



Museum Service Annual Report 2019/20

The world is now very different from one we started with in 2019/20. As mentioned in the previous annual report, there was further focus on strategic projects as well as a number of notable achievements throughout the financial year before the Museum in the Park was forced to close its doors due to Covid-19.

Following on from the adoption of the business case to implement a free-to-join supporter scheme we appointed an expert in the field of cultural sector Customer Relationship Management (CRM) tools. The CRM is a key component, it must be able to support our aspirations and plans. The expert worked with us to develop our specification, which in turn (along with other elements) would allow us to write a funding application to implement the scheme. This project is being undertaken with the support of our Museum Friends who, in light of this project, are due to fold in August 2020. The Cowle Trust have reviewed their constitution and governance arrangements as part of this project and are making a number of changes to be in the best position possible going forward.

The Museum was awarded £5,000 through SW Museum Development's Business Diagnostic Pilot to address the priority action identified through this assessment. This is the lack of a dedicated, modern, collections management system (CMS). Our out-dated CMS presents a genuine risk to the collections as well as compromising the quality of information we hold and are able to provide on the collections. This funding enabled us to procure external expertise to help us understand our needs in the context of what is available in terms of systems and their functionality. The outcome of this work is a complete and detailed functionality specification document and Request for Proposals which can be shared with CMS vendors. It also resulted in us identifying data cleansing works that can happen before any future procurement.

The Cowle Trust was awarded a grant of £1,770 from the Cotswold Conservation Board for a 'Living Limestone' event at the Museum (jointly funded with Stroud District Council and the Museum Friends). On 13th and 14th July visitors celebrated this marvellous material, the quarrymen who harvested it, the stonemasons who fashioned it, and the fantastic fossils they have revealed. They were able to witness the traditional craft of a dry stone waller building a new section of wall and examine fossils and stone working tools from the Museum's collection. The dry stone wall forms the basis for new learning packages around 'Living Limestone'.



The Museum was successful in being awarded a £1,000 grant through the SW Museum Development's SGBI scheme to deliver a project for 'Improving Organisational Health Through Mindfulness'. The project engaged a specialist in mindfulness photography to improve the health and wellbeing of the workforce and create a managed opportunity to gain clarity, vision and focus about our activities. Outcomes included improving staff wellbeing and helping staff to clarify our vision, represent it visually, and tell the story of the museum more authentically. It also provided participants with effective tools for well-being.



Museum in the Park

Stroud District (Cowle) Museum Service

STROUD DISTRICT COUNCIL
Service

Our volunteers continue to play their part, particularly engaging visitors and maintaining the beautiful walled garden. Working with the lead garden volunteers we were able to put on a much enhanced Giant Snowdrop event which built on the inaugural one in 2019. We were also delighted to launch our first volunteer curated display space, supported by our collections staff and hope to have others in the future. This is all about democratising the collections and co-curation.

Thanks to a generous gift from the David Thomas Charitable Trust we were able to create our very first Community Co-Curation Display area 'The Space' in the mansion (where Fire & Theft used to exist). This display space has been created to allow other individuals and organisations to tell their stories within the museum. The first display was about the Sign Painter and Brewery Artist Mike Hawkes.

Retail has continued to see upward growth, despite the year being cut short. Indeed, the Museum shared its experience nationally at the Museums & Heritage Show in London. Presenting how a small local authority/trust run museum, facing increased financial pressure, transformed its retail space and increased shop income by 60% over an 18-month period. We've also worked hard to protect the environment, removing all plastic bottled water from sale, replacing with cans and creating a more eco-centric café offer. There is still more to be done, but we will continue to do what we can to address the climate emergency.

We held our first Craft Fair in November and hope to repeat this in the future. We also adjusted our opening hours, closing for deep-cleaning during part of January instead of December. Providing the opportunity for programming through December.

The Events & Exhibitions programme continued to be well received and draw in visitors. The Museum supported a number of health & wellbeing activities which exploit our setting and will only become more important in a post-Covid world. The learning programme continues to evolve and will undoubtedly be impacted by Covid-19 going forward. Working with the charity, Allsorts (for families who have children with additional needs) led to a special 'quiet time' opening. This was a trial event and an opportunity to get feedback on how we can improve their visitor experience. We were also delighted to receive a five-star award from Accessible Gloucestershire.

The Museum is planning for a phased re-opening after Covid-19, which presents a number of challenges and will dominate 2020/21. Safety of staff, volunteers and visitors is paramount. Through all phases the Museum will work to retain and build public trust and confidence, whilst ensuring equality of access and opportunity.

Kevin Ward
Museum Development
Manager
Governing Body Approval:
July 2020

Our manifesto is to provide a museum service that encourages everyone who works, lives or visits the Stroud District to be proud of its past, present and future.



FINANCIAL STATEMENTS FOR STROUD DISTRICT COWLE MUSEUM TRUST		
YEAR ENDED 31/03/2020		
	2018/19	2019/20
STATEMENT OF PROFIT AND LOSS		
Income		
Investment Income		
COIF Charity Funds	541.26	548.86
Building Society Interest	52.04	85.31
Other Income		
Public Donations to Purchases Fund	1,500.00	663.30
SDC - CCB Sustainable Development Fund	0.00	1,770.00
SDC - Contribution to purchase fund	100.00	100.00
Total Income	2,193.30	3,167.47
Expenses		
SDC - Museum Contribution	541.26	548.86
SDC - Purchases to be reclaimed	0.00	215.00
SDC - CCB Sustainable Development Fund	0.00	1,770.00
Total Expenses	541.26	2,533.86
NET MOVEMENT	1,652.04	633.61
STATEMENT OF FINANCIAL POSITION		
Fixed Assets		
Charities Investment Fund		
Accumulation Shares	13,500.00	13,500.00
Income Shares	7,478.02	7,478.02
Fixed Interest Shares	5,000.00	5,000.00
Total Fixed Assets	25,978.02	25,978.02
Current Assets		
Cash at Bank - Building Society Deposit	3,488.98	5,893.15
Debtors (1)	2,024.96	2,247.00
Total Current Assets	5,513.94	8,140.15
TOTAL ASSETS	31,491.96	34,118.17
Current Liabilities		
Creditors (2)	541.26	2,533.86
Total Current Liabilities	541.26	2,533.86
Nets Assets		
Cowle Museum Trust Fund	27,691.11	27,776.42
Purchase Fund (3)	3,259.59	3,807.89
Total Net Assets	30,950.70	31,584.31
TOTAL CURRENT LIABILITIES AND NET ASSETS	31,491.96	34,118.17

NOTES TO THE FINANCIAL STATEMENTS		
Cowle Trust is the owner in perpetuity of two rooms at the School of Science and Art building at Lansdown, Stroud. The asset was donated over 100 years ago and is held at its historic cost of £nil.		
Debtors (1)		
Debtor - Public Donations to Purchase Fund	-100.00	-663.30
Debtor - SDC Contribution to Purchase Fund	-1,500.00	-100.00
Net Debtor b/f 2018/19	-424.96	-1,483.70
	-2,024.96	-2,247.00
Creditors (2)		
SDC - Museum Contribution	541.26	548.86
SDC - Purchases to be reclaimed	0.00	215.00
SDC - CCB Sustainable Development Fund	0.00	1,770.00
	541.26	2,533.86
Net balance due to SDC from Cowle Museum Trust	-1,483.70	286.86
Purchases Fund (3)		
Opening balance	1,659.59	3,259.59
SDC contribution	100.00	100.00
Public Donations to Purchases Fund (4)	1,500.00	663.30
SDC - Purchases to be reclaimed	0.00	-215.00
Closing Balance	3,259.59	3,807.89
Net Public Donations (4)		
Total Public Donations 2019/20	1,500.00	1,742.30
Conservation - Toasting Fork	0.00	-150.00
Contribution - Making Sense	0.00	-929.00
Public Donations to Purchase Fund	1,500.00	663.30

STROUD DISTRICT COWLE MUSEUM TRUST

EXPENDITURE AND INCOME FOR THE YEAR TO 31/03/2020

2018/19	2019/20	2018/19	2019/20
£	£	£	£
<u>EXPENDITURE</u>		<u>INCOME</u>	
541.26 SDC - Museum Contribution	548.86	541.26 COIF Charity Funds	548.86
52.04 Surplus for Year	0.00	52.04 Building Society Interest	85.31
0.00 SDC - Purchases to be reclaimed	215.00	1,500.00 Public Donations to Purchases Fund	663.30
0.00 SDC - CCB Sustainable Development Fund	1,770.00	0 SDC - CCB Sustainable Development Fund	1,770.00
		100.00 SDC - Contribution to purchase fund	100.00
593.30	2,533.86	2,193.30	3,167.47

BALANCE SHEET AT 31/03/2020

<u>CAPITAL</u>		<u>FIXED ASSETS</u>	
27,639.07 Brought forward	27,691.11	Charities Investment Fund	13,500.00
52.04 Surplus for Year	85.31	Accumulation Shares	7,478.02
27,691.11	27,776.42	Income Shares	5,000.00
541.26 Creditors	2,533.86	Fixed Interest Shares	
<u>PURCHASES FUND</u>		<u>CURRENT ASSETS</u>	
3,259.59	3,807.89	3,488.98 Building Society Deposit	5,893.15
	2,024.96 Debtors		2,247.00
31,491.96	34,118.17	31,491.96	34,118.17

Cowle Trust is the owner in perpetuity of two rooms at the School of Science and Art building at Lansdown, Stroud. The asset was donated over 100 years ago and is held at its historic cost of £nil.

Debtors (1)

Debtor - Public Donations to Purchase Fund	-663.30
Debtor - SDC Contribution to Purchase Fund	-100.00
Net Debtor b/f 2018/19	-1,483.70
	<u>-2,247.00</u>

Creditors (2)

SDC - Museum Contribution	548.86
SDC - Purchases to be reclaimed	215.00
SDC - CCB Sustainable Development Fund	1,770.00
	<u>2,533.86</u>

Net balance due to SDC from Cowle Museum Trust	<u>286.86</u>
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Purchases Fund (3)

Opening balance	3,259.59
<i>Add</i>	
<u>Donations</u>	
Public Donations to Purchase Fund	663.30
SDC contribution	100.00
<i>Less</i>	
Purchases	-215.00
Closing Balance	<u>3,807.89</u>

Net Public Donations (4)

Total Public Donations 2019/20	1,742.30
Conservation - Toasting Fork	-150.00
Contribution - Making Sense	-929.00
Public Donations to Purchase Fund	<u>663.30</u>

Valuation of Investments

at 31 March 2020

COIF Units	Date Bought	Number of Shares	Price p	Cost £	Value	Mid Price	Value	Change since purchase	Change On year
					31/03/2019 £	31/03/2019 p	31/03/2020 £		
Accumulation Shares	12/02/1998	279.99	9,823.26	13,500	46,672	16,624	46,546	33,046	-126 -0.3
Investment Fund Income Shares	12/02/1998	753.19	1129.68	7,478	11,556	1,482	11,165	3,687	-391 -3.4
Fixed Interest Fund Income Shares	12/02/1998	3,654.44	134.19	5,000	4,972	136	4,981	-19	10 0.2
Total					25,978	63,199	62,691	36,713	-508 -1.1