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**DARTMOUTH MUSEUM**  
**ANNUAL REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2025**

**Charity Registration Number 306635**

**Company Registration Number: 11102452**  
**Registered Office: 62 Seymour Drive, Dartmouth, Devon. TQ6 9GE**

**DARTMOUTH MUSEUM ASSOCIATION**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2025**

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## **DARTMOUTH MUSEUM ASSOCIATION**

### **ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JANUARY 2025**

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;

Mr. M. R. Rowley (Chair)

Mr. F. S. Wigley (Chair Emeritus)

Mrs. N. Long-Kirkwood (Vice Chair) Resigned 31<sup>st</sup> January 2025

Mr. J. Turner (Vice Chair)

Prof. R. Cooke

Dr. J. Harrold

Dr. R. Porter

Prof. I.A. McCall

Mr. A Williams

The officers for the year were;

Mrs C. Lingard. (Hon. Secretary)

Mrs. H. Morris (Hon. Treasurer)

2024 – 25 has been largely a year of consolidation, both financially and operationally after the dynamic previous year during which we took ownership of the internationally renowned Hulse models and established them in a new permanent exhibition.

I can report that we have achieved our aim of consolidation with a revenue increase for the year of £3,793.84 to £60,549.95, a rise of 6.7%. Our expenditure has reduced by 19.0% to £57,770.69 from £71,017.38 last year. This means we have achieved a small surplus of £2779.26 for the year.

Expenditure continues on an inflationary trend on goods and services however we have reduced overall expenditure to more normal levels by careful management of finances and the absence of a large project to finance. Business conditions continue to be challenging though and prudence will continue to be needed in the coming year.

Management and office functions have been improved and consolidated this year with the appointment of an Office Manager/Administrator Hazel Morris. Marketing and promotion has become more professional and effective under the lead of Vice Chair Jonathan Turner. Our digital systems are in good shape, now outsourced to and managed by Apollo Ltd.

The value of our COIF shares has increased from £18,157.26 to £19,420.21. The Total assets and reserves stand at £82,538.95 (£78,908.64 for 2023/4) therefore we have more than adequate reserves to cover 12 months operation as required for good governance.

Overall Dartmouth Museum Association has had a successful year that has consolidated our financial and operational positions.

My grateful thanks go to the Trustees, the Management Team and all of our volunteers who have supported the Museum so wonderfully to make 2024/5 another successful year for Dartmouth Museum.

Mike Rowley  
Chair

13<sup>th</sup> February 2025

**DARTMOUTH MUSEUM ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JANUARY 2025**

**CHAIR'S REPORT**

2024 – 25 has been largely a year of consolidation, both financially and operationally after the dynamic previous year during which we took ownership of the internationally renowned Hulse models and established them in a new permanent exhibition. This new addition has combined with the Mayflower exhibition to enhance our offering as a museum as well as a town attraction. We raised £11,800 towards the £27,562.73 cost of establishing this exhibition, this investment was largely responsible for last year's deficit of £14,011.27. We do, however, feel this has proved a significant enhancement of our offering as well as a sound investment. However a period of financial recuperation has been welcome.

I can report that we have achieved our aim of consolidation with a revenue increase for the year of £3,793.84 to £60,549.95, a rise of 6.7% including a generous donation of £2,500.00 from a member. Our expenditure has reduced by 19.0% to £57,770.69 from £71,017.38 last year, resulting in a surplus of £2779.26 for the year.

Admission numbers to the museum have increased this year by 437 which is reflected in increased admission revenue of £26,122.00 (£24,505.50 for 2023-4). This must be seen in the context of the Chamber of Commerce reporting a significant drop in town footfall and consequently customers therefore we can be justifiably pleased that we have bucked the trend as well as being cautiously optimistic about the future.

There can be no doubt that the 2<sup>nd</sup> floor has played a significant part in attracting more visitors, the comments in the visitors book reflect this. We have also upped our game in marketing with a more pro-active and professional approach, thank you Jonathan Turner. We had a wet spring, damp summer and similarly wet autumn. We know that wet weather encourages visitors to come into the museum.

Shop sales have increased by 18.8% to £7,629.41 (£6,421.37 for 2023-4) thanks to the continued hard work and business acumen of Linda Harris. We have experienced higher costs from suppliers, we are vulnerable to cost increases because we do not have the bulk purchasing power of large organisations but Linda has managed to obtain the best possible deals in challenging times.

Membership renewals together with 40 new recruits show an increase in revenue of 27.7% to £1,591.00 from £1,246.00.

Interest on CCLA (formally COIF) deposit account increased from £593.34 to £1,874.05. Income from grants reduced from £20,000 to £12,000, this reduction reflected the two grants of £5,000.00 each for the Hulse exhibition whereas this year we have received £2,000 from Dartmouth Town Council towards the Dartmouth at War exhibition in addition to the annual Henley Trust £10,000.

Expenditure continues on an inflationary trend on goods and services however we have reduced overall expenditure to more normal levels by careful management of finances and the absence of a large project to finance. Business conditions continue to be challenging though and prudence will continue to be needed. The annual rent has not increased but insurance costs are £8,951.88 compared to £8,526.79 in 2023/4. Major items having to be replaced this year include an office photo-copier and two television screens, one each for the Holdsworth and Mayflower Rooms.

Digital costs have increased significantly this year to £6,314.30 but this includes initial set-up costs incurred changing to Apollo. This was offset by a very generous donation of £5,000 from a member. Now the change-over to Apollo is completed we can expect the annual cost to reduce significantly.

Overall we can successfully claim to have monitored and controlled Museum finances in challenging times. All credit to our Honorary Treasurer Hazel Morris.

In 2020 the Trustees agreed to change the status of the Dartmouth Museum Association from a registered charity to a Charitable Incorporated Organisation (CIO). This has many advantages in terms of protection of Trustees and reduced costs. Our Chair Emeritus Spencer Wigley is leading this complex and lengthy task with progress to be made throughout the coming year. Completion is hoped to take place before our Arts Council accreditation which is due in 2026.

Following the successful temporary exhibition to commemorate the 80<sup>th</sup> anniversary of D Day opened in May and project led by Linda Harris, we have built and established a new addition to the Dartmouth at War exhibition this year that includes a 14-minute film describing the Secret War activities of the 15<sup>th</sup> Motor Gunboat Flotilla and Coastal Command that operated from Dartmouth between 1942 and 1945. This was installed over the January shutdown and is now ready for the 15<sup>th</sup> February opening. Big thanks to Project Lead Linda Harris and her team. We are grateful for a grant of £2,000.00 from Dartmouth Town Council to part fund this project.

We now have an active Archive Team in place under the leadership of Andy Williams, they are collating and cataloguing all items including the Hulse collection. An upgrade from the current system to PP5 is planned for the coming year, a grant application has been submitted to fund this necessary improvement.

A major challenge for the museum is recruitment of volunteers. Dartmouth Museum is run on a wholly volunteer basis at all levels. We have an aging and diminishing volunteer crew and we need to strengthen this base numerically and demographically. The Management team are taking active steps to address this increasingly pressing issue.

In summary, Dartmouth Museum has had a successful and steady year of consolidation and management improvement. We have bucked the trend of reduced visitor numbers and increased our market share. We have constructed one temporary exhibition and enhanced and enlarged it to form a permanent addition. Our digital presence has increased and the Hulse exhibition has enhanced our reach both nationally and internationally.

My grateful thanks go to the Trustees, the Management Team and all of our volunteers who have supported the Museum so wonderfully to make 2024/5 another successful year for Dartmouth Museum.

*Mike Rowley*  
Chair

12<sup>th</sup> February 2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
DARTMOUTH MUSEUM ASSOCIATION  
FOR THE YEAR ENDED 31 JANUARY 2025**

I report on the accounts of the Charity for the year ended 31 January 2025, 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***

***17 FEBRUARY 2025***

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 2025**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Receipts:</b>		
Admissions/Entrance (see notes 5)	26,122.00	24,505.50
Sales - Shop & On-line	7,629.41	6,421.37
Membership - Renewals & New	1,591.00	1,246.00
Donations and Bequests	8,535.59	2,930.87
Grants; Including Henley Trust (DTC)	12,000.00	20,000.00
Inland revenue - Gift Aid & GASDS*	2,468.93	980.45
Interest & dividends CCLA (formerly known as COIF)	1,874.02	593.34
Income to Project account	300.00	250.00
Room Hire	-	50.00
Miscellaneous (Tea & Coffee)	29.00	28.58
<b>Total Receipts</b>	<b>£ 60,549.95</b>	<b>£ 57,006.11</b>

\*Gift Aid Small Donation Scheme

**DARTMOUTH MUSEUM ASSOCIATION RECEIPTS  
AND PAYMENTS ACCOUNT FOR THE YEAR ENDED  
31 JANUARY 2025**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Payments</b>		
Rent	16,150.00	16,150.00
Insurance	8,951.88	8,526.79
Electricity	4,646.20	5,232.15
Gas	1,116.33	457.05
Water & Sewerage	191.83	0.00
Phone and Broadband	449.73	381.41
Photocopier Maintenance	187.63	208.48
Property Maintenance - Cleaning	1,456.95	2,070.00
Goods for resale & postal charges	4,800.57	3,079.09
Marketing	1,852.16	2,110.29
Office Supplies	1,992.62	398.51
Digital Services (Formerly IT & Computers)	6,314.30	1,089.46
Bankline & SumUp fees- (See notes 6)	757.85	662.06
Professional Fees	375.00	325.00
Curatorial & Archives	178.40	0.00
General Repairs & Maintenance	2,674.09	2,068.22
Education	-	0.00
Projects	5,172.93	27,572.63
Petty cash	-	7.95
Miscellaneous	502.22	678.29
<b>Total expenditure</b>	<b>57,770.69</b>	<b>71,017.38</b>
<b>Surplus/(Deficit) for the year</b>	<b>2,779.26</b>	<b>(14,011.27)</b>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Transfer from COIF	0.00	30,000.00
Transfer to Hulse/Newcomen project	0.00	(15,000.00)
Expenses on Project Account	0.00	11,800.00
<b>NET SURPLUS / DEFICIT FOR THE YEAR</b>	<b>2,779.26</b>	<b>(10,811.27)</b>
<b>MOVEMENT OF FUNDS</b>		
Opening Cash Balance	60,273.96	71,085.23
Plus/(Minus) movement in year	2,779.26	(10,811.27)
<b>Closing Cash Balance</b>	<b>63,053.22</b>	<b>60,273.96</b>

**DARTMOUTH MUSEUM ASSOCIATION RECEIPTS  
AND PAYMENTS ACCOUNT FOR THE YEAR ENDED  
31 JANUARY 2025**

**NOTES TO THE ACCOUNTS**

**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**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Bank and cash balances:		
General account	<b>25,124.05</b>	25,266.72
Project account	<b>942.33</b>	2,634.01
Till float	<b>91.91</b>	81.17
COIF Deposit Account	<b>28,607.32</b>	26,733.27
Shop account	<b>8,287.61</b>	5,558.79
	<b>63,053.22</b>	<b>60,273.96</b>

**4. COIF Shares**

Value of shares as at 31 January 2025	<b>19,420.21</b>	18,157.26
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**4. Total cash assets and shares**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Assets and liabilities – note 2	<b>63,053.22</b>	60,273.96
Social fund	<b>65.52</b>	477.42
COIF shares	<b>19,420.21</b>	18,157.26
	<b>82,538.95</b>	<b>78,908.64</b>



**DARTMOUTH MUSEUM ASSOCIATION  
RECEIPTS AND PAYMENTS ACCOUNT FOR THE  
YEAR ENDED 31 JANUARY 2025**

**NOTES TO THE ACCOUNTS**

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**5. Admissions/Entrance**

The amounts shown reflect the net amount credited to the account, allowing for the SumUp commission fee of 1.69% per card transaction deducted at point of sale.

**6. Bankline & SumUp Fees**

Bankline - fees set by Natwest to enable us to use on-line banking facilities.

SumUp - comission fees deducted at point of sale and shown on monthly invoice

**5. Social Fund**

The balance reflects a generous donation of £200.

This enabled us to hold two complimentary events for members & volunteers in September & December.