

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month September	Year 2018		Day 31 st	Month August	Year 2019

Section A

Reference and administration details

Charity name

PORHCAWL MUSEUM & HISTORICAL SOCIETY CIO

Other names charity is known by

Registered charity number (if any)

1176042

Charity's principal address

THE OLD POLICE STATION

JOHN STREET

PORHCAWL

Postcode

CF36 3DT

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				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
JOHN RICHARSON	
EVAN WILLIAMS	
JAYNE JAMES	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CHARITABLE INCORPORATED ORGANISATION
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERS AT THE AGM

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.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of Porthcawl Museum is to assist in the enhancement of the quality of life in the community by seeking a deeper understanding and appreciation of our local heritage, culture and environment through the acquisition, preservation and interpretation of artefacts and associated information relating to the history of Porthcawl and its adjacent villages of Newton and Nottage; but not exclusively by limitation. Porthcawl Museum aim is to play a key role in making the town and indeed the neighbouring area, a better place to live, work and visit.

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)

All events and activities engaged in and promoted by Porthcawl Museum comply with its aims and objectives; which hold foremost as to how they benefit the community, including local schools and organisations, residents and members, plus visitors and tourists.

In pursuit of these ideals, Museum volunteers have: -

- Welcomed, guided and supported visitors during their visit.
- Presented historical talks to various organisations; both local and further afield.
- Delivered guided heritage walks of the area.
- Visited schools and received school parties to the Museum.
- Following discussion with schools, the Museum has tailored some of its displays to aid the schools in delivering their curriculum.
- Qualified Volunteers aid the public in their family genealogy or other historical research.
- The Museum regularly helps to arrange and participate in the town Carnival.
- To reach even more people of all ages, the Museum takes part annually in the 'Open Doors Scheme' run by the Welsh Govt in September. Admission is free for the day and a Special Activity is also run for the children.
- Coffee Mornings are held monthly to encourage older members to gather and enjoy friendship, share their memories and keep upto date with changing museum displays.
- At Christmas the Museum engages in local activities including The Annual Christmas Swim, a letter to Santa, and invites the Porthcawl Lions to present their Santa's Grotto at the Museum during the month of December. The Museum is part of the town Christmas Evening when the lights are turned on and 'A Victorian Christmas Day' is presented throughout the building, on the last opening before Christmas, where all volunteers dress in period dress, present re-enactments and a Christmas Fayre is served to visitors of all ages.

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.

PORTHCAWL MUSEUM IS RUN TOTALLY BY VOLUNTEERS.

THE ELECTED MANAGEMENT COMMITTEE MAKE THE DECISIONS.

THE TRUSTEES ARE APPOINTED TO MONITOR AND ADVISE.

WHEN THE BUILDING IS PURCHASED THE COMMITTEE AND TRUSTEES WILL APPLY FOR GRANTS FOR EITHER BUILDING IMPROVEMENTS OR CONSERVATION OF ARTEFACTS.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main Achievements for 2019: -

- Growing Membership Numbers
- Marked increase in Visitor Numbers both local, national and international.
- Increase in Group visits e.g. Schools, Youth groups, Adult groups and Historical Societies.
- The building within the which the Museum is housed is a Victorian Police Station built in 1882. Therefore, since we acquired the lease in 2015 building renovations and refurbishments have been and are still a priority this year. More display areas are being established in the outer yards, including a sensory Peace Garden. We are also in negotiation with Bridgend County Council to purchase the building as a Community Asset Transfer. This we now hope will be completed by the end of 2020.
- More CCTV Security cameras have been installed throughout the building and outer yards.
- Specific themed buildings are being built in the outer yards in readiness for future initiatives, activities to develop and enhance experiences enjoyed by all visitors, members and local groups.
- The Museum is becoming a useful hub in the community. BCBC, Porthcawl Town Council, Local organisations and groups of all ages, plus schools access the Museum's facilities respectively for their particular activities.
- Once again Porthcawl Museum was been recognised as a Welsh Tourist Attraction being awarded the Visitor Attraction Quality Assessment Service certificate; which is only available to Nationally Accredited Museums.
- Porthcawl Museum has been awarded A Certificate of Excellence 2019 by Trip Advisor. Feedback comments on this site, Facebook and in our own 'Visitors Book' have been extremely positive all year.
- Special Events this year included a U Boat Exhibition, Victorian Christmas Day, WW2 Commemorative Day of activities, to which local veterans were invited, Titanic Exhibition for children of all ages, A Murder Mystery Evening and once again we entered a float into the town Carnival.
- As part of the wider community museum volunteers attended Bridgend at War, Porthcawl Lions Vintage Car Fayre, Trinity Coffee Morning for the Flower and & Music Festival and Family Genealogy Fair at Merthyr.
- Volunteers also provided Lectures for other societies; in particular on 16th Nov 2019 at the Coastal Archaeological Day School Paul gave a Presentation on the 18th Century 'Porthcawl Cannon,' upon which our members have carried out conservation and restoration over the last 6 years.

Section E Financial review

Brief statement of the charity's policy on reserves

Any monies that the organisation amasses through profit is transferred to 2 deposit accounts. One holds £15,000 which will not be touched but be held in abeyance, as a safety net, to assist in the payment of household bills should it be needed in future years. The other is a working deposit account where monies are used to top up the current account to maintain, run or improve the building, exhibitions or the experiences of the visiting public.

Details of any funds materially in deficit

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.

Principal sources of funding 2019:

- Admission Adult £2 Juniors 50p
- Coffee morning
- Lectures
- Heritage Walks
- Donations
- Merchandising
- Memberships £10 per annum


All monies are used to maintain, run or improve the building, conserve the artefacts, provide exhibitions or enhance the experiences of the visiting public.

Section F Other optional information

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)	PAUL JOSEPH	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	16 TH June 2020	

PORTHCAWL MUSEUM AND HISTORICAL SOCIETY CIO
BALANCE SHEET FOR THE PERIOD 1 SEPTEMBER 2018 TO 31 AUGUST 2019

Income	£	Expenditure	£
Admissions	£6,519.50	Books	£172.99
Books	£632.00	Building Maintenance	£17,909.14
Donations	£12,293.34	Card Payment	£27.52
Donation Boxes	£657.75	Computer	£1,283.78
DVD's	£130.00	Conservation	£277.82
Refund of Electricity by PAS	£182.40	Poppies	£46.00
Events	£380.60	DVD's	£252.00
Group Visits	£94.00	Electricity	£3,015.36
Lectures	£28.00	Equipment	£1,076.38
Membership	£3,435.00	Events	£1,020.90
Miscellaneous	£116.00	Exhibitions	£223.57
Rents	£2,000.00	Insurance	£839.67
School Visits	£298.00	Lectures	£130.00
Shop	£5,279.25	Miscellaneous	£381.98
Social	£4,179.90	Petty Cash	£150.00
Talks	£200.00	Postage	£7.32
Walks	£132.00	Printing	£531.98
Interest	£34.60	Publications	£10.00
		Room Hire	£200.00
		Security	£485.40
		Shop	£3,411.85
		Social	£1,371.31
		Stationery	£176.25
		Subscriptions	£404.00
		Telephone/Internet	£654.09
		TV Licence	£150.50
		Water	£210.67
		Website	£200.65
		Window Cleaner	£240.00
	<u>£36,592.34</u>		<u>£34,861.13</u>
Expenses not through bank	£296.29	Income not through bank	£1,140.65
HSBC Current A/c 01/09/18	£12,349.30	Barclays Current A/c 31/08/19	£1,110.95
HSBC Deposit A/c 01/09/18	£11,647.31	Barclays General Deposit A/c 31/08/19	£7,017.86
Shop A/c 01/09/18	£980.96	Barclays Reserve Deposit A/c 31/08/19	£15,000.00
		Shop A/c 31/08/19	£2,735.61
	<u>£61,866.20</u>		<u>£61,866.20</u>
Petty Cash 01/09/18	£14.74	Petty Cash 31/08/19	£22.74

PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO

Accounts for the year ended

31st August 2019

Ceri Millar & Co
8 Well Street
Porthcawl
CF36 3BE

Tel: 01656 783420

Fax: 01656 772225

E-Mail: enquiries@cerimillar.co.uk

Website: www.cerimillar.co.uk

**INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF THE
PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO**

I report on the accounts of the Society for the year ended 31st August 2019, which are set out on page 1.

Respective responsibilities of trustees and examiner

The charity's committee is responsible for the preparation of the accounts. The charity's committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission and is in accordance with the 2011 Act. 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 you as the Committee 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 next statement.

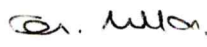
Independent examiner's statement

In connection with my examination, no matter has 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 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
 - 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

8 Well Street
Porthcawl
CF36 3BE

4th February 2020


CERI MILLAR FCA
Ceri Millar & Co
Chartered Accountants

PROPRIETOR'S APPROVAL OF FINANCIAL ACCOUNTS

In accordance with our terms of engagement, I/we approve the financial information which comprises the Income Expenditure Account. I acknowledge my responsibility for the financial information, including the appropriateness of the applicable financial reporting framework and for providing Ceri Millar & Co with all information and explanations necessary for its compilation.

Signed.....

Date.....8.2.2020

Signed.....

Date.....8.2.2020

Signed.....

Date.....

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			<u>£61,629.16</u>