

# **Ottery St Mary Heritage Society (CIO: 1179598)**

## **Annual Trustees' Report – August 2020**

*This will be our twenty-first Annual Report as a Society, the second as a CIO; a somewhat unconventional report, the Covid-19 virus restrictions having had a marked effect on everyone involved in the various aspects of the Ottery St Mary Heritage Society, not least in our fruitless attempts to stage an Annual General Meeting.*

*Members are therefore asked to kindly cooperate by participating in our virtual AGM by email.*

### **Members' Monthly Meetings**

One serious casualty has been our regular monthly members' meetings at the Institute. We were able to maintain our schedule of events from September last year through to February this year, but then sadly due to lock-down and social-distancing regulations, future meetings were cancelled until further notice.

<sup>5</sup> These meetings have featured some excellent talks on a variety of subjects. We are grateful to our chairman Quentin Beddall, who is responsible for organising these events, and works hard to maintain the standard of speakers and subject matter. We look forward to the return of this important feature in our annual calendar in the near future.

Thanks to all our members for their patience, understanding and continued support during these difficult times.

### **Heritage Museum**

Closed for refurbishment over the winter months, the Museum re-opened in April 2019, heralding another successful summer season.

From October last year, the Museum has remained closed whilst the Museum Project Group has embarked on an ambitious programme of re-planning and management to ensure the latest display techniques are employed.

Project leaders Dr Michael Patrick and his wife Valerie, together with Curator Nigel Sadler and additional volunteers have put in countless hours of planning and building our brand new and modern Heritage Museum. We are most grateful for their dedication and hard work.

Official opening is scheduled for April 2021, with possible previews by invitation ahead of this date, yet to be confirmed.

### **Lease of the Old Town Hall**

Negotiations are well under way to finalise arrangements with our landlords, the Ottery St Mary Town Council, for a 25 year lease of the Old Town Hall – soon to be established as the permanent home for our Heritage Museum.

An unusual building, erected in 1859 by public subscription on the site of Ottery's ancient market place, it has seen many uses; originally the town hall, then police station and law-courts and latterly the public library. It is anticipated that the newly refurbished building, coupled with the re-planned state-of-the-art exhibits, will be a credit to the town and an attraction to many visitors.

### **Coleridge Anniversary Lunch**

At our Coleridge Lunch last October we were entertained by two guest speakers, Hon. Samuel Coleridge and Javeria Coleridge. This year's lunch was planned for Saturday October 19th, but with Covid virus concerns still prevalent and the future uncertain, Trustees have taken the decision to cancel this event for the current year.

Plans for 2021 Anniversary Lunch to be announced at a later date.

### **Trustees**

Our Society continues to be managed by an enthusiastic and dedicated committee of Trustees. Several Trustees stand for re-election this year and, in the absence of a tradition AGM, members are asked to complete and return the voting slips enclosed with this issue of the Journal.

### **Thank You**

Our sincere appreciation to you all for the support and enthusiasm you have shown in the past year and for your untiring efforts in the furtherance of the Society's aims.

Thank you all

*'Floreant Ottregia'*

### **TRUSTEES**

**Ottery St Mary Heritage Society**

**OTTERY ST MARY HERITAGE SOCIETY CIO**

Registered CIO Charity No 1179598

**ACCOUNTS for the year ending 30<sup>th</sup> April 2020****1. General Purposes Fund (Barclays Account)**

INCOME RECEIPTS (£)	2020	2019
Museum Donations	735.00	642.00
Subscriptions	2115.00	2294.00
Stock Sales	12.86	9.00
Meetings Receipts		
Raffle, Visitors & Refreshments	217.45	269.25
Events. Coleridge Anniversary Lunch	1459.50	1163.50
Donations, Grants, Loans (Notes 7.1)	25.00	2073.67
Great War Project	000.00	368.90
Petty Cash	360.00	340.00
Inland Revenue Charities	278.75	163.75
CAF Account closed	000.00	9474.17
Flagstone Investments refund	19000.00	33335.10
Business Loyalty Receipt	28.00	7.84
Barclays Savings Account (Closed 21/05/19) Interest	0.00	6.08
Transferred to Barclays General Purposes A/C	3058.32	0.00
Cambridge & Counties Account Transfer in	20000.00	
Refund on water bill (Overpaid)	143.06	
<b>Total Income</b>	<b>47432.94</b>	<b>50147.26</b>

**DIRECT EXPENDITURE (£)**

Museum Costs		
Solicitor, Repairs, Equipment & Utilities etc	20302.28	6576.18
Exhibition Storage (out of season)	000.00	600.97
Exhibition Costs (Railway Layout)	792.40	
Events and Visits (Coleridge Lunch etc)	1412.25	1253.80
Sales Stock Purchases & Adverts	86.00	00.00
Meetings		
Hall Hire	226.00	
Cost of Speakers	375.00	
Other	44.00	
	645.00	627.13
Storeroom rental (Old Toilets)	52.00	156.00
Journal Printing costs	327.00	328.00
Stationary, Printing, Postage, Room Hire	415.37	511.69
Printing New Publications	000.00	166.00
Capital Purchases	476.40	79.99
Insurance	250.43	250.43
Great War Project	000.00	000.00
Blue Plaque Scheme	00.00	00.00
Web Site Costs	43.06	67.04
Miscellaneous (Including bank charges)	1147.42	436.23

DIRECT EXPENDITURE CONTINUED £	2020	2019
Transfers Petty Cash to bank	360.00	340.00
To Cambridge & Counties Bank & Barclays	20000.00	13335.00
To Museum Account	5000.00	
To Flagstone Investments (See below at 5.)	00000.00	250,000.00
Total Expenditure	51309.61	24728.46
<b>NET Receipts for the period</b>	<b>-3876.67</b>	<b>25418.80</b>
<b>OPENING BALANCES</b>	<b>31337.94</b>	<b>5919.14</b>
<b>CLOSING BALANCES</b>	<b>27461.27</b>	<b>31337.94</b>

## 2. Amenities Section Account Nat West Accounts

INCOME RECEIPTS (£)	2020	2019
Interest	4.33	2.41
Total Income	4.33	2.41
DIRECT EXPENDITURE (£)		
Seat Provision & Repairs	000.00	109.60
Total Expenditure	000.00	109.60
<b>Net Receipts for the period</b>	<b>4.33</b>	<b>[-107.19]</b>
<b>OPENING BALANCES</b>	<b>2604.96</b>	<b>2712.15</b>
<b>CLOSING BALANCES</b>	<b>2609.29</b>	<b>2604.96</b>

Notes : (1) Part of the Amenities Section Account is held in an Interest earning Nat West Reserve Account and this holding is included in the Balances shown above.

(2) See "Notes to Accounts" Section 7.2

### 3. Barclays Museum Account (Opened 5<sup>th</sup> February 2020)

FUND RECEIPTS (£)	2020
Initial deposit from Barclays A/C	5000
Transfer from Current A/C	300
Transfer from Cambridge & Counties A/C	20000
Refund from Barclays	6
<b>Receipts for period</b>	<b>25306.00</b>
DIRECT EXPENDITURE	5252.42
<b>OPENING BALANCE</b>	<b>0000.00</b>
<b>CLOSING BALANCE</b>	<b>20053.58</b>

### 4. Cambridge & Counties Bank 120 Day Notice Business Saving Account (Opened on 11<sup>th</sup> March 2016)

FUND RECEIPTS (£)	2020	2019
Transfer from Flagstone a/c	20000.00	0000.00
Net interest (Estimated)	1009.06	530.50
Total income	21009.16	530.50
WITHDRAWALS		
Transferred to Museum a/c	- 20000.00	0000.00
<b>Total Receipt for period</b>	<b>1009.16</b>	<b>13865.50</b>
<b>OPENING BALANCES</b>	<b>38437.95</b>	<b>24572.45</b>
<b>CLOSING BALANCES</b>	<b>39447.11</b>	<b>38437.95</b>

### 5. Flagstone Investment Management

FUND RECEIPTS (£)	2020	2019
Investments:		
For one year term till April 2019	0000.00	190000.00
Notice account 95 days	95000.00	95000.00
9 months term account	70000.00	
6 months term account	85000.00	

Balance held in abeyance	1193.45	13750.00
Interest accrued	2101.78	1250.00
Total Investment	253295.23	300000.00

Transfers	
Funds to Cambridge & Counties	20,000.00

## 6. Statement of Assets and Liabilities as at 30th April 2020

<b>MONETARY ASSETS (£)</b>	<b>2020</b>	<b>2019</b>
General Purpose Funds		
Barclays Current a/c	27461.27	28090.51
Barclays Business Saving a/c	0000.00	3057.01
Cash	237.00	179.77
“Ring Fenced” Funds		
Nat West Current a/c	439.32	439.32
Nat West Reserve a/c	2169.97	2165.64
Cambridge & Counties Bank	39447.11	38437.95
Flagstone Investment Man.	253295.23	265000.00
Barclays Museum Account	20053.58	00000.00
<b>Total Monetary Assets</b>	<b>343103.48</b>	<b>337370.20</b>

- Notes :
- (1) Nat West Accounts are Amenities Section Accounts
  - (2) Cambridge & Counties Bank Account is also part of the Museum Fund”
  - (3) Flagstone Investment Management (Bequest for Museum)

## **OTHER ASSETS** (Value at cost)

Display Panels      £3987 (March 2000) + £4859 (March 2005) + £2087 (July 2014)

Books : The Collected Letters of Coleridge £395 (Nov 2001) + Coleridge’s Father £840

Bookcase for the above      £68 (March 2002)

Optimax Projector, Laptop Computer & Associated “Powerpoint” Programs and Accessories      £1070 (Feb – April 2009)

Laptop Computer      £409 (August 2017)

Telephone for museum      £64 (February 2019)

Other assets will include items in the museum which will be assessed for inclusion in 2021 accounts.

**The following have no known present Value**

Projector & Stand  
 Glass Display Cases (2 of)  
 Display Cabinet  
 Display Cabinet  
 Storage Racks, 4 x 5-tier  
 Display Cabinets

## **LIABILITIES**

nil

nil

## **7. NOTES TO ACCOUNTS 2020**

### **7.1 GRANTS AND DONATIONS**

As you will be aware we applied for a grant to the Heritage Lottery Fund under their "First World War" Then and Now" programme and were delighted to be awarded £5,200. This has allowed us to achieve our long held objective of publishing a Memorial Volume to commemorate the men from Ottery St Mary and district who made the ultimate sacrifice in the conflict. The book "Ottery's Sacrifice 1914-1921" is now available from the 'Curious Otter Book Shop' in Ottery and at the meetings of the Society held each month. The Committee has authorised the launch of volume 2 of the Great War Project which will be on the people that had survived or contributed to the war effort at home.

### **7.2 THE AMENITIES SECTION**

When the Ottery St Mary Amenities Society was absorbed into the Heritage Society, it was agreed that the financial assets of the Amenities Society would continue to be used in the furtherance of its stated objectives, "to provide and maintain public amenities for the people of Ottery St Mary".

This year we have not had to provide any repairs or renovations to existing seats.

### **7.3 THE MUSEUM FUND (Previously Heritage Centre Fund)**

At the 2006 Annual General Meeting, it was agreed that we should set up a Heritage Centre Fund into which people and organisations could donate monies for the express purpose of financing a permanent Heritage Centre/Museum for Ottery St Mary. These funds are now held by the Cambridge & Counties Bank and Flagstone Investment Management. The present fund continues to be invested and the current figures are set out in section 6 above. A new Barclays Museum Account has been opened in order to manage the day to day income and expenditure.

Many of the donations shown above were received from members and included two bequests from deceased members. Our sincerest thanks to all those who have given so generously.

C.Roy Clark  
 Hon Treasurer

David Roberts  
 Auditor

## Examiner's Unqualified Report

### Independent Examiner's Report

I report on the accounts of the *Ottery St Mary's Hosp* for the year ended *30.4.2020* which are set out on pages 1 & ~~2~~ attached

### Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, 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 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 you as trustees concerning 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 of the accounts.

### 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 41 of the Act;

And

- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Name: *DAVID ROBERTS*

Relevant professional qualification or body: *RETIRED BANK MANAGER*

Address: *50 CLAREMONT FIELDS*

*OTTERY ST MARY*

*EXETER*

*[Signature]*

*20/7/20*