

Charity Number 306633

Brixham Heritage Museum and History Society

Accounts
For the year ended 5 April 2020

Brixham Heritage Museum and History Society

For the Year Ended 5 April 2020

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Brixham Heritage Museum and History Society
Report of the Trustees
For the Year Ended 5 April 2020

The trustees present their report with the financial statements of the charity for the year ended 5 April 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' 2015.

Reference and Administrative Details

Registered Charity number

306633

Principal address

The Old Police Station
Bolton Cross
Brixham
Devon
TQ5 8LZ

Trustees

Mrs S Little
Mr D Jackson
M M Beauchamp
Mrs S Taniguchi
Mrs C Ashworth
Ms A Bouchier
Mrs J Pettit
Mr S Webb

President
Chair
Vice-Chair
Treasurer

Independent examiner

HS Accounting & Tax Limited
11 Manor Corner, Manor Road
Paignton
Devon
TQ3 2JB

Brixham Heritage Museum and History Society
Report of the Trustees
For the Year Ended 5 April 2020

Structure, Governance and Management
Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

The recruitment and appointment of new trustees is done via election.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Objectives and Activities

Objectives and aims

The Brixham Heritage Museum and History Society was founded for the purpose of recording saving and displaying the heritage of the historic town of Brixham and her fishing port.

Significant activities

In order to realise these objects the society carries out education and training of both children and adults, provides a community meeting place, provides information and undertakes research on arts, culture, conservation and heritage.

Financial Review

Reserves policy

Reserves from specific funds are shown separately from general reserves and are to be expended only on the for items which the money was specifically given.

Principal funding sources

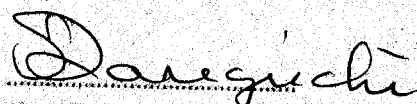
Core income is provided by Brixham Town Council and Torbay Council and is reviewed by them annually.

Funds held as Custodian for Others

During the year ended 5 April 2020 no assets were held by the Society as custodian trustees.

Report Approval

Approved by order of the board of trustees on 10/8/2020 and signed on its behalf by:



Mrs S Taniguchi

Brixham Heritage Museum and History Society
Reports from the Museum
For the Year Ended 5 April 2020

Chairman's Report

This past year has been a roller coaster for us all. We started a strong season last summer with increased visitor numbers and a series of well attended community events and projects, and we finished in the lockdown paralysis that spread across the nation.

Highlights of 2019/20 include:

- In the past year the Museum has achieved a stronger relationship with Brixham Town Council (BTC). I thank our new councillor representatives – Cllrs Anne Massey and Siv White – for their enthusiastic support. We are grateful too for the grants received from Torbay Council and BTC this year, which with the support from other donors such as the Co-op and Lloyds have helped us grow our outreach programme into the Brixham Community as we work towards our goal of financial self-sufficiency.
- We are delighted this year that English Riviera Geopark received its 'Green card' reaccreditation as a Unesco Global Geopark for the next 4 years: Brixham Museum is a member of the Geopark Management Group which aims to grow awareness and understanding of the unique features of Torbay and its physical and cultural heritage.
- The regular quizzes and talks continued to be popular, and the annual Christmas Fayre was a great success: with mince pies and Xmas music the Museum was filled with good cheer.
- The Police Cell exhibit has been completely redesigned with a new look and feel.
- The Museum's reception has been refurbished with new furniture and panels.
- To commemorate the building in Brixham of the Mayflower 2, in September I represented the Museum at the relaunch of the multi-million dollar restoration of the Mayflower 2 in Mystic Seaport USA, while simultaneously there was a celebration in Brixham. The Brixham party launched the Mayflower 2 Diary, written by Peter Padfield, an original crew member on the Mayflower 2 voyage to America. I am happy to report that John Scotney's book Brixham's Mayflower is due to be published by the Museum in the next few months.

Brixham Heritage Museum and History Society
Reports from the Museum
For the Year Ended 5 April 2020

Farewells:

With thanks for many years of hard work we reluctantly accepted the retirement of our much valued Curator, Philip Armitage, who has provided the academic rigour we need as a museum for the last 15 years. He has made a lasting contribution to our work in preserving and sharing the heritage of Brixham. We know he plans to continue to work on the archaeological digs around Brixham.

We must also say farewell to Chris Macauley who with his design and maintenance teams has made countless improvements to the Museum. We are sorry to see him go and he has our gratitude and thanks for all he has done.

I am sorry to announce that Sue Taniguchi is retiring as Treasurer. Sue has kindly held off leaving during the period of lockdown when handing over to a successor would have been so very difficult. Sue has kept a firm hand on the accounts and has given regular and daily support to the Museum in many different ways.

David Jackson

Chairman

Brixham Heritage Museum

Vice-Chairman's Report

I have been a volunteer at the museum for 4 Years and have been Vice-Chair during this financial year.

My duties throughout the year have included attendance at monthly Executive meetings and dealing with various actions as agreed, being a museum Steward on a weekly basis and covering for others in their absence, being a member of the Marketing team, which has involved attending weekly planning meetings to agree and develop marketing ideas & events and assisting in the delivery both on-site and off-site promotional and fundraising events.

Standing in for the Chairman on a couple of occasions during periods of family emergencies. Participating in staff recruitment and dealing with Covid-19 issues at the museum.

M Beauchamp

Brixham Heritage Museum and History Society
Reports from the Museum
For the Year Ended 5 April 2020

President's Report

Welcome to Brixham Heritage Museum's Annual Report for 2019/20. Last year, I was accorded the privilege of becoming President of our wonderful Brixham Heritage Museum and History Society, after almost two decades as a volunteer in various guises. I should like to pay a heartfelt tribute to our immediate past President, the peerless John Risdon, who was an excellent ambassador for the Museum, especially in his work with the Geopark. He remains our sincere friend and we wish him well in his retirement.

This has been a challenging year for the Museum with the usual uncertainties surrounding our continued funding and our response to the Coronavirus pandemic. I am delighted to report that both Torbay Council and Brixham Town Council are still funding us in the present financial year and I should like to thank both authorities for their much needed support. The Museum is closed for the present, complying with Government regulations, but much is happening behind the scenes - remotely, on our website and new blog - and we look forward to welcoming visitors when it is safe to do so.

This is not the first time Brixham has faced a pandemic. Just over 100 years ago, the town (and the rest of the country) faced Spanish flu, following the difficult years of WWI. Illness hit the community hard with the fishing fleet remaining in port, schools and churches closed, the Hospital overwhelmed. The nursing staff, except two, all caught the virus with GP Dr Patton losing his life to it; however, the town eventually recovered from illness, loss and changing times, and we will do so again.

We have changing times ahead at the Museum, as our professional Curator, Dr Philip L Armitage, is retiring after more than 20 years as our mentor, guide and friend. Philip's work in archaeology is world class and his work leading our team has put the Museum on the map. We will miss Philip greatly, although he is remaining as an archaeology volunteer, and we hope to recruit a new Curator soon.

Sue Taniguchi, our Treasurer, are also retiring. I should like to thank her for staying in her post beyond March 2020. Martin has been checking the Museum twice each week and researching his blog posts, while Sue has been successfully pursuing grants and keeping our accounts. We will be recruiting a new Administrator in due course, but if anyone has the skills and desire to become our volunteer treasurer, please do get in touch!

David Jackson, Our Chairman, has had to stand down temporarily and we send him, and his family, our good wishes and look forward to seeing him again soon. In the the meantime Malcolm Beauchamp, Vice Chairman, has stepped up most ably at unavoidably short notice and deserves our thanks for his leadership.

It only remains for me to thank all our volunteers, both stalwarts and those who have recently joined us. Our door is always open to volunteers. If you have some time to spare, we would love to see you. Thank you to everyone who has supported us during the past year, we look forward to seeing you at the Museum in the near future.

Samantha Little

Brixham Heritage Museum and History Society
Reports from the Museum
For the Year Ended 5 April 2020

Treasurers Report

Visitors were up this year, 12,817 as opposed to 11,413 in the previous year. Donations were a little up £11,519 as opposed to £11,265. Average donation was 1.06 per adult, and shop sales were pretty constant at £2,147.

Thankfully with the help of grants from Brixham Town Council and Torbay Council we have been able to sustain the part time employment of both Dr Philip Armitage our Curator, and Martin Smith our Administrator.

Also the grants enabled us to upgrade the police cell, revamp the reception area, and have wifi brought to both the reception area and the Maritime Room. The grant received from the Coop purchased the new 'white board' that is up and running in the Maritime Room. This will be used for school visits and lectures in the future.

One of our future goals should be to be self sustaining, which at the moment we are not. Unfortunately Torbay Council, and Brixham Town Council are facing financial difficulties so grants can not be expected to be forthcoming.

Susan Taniguchi

Treasurer

Brixham Heritage Museum and History Society
Independent Examiners Report
For the Year Ended 5 April 2020

I report on the accounts of the charity (number 306633) for the year ended 5 April 2020, which are set out on the following pages.

Respective responsibilities of trustees and examiner

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 of the Charity Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow procedures laid down in the General Directions given by the Charity Commission;
- to state whether particular matters have come to my attention.

Basis of independent examiners statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 trustees 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.

Independent examiners 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:
 - a) to keep accounting records in accordance with section 130 of the Charities Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



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Date 29-May-20

HS Accounting & Tax Ltd T/A Accounting4Everything
Chartered Accountants

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Paignton
Devon
TQ3 2JB

Brixham Heritage Museum and History Society
Revenue Account
For the Year Ended 5 April 2020

	Unrestricted funds £	Restricted funds £	Total funds £	Total fund 2019 £
Income				
Grants	3,000	29,998	32,998	27,717
Donations, legacies and sponsors	20,528	1,977	22,505	13,430
Admissions	-	-	-	-
Sales	2,483	-	2,483	2,308
Stamps	-	-	-	-
Subscriptions	1,352	-	1,352	1,430
Lectures	190	-	190	113
Family history and research	747	-	747	803
Bank interest	319	-	319	335
Archaeology	-	-	-	-
Education	-	-	-	1,205
Gift Aid	3,924	-	3,924	97
Research	-	-	-	272
Other Income	909	100	1,009	861
Fundraisers	3,972	-	3,972	3,412
Room hire	-	-	-	900
	<u>37,424</u>	<u>32,075</u>	<u>69,499</u>	<u>52,883</u>
Payments				
Wages and PAYE	-	19,381	19,381	20,182
Utilities	5,924	-	5,924	4,441
Insurance	2,413	-	2,413	2,280
Maintenance and refurbishment	11,169	6,223	17,392	21,842
Storage costs	-	-	-	3,396
Fundraising expenses	721	-	721	835
Office expenses	2,056	-	2,056	1,840
Marketing and displays	-	4,300	4,300	9,816
Shop items	653	-	653	310
Cleaning	1,182	-	1,182	992
Education expenses	1,312	2,952	4,264	545
Affiliations	322	-	322	75
Stamps for resale	-	-	-	-
Archaeology	-	-	-	-
Donations	-	-	-	-
Sundry	-	-	-	-
	<u>25,752</u>	<u>32,856</u>	<u>58,608</u>	<u>66,554</u>
Asset and Investment Purchases				
Equipment	2,666	-	2,666	2,927
Total Payments	<u>28,418</u>	<u>32,856</u>	<u>61,274</u>	<u>69,481</u>
Surplus/(Deficit)	9,006 (781)	8,225	(16,598)
Transfer between funds	(5)	5	-	-
NET INCOME LESS EXPENDITURE	<u>9,001 (</u>	<u>776)</u>	<u>8,225</u>	<u>(16,598)</u>

Brixham Heritage Museum and History Society
Statement of Assets and Liabilities
For the Year Ended 5 April 2020

	Unrestricted funds £	Restricted funds £	Total funds £	Total fund 2019 £
Cash Funds				
Cash account	423		423	354
Current account	25,557		25,557	27,719
Deposit account	48,324	24,900	73,224	62,905
	<u>74,303</u>	<u>24,900</u>	<u>99,203</u>	<u>90,978</u>
Liabilities				
Loan - roof	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Assets less Liabilities	<u>74,303</u>	<u>24,900</u>	<u>99,203</u>	<u>90,978</u>
Capital Account				
Cash and bank balances b/fwd	65,302	25,676	90,978	107,576
Excess for the year	9,001 (776)	8,225	(16,598)
NET ASSETS	<u>74,303</u>	<u>24,900</u>	<u>99,203</u>	<u>90,978</u>

Signed
Trustee
Date:

Signed
Trustee
Date:

Brixham Heritage Museum and History Society
Notes to the Accounts
For the Year Ended 5 April 2020

1) Accounting Policies

The accounts have been prepared on the receipts and payments basis and comply with the accounting requirements of the Charities Act 2011.

The balances of a local group which raise funds in the name of the society on its behalf are not included in these accounts because the group is independently managed. Receipts from the fund raisers are included in income when received and any expenses paid by the fundraisers are also included as both the expense and a donation.

2) Fixed Assets

The society holds a lease on the museum which ends 14th July 2039. The society receives a 100% concession on rent and business rates. The building is currently insured for £1,261,025. The museum contains furniture and equipment for functional use and a collection of exhibits. The insurance value of the exhibits is currently £98,640 and general contents £35,023. Assets purchased are recorded as payments in the year of acquisition.

By definition Brixham Heritage Museum has a long term purpose and possesses permanent collections in relation to its stated objectives. The Trustees accept the principle that except for sound curatorial reasons there is a strong presumption against the disposal of any items in the museum collection.