



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	10	2024	To	30	9	2025

Reference and administration details

Charity name	Crail Museum & Heritage Centre
Other names charity is known by	
Registered charity number	SC023505
Charity's principal address	62/64 Marketgate
	Crail
	Fife
	Postcode KY10 3TL

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joint Chairperson		Crail Preservation Society
2	Joint Chairperson		Crail Museum & Heritage Centre
3	Secretary		"
4	Treasurer		"
5	Curator		"
6			"
7			"
8			"
9			"
10		Appointed 21/11/2024	"
11		Appointed 29/05/2025	"
12		Appointed 29/05/2025	"
13		Appointed 29/05/2025	"
14			
15			
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18			

APPENDIX 1

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
	Resigned at AGM on 21 st November 2024

Structure, governance, and management

Type of governing document	Constitution, effective from 3 September 2015 when it was approved as a Scottish Charitable Incorporated Organisation (SCIO) by OSCR and altered on 23 January 2020.
Trustee recruitment and appointment	The Trustees shall not be less than 7 and not more than 14 in number. Under the terms of the Constitution both the Museum Trustees and the Committee of the Crail Preservation Society may nominate trustees for approval by the Board. For the latter body, the maximum number is two.

Objectives and activities

Charitable purposes

a) To advance the arts, heritage, and culture by preserving and developing the museum known as Crail Museum and Heritage Centre and all its collections relating to the history of Crail and such other subjects as the Charity Trustees in their absolute discretion determine

b) to advance the education of the general public

The area within which the organisation shall operate shall be Crail and the surrounding areas.

Summary of the main activities in relation to these objects

Museum is run by volunteers who look after the collection under the guidance of the Hon Curator, undertake research, mount exhibitions, oversee the Museum during opening hours, answer visitors' queries and ensure the security and safety of the visitors and the collection.

The Museum undertakes to record sufficient information for which it legally cares and to ensure that information is accurate, secure, reliable, and accessible and that the objects can be identified and located. The objects have to be checked and conservation action taken when required.

The Museum runs a small shop to provide income.

The advancement of the education of the general public is achieved by mounting exhibitions in the Museum, organising Guided Walks of the Royal Burgh, organising talks, undertaking outreach visits to local groups, and permitting individuals to undertake research on the collection.

The Museum is a member of the Fife Museums Forum. We have full Accreditation status under the Arts Council England scheme. The Museum is a member of Museums Galleries Scotland.

2

APPENDIX 1

Achievements and performance

Summary of the main achievements of the charity during the financial period

The Museum successfully opened the weekend before Easter in April 2025 and also for Bank Holiday weekends in May and Bank Holiday Mondays in August. From June – October the Museum was open Thursday – Sunday.

Museum shop was again popular with visitors and the best month for average spend per visitor proved to be June. Visitor numbers for August were the highest of year.

Six successful talks were held throughout the year with good attendance. The Museum also took part in the Crail Festival Market in the Community Hall and we also participated in one Fam Tour organised by Fife Council. The Museum attended the Fife Local History Form day on 13th November 2024 and we had a table at the Crail Community Summit event on 25th October 2025. The Museum continues to be a member of the East Neuk Tourism Association and museum representatives regularly attend meetings.

Our main achievement for the period was successfully being again awarded Full Accreditation. Also the installation of a new Interactive Touch Screen

Financial review

Brief statement of the charity's policy on reserves

Our finances are used for the maintenance of the present buildings, the running costs, development of the museum, museum exhibitions and exhibition space. Additional storage facilities have been identified and part of the museum collection moved to the new facilities in July/August. This incurs an increase in monthly rental over previous storage facilities.

Details of any deficit

N/A

Donated facilities and services (if any)

Designated areas of Crail Town Hall are being used for the purpose of storage. Rent is payable to The Town Hall Management Committee. The agreement will be governed by a lease with The Town Hall Management Committee and Fife Council. This is currently in the hands of our lawyers.

3

Additional Information

In February alternative storage had to be found for part of the Museum collection.

Museum Volunteers continue to input accession card data to Modes Compact System. This is ongoing weekly with a team of 8 volunteers working over 4 days per week. This work has continued throughout the year.

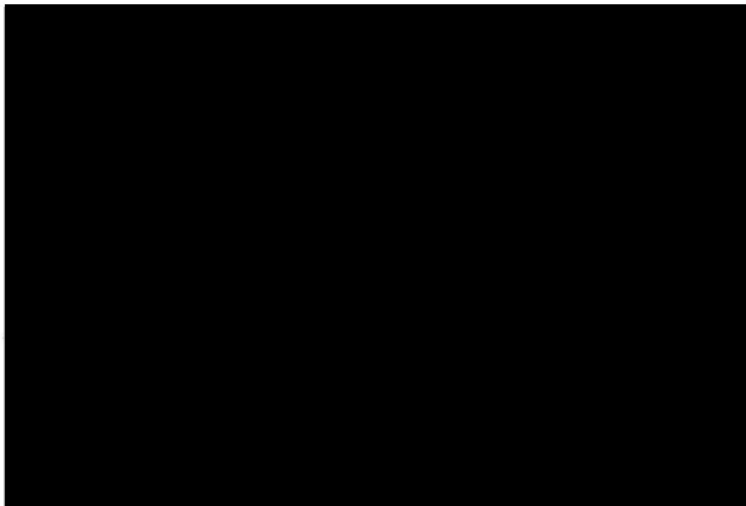
The Museum again organised and curated an Art Exhibition in August where the restored painting by David Owen Martin entitled "Crail Harbour and Village from the sea" was unveiled by Willie Rennie MSP and Joe Morrow, Lord Lyon King at Arms.

The Museum was granted Full Accreditation by Museum Galleries Scotland on 21st August 2025.

APPENDIX 1

Other optional information

Declaration



CRAIL MUSEUM and HERITAGE CENTRE

A Scottish Charitable Incorporated Organisation SC023505

RECEIPTS and PAYMENTS ACCOUNT for the year ended 30th September 2025

	Notes	2025	2024
REVENUE:			
Donations	2	5,559	3,249
Shop Sales (Gross)	1	5,932	6,307
Fife Council Grant & Other Grants	3	3,337	8,514
Fundraising	4	418	1,170
Interest	5	3,106	3,481
Sponsorship		150	561
Walks and Talks	4	1,925	2,210
Friends		215	512
Gift Aid Tax Received		636	657
Bequests		0	0
Total Receipts		21,278	26,661
REVENUE PAYMENTS:			
Shop Purchases	1	3,427	3,954
Card Transaction Fees		98	99
Fundraising Expense	4	681	695
Administrative Expenses including Postage		494	325
Advertising and Promotion		457	215
Exhibition and Conservation expense	6	7,468	1,457
Insurance		2,639	2,624
Website		24	119
Water Charges		708	449
Heat & Light	7	3,662	3,248
Telephone and Broadband	8	728	723
Alarms	9	0	7,603
Repairs, Maintenance and Renewals	10	2,363	324
Storage	5	585	428
Modes		228	475
Total payments for charitable activities		23,562	22,738
Governance Costs		40	40
Total Payments		23,602	22,778
Surplus (deficit) for the period		-2,324	3,883

Bank Balances as at 30th September 2025		£	£
Royal Bank of Scotland 95-day notice	4	82,336	80,873
Royal Bank of Scotland Savings Account		17,929	21,716
Royal Bank of Scotland Current Account		150	150
Shop Float		100	100
Total Bank & Cash Balances		100,515	102,839
Plus Cash banked after 30th September		0	0
Less Outstanding cheques		0	0
Available Funds		100,515	102,839
Balance Sheet		2025	2024
Assets			
The Collection		0	0
- Heritage assets		0	0
- Purchases since 1.04.2001		550	550
Cash at bank and in hand		100,515	102,839
Furniture, fixtures and fittings		11,200	11,200
Shop Stock	12	4,200	4,527
Total assets		116,465	119,116
Represented by:			
Brought forward from previous year		119,116	114,458
From this year's surplus/deficit		-2,324	3,883
Plus increase/decrease in shop stock	11	-327	775
Plus Heritage Asset purchase		0	0
Total		116,465	119,116

Notes to the 2025 Accounts

1. The Museum closed for the 2024 season in mid-October and other than attending the Christmas Fayre in the Community Hall and opening one weekend prior to Christmas was closed until Easter 2025. The Museum then re-opened for Bank Holiday weekends until the beginning of June when the opening pattern was again Thursday to Saturday plus Sunday afternoons. Shop sales were £375 (6%) lower perhaps reflecting visitors being slightly more careful in their spending. It was considered that the shop stock could be reduced slightly and coupled with slight drop in sales this resulted in lower level of replacement stock being purchased. This is reflected in lower stock valuation at the year end.
2. Donations include £2,645 towards the restoration of the David Martin painting Crail Harbour and Village from the Sea. Other one-off donations included £300 from Open Gardens (Museum had handled ticket sales), £210 from Masons (following exhibition), £100 from Crail Bridge Club on its disbandment and £130 for the Singer machine. During the year ended 30th September 2024 the Museum had already received donations of £1,200 towards the restoration costs. Discounting these one-off donations in both years visitor donations rose by £125 (6%).
3. Fife Council provide 3-year Recurring Grants to help develop the Museum and contribute to meeting costs incurred in mounting exhibitions as well as to preserve and make available local items of heritage and historical value. This 3-year programme was renewed in April 2024 and annual grant of £2,450 received. Grant of £887 was also received from the Crail Common Good Fund to cover the shortfall between funds raised by the Museum and the final restoration cost of the David Martin painting Crail Harbour and Village from the Sea.
4. Again, there was an excellent response to the 2025 talks programme and the Sunday afternoon walks continued to be popular with visitors. A second exhibition of a further selection of the Museum's paintings was also staged and this raised £283.
5. The Museum had been fortunate to have been able to arrange temporary storage facilities at the Kirk Hall in May 2024 when it had to vacate Balcomie Road. However, this was only considered a temporary solution and space within the Town Hall was secured in July 2025. Initial rent will be £720 per annum but there will be one off legal fees for the preparation of the lease. The Museum has held £80,00 on deposit with RBS (and previously Hampshire Bank) with interest received making a useful contribution to income. Over

the last 12 months however interest rates offered have gradually eased. The funds have always been earmarked to assist in purchase of a storage facility.

6. Cost of resorting the David Martin Painting was £5,460 (including VAT) plus other costs £311. The full cost was met from donations and Crail Common Good Fund Grant. Over the last 12 months a programme of improvements to the exhibition area has also been undertaken and touch screen explorer facility introduced.
7. A 3-year fixed tariff for electricity was agreed in April 2023 but at a higher tariff than the previous 3-year agreement.
8. Lower monthly bills following contract entered into with B.T. in 2025.
9. As a result of significantly higher annual maintenance charges plus ongoing reliability concerns the decision was taken in early 2024 to replace the intruder and fire alarm systems. Total cost was £5,664 including VAT. This year there were no maintenance costs but this will not be the case in future years.
10. Over the last 12 months 3 dehumidifiers, temperature data logger and printer have been purchased at a total cost of £1,200. Following one storm roof repairs were necessary which cost £225. There has been the usual routine maintenance and alterations.
11. As usual annual stock taking exercise was completed September 2025.

The 2024 Accounts surplus was inflated by £2,250 (donations towards restoration of the David Martin painting) whereas the full restoration cost was included in the 2025 Accounts. Over the two years there was a surplus of £1,559. The Trustees do consider that it should be possible to meet ongoing normal commitments without recourse to funds held on deposit and implement an orderly wind up of the Museum if required.

Approved by the Trustees and signed on their behalf



APPENDIX 3



Independent examiner's report on the accounts v2						
Report to the trustees/members of Registered charity number On the accounts of the charity for the period Set out on pages	Charity name					
	CRAIL MUSEUM & HERITAGE CENTRE					
	SC 023505					
	Period start date				Period end date	
Day	Month	Year	to	Day	Month	Year
1	10	2024		30	09	2025
						(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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

Signed:**

Name:

Relevant professional qualification(s) or body (if any):

Address:

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

**OSCR will accept digital or typed signatures.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose