, and without him there would not be a thriving Museum in its present form. Secondly, much is owed to Ian Kirkwood who was not only the Shipwright for the Mayflower model but also stepped in as Honorary Treasurer on the death of David Lingard. Unfortunately, Ian himself died in April 2022 before he could see the fruits of his efforts from his time as Treasurer. Thirdly, a special mention should be made of Avadne Moysey, who died in August 2022, with thanks and much appreciation for her two decades of service to the Museum, including latterly as Trustee.

Finally, an enormous debt is due to our volunteers who continued to help run the Museum in the challenging conditions of the last two years. The health of the Museum very much rests on our volunteers, their enthusiasm and their willingness to step in and to give their time and expertise. We would like to thank them all.

N LONG KIRKWOOD

14 SEPTEMBER 2022

N. Long Kirkwood **Chairman.**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DARTMOUTH MUSEUM ASSOCIATION
FOR THE YEAR ENDED 31 JANUARY 2022**

I report on the accounts of the Charity for the year ended 31 January 2022, which are set out on pages 3 to 5.

Respective responsibilities of Trustees and Independent

The Charity's Trustees are responsible for the preparation of the accounts.

The Charity's Trustees consider that an audit is not required for this year, under section 144(2) of the Charities Act 2011, (The Charities Act), and that an independent examination has been requested.

It is my responsibility:

- 1) to examine the accounts under section 145 of The Charities Act
- 2) to follow the procedures laid down in the General Directions given by the Charity Commission, (under Section 145(5)(b) of The Charities Act), and
- 3) to state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity 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 Charity's Trustees concerning such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit and, consequently, I do not present an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the Charities Act; or
 - to prepare accounts which accord with the accounting records have not been met; or
- 2) to which, in my opinion, attention should be drawn, in order to enable a proper understanding of the accounts to be reached.

J ROWE-JONES

9 SEPTEMBER 2022

J ROWE-JONES ACCOUNTANTS LIMITED
ACCOUNTANTS & TAXATION ADVISORS

62 Seymour Drive
DARTMOUTH
Devon
TQ6 9GE

**DARTMOUTH MUSEUM ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JANUARY 2022**

	2022	2021
	£	£
Receipts:		
Admissions/Entrance Fees	7,341.00	638.50
Sales	4,404.61	395.28
Subscriptions	977.00	972.00
Donations	25,715.55	11,453.66
Miscellaneous income	2,939.98	(1.06)
Inland Revenue - gift aid	1,273.06	1,368.86
Mayflower sub-committee net surplus/(deficit)	(4,662.91)	(17,300.09)
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	37,988.29	(2,472.85)
	<hr/>	<hr/>
Other Receipts:		
Interest & dividends COIF	492.36	595.73
Balance on card machine	0.00	70.51
Trustees of Henley (Dartmouth Town Council)	10,000.00	10,000.00
Transfer from COIF to fund projects	0.00	15,000.00
Gift aid claims on behalf Mayflower 400	0.00	250.00
Income to Project account	1,303.29	19,917.50
Movement in Till	0.00	(80.86)
	<hr/>	<hr/>
	11,795.65	45,752.88
	<hr/>	<hr/>

**DARTMOUTH MUSEUM ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JANUARY 2022**

	2022	2021
	£	£
Receipts (see page 4)	37,988.29	(2,472.85)
Payments		
Rent	15,000.00	15,000.00
Insurance	6,441.56	1,245.60
Water charges	147.69	206.84
Purchases for resale	2,617.37	214.63
Electricity	1,758.27	1,240.07
Telephone and broadband	587.91	579.02
Honoraria - cleaner	660.00	660.00
Office expenses (photocopier and stationery)	522.28	608.84
IT and computers	835.19	4,035.76
Advertising & marketing	699.00	677.60
Curatorial expenses	69.54	614.79
Miscellaneous	1,548.51	375.00
Works	150.00	705.72
Room hire, meetings and travel	507.75	27.80
Petty cash	0.00	28.76
Exhibitions	0.00	180.93
Extension works/Flat 6A	0.00	7,152.49
Mayflower Project	4,920.71	1,375.93
Total expenditure	36,465.78	34,929.78
Surplus for the year	1,522.51	(37,402.63)
Other receipts (see page 4)	11,795.65	45,752.88
	13,318.16	8,350.25
Gift aid reclaims paid over to Mayflower 400	-	250.00
Withdrawal from COIF account	-	15,000.00
Transfer to other Museum accounts	3,500.00	5,000.00
Exp on Project Account [transfers to Mayflower Acct]	7,379.71	14,406.13
NET SURPLUS FOR THE YEAR	2,438.45	- 26,305.88
MOVEMENT OF FUNDS		
Opening Cash Balance	73,699.67	100,005.55
Plus movement in year	2,438.45	- 26,305.88
Closing Cash Balance	76,138.12	73,699.67

DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2022

1. Accounting policies

The receipts and payments account has been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques are drawn.

The accounts and statement do not include any accruals or prepayments in respect of income or expenses.

The receipts and payments account and statement of assets and liabilities have been prepared following the guidance for accounting for small charities issued by the Charity Commission.

2. Statement of assets and liabilities	2022	2021
	£	£
Bank and cash balances:		
General account	19,241.97	6,556.55
Project account	1,267.29	7,343.71
Till float	123.86	123.86
COIF Deposit Account	53,373.01	52,880.65
Mayflower account -NatWest Bank	2,131.99	6,794.90
	<u>76,138.12</u>	<u>73,699.67</u>

3. COIF Shares

Value of shares as at 31 January 2022	17,925.63	16,200.05
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**DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2022**

4. Total cash assets and shares	2022	2021
	£	£
Assets and liabilities – note 2	76,138.12	73,699.67
Social fund	411.72	411.72
COIF shares	17,925.63	16,200.05
	<hr/>	<hr/>
	94,475.47	90,311.44
	<hr/>	<hr/>

DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
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5. Analysis of Mayflower 400 sub-committee balance	2022	2021
	£	£
Receipts:		
Grants	0.00	500.00
Sales of merchandise	0.00	1,831.12
Donations	0.00	3,190.00
Inland Revenue - gift aid	0.00	250.00
Total receipts	<u>0.00</u>	<u>5,771.12</u>
 Payments		
Equipment hire	0.00	400.00
Equipment purchase	0.00	4,857.39
Office expenses	0.00	1,269.94
Venue hire	0.00	68.40
Travel and entertainment	0.00	265.30
Professional fees	0.00	12,863.58
Printing	0.00	3,085.00
Advertising & marketing	0.00	261.60
Total expenditure	<u>0.00</u>	<u>23,071.21</u>
Net loss/profit	<u>0.00</u>	<u>(17,300.09)</u>

DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2022

5. Analysis of Mayflower 400 sub-committee balance	2022	2021
Analysis by project		
Film	0.00	(3,601.98)
Trail	0.00	(7,369.80)
Scale Model	0.00	(2,067.92)
Story Book	0.00	(2,902.50)
Sculpture	0.00	(429.85)
Office expenses	0.00	(928.04)
Net loss/profit	<u>0.00</u>	<u>(17,300.09)</u>

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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2022

1. Accounting policies

The receipts and payments account has been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques are drawn.

The accounts and statement do not include any accruals or prepayments in respect of income or expenses.

The receipts and payments account and statement of assets and liabilities have been prepared following the guidance for accounting for small charities issued by the Charity Commission

2. Statement of assets and liabilities	2022	2021
	£	£
Bank and cash balances:		
General account	19,241.97	6,556.55
Project account	1,267.29	7,343.71
Till float	123.86	123.86
COIF Deposit Account	53,373.01	52,880.65
Mayflower account -NatWest Bank	2,131.99	6,794.90
	<u>76,138.12</u>	<u>73,699.67</u>

3. COIF Shares

Value of shares as at 31 January 2022	17,925.63	16,200.05
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**DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2022**

4. Total cash assets and shares	2022	2021
	£	£
Assets and liabilities – note 2	76,138.12	73,699.67
Social fund	411.72	411.72
COIF shares	17,925.63	16,200.05
	<hr/>	<hr/>
	94,475.47	90,311.44
	<hr/>	<hr/>

DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2022

5. Analysis of Mayflower 400 sub-committee balance	2022	2021
	£	£
Receipts:		
Grants	0.00	500.00
Sales of merchandise	0.00	1,831.12
Donations	0.00	3,190.00
Inland Revenue - gift aid	0.00	250.00
Total receipts	<u>0.00</u>	<u>5,771.12</u>
 Payments		
Equipment hire	0.00	400.00
Equipment purchase	0.00	4,857.39
Office expenses	0.00	1,269.94
Venue hire	0.00	68.40
Travel and entertainment	0.00	265.30
Professional fees	0.00	12,863.58
Printing	0.00	3,085.00
Advertising & marketing	0.00	261.60
Total expenditure	<u>0.00</u>	<u>23,071.21</u>
Net loss/profit	<u>0.00</u>	<u>(17,300.09)</u>

DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2022

5. Analysis of Mayflower 400 sub-committee balance	2022	2021
Analysis by project		
Film	0.00	(3,601.98)
Trail	0.00	(7,369.80)
Scale Model	0.00	(2,067.92)
Story Book	0.00	(2,902.50)
Sculpture	0.00	(429.85)
Office expenses	0.00	(928.04)
Net loss/profit	<u>0.00</u>	<u>(17,300.09)</u>