



Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	January	2020	To	31	December	2020

Section A Reference and administration details

Charity name Deal Maritime and Local History Museum

Other names charity is known by Deal Museum

Registered charity number (if any) 1168344

Charity's principal address 22 St George's Road

DEAL

Postcode

CT14 6BA

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
1	Madylene Beardmore			
2	Sheila Legg			
3	Michael Phillips			
4	Sharon Powell	Chair		

5 Kathryn Reilly
 6 Bronwen Robson Treasurer 25 August 2020 to present
 7 David White Secretary Until 11 August 2020
 8 Quentin Withall Chair Until 5 February 2020

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

Name	Dates acted if not for whole year

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)	Foundation Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by the existing Trustees

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	For the public benefit, to establish and maintain a museum in Deal for the exhibition of artefacts and displays illustrating the history of Deal, Walmer and district.
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)	<ul style="list-style-type: none">• The extension, enhancement, preservation, maintenance and storage of the museum's collections• The fostering of an environment where visitors of all ages are able to explore, and be inspired by the history of the local area• The provision of opportunities for research and learning relating to the museum's collections• The facilitation of the ongoing recording of the history of Deal, Walmer and district <p>The charity trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.</p>

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Much of the work of the museum across 2020 was impacted by the Covid-19 pandemic. However, the following activities were able to take place:

- Annual subscriptions from Friends of the Museum saw a small decrease but life members increased. Annual subscription- 75 Life subscription - 9.
- The trustees continued to meet on-line throughout the year.
- Rebranding – approached by an undergraduate with a rebranding exercise – resulting in a new logo, website layout, shortened name, new slogans and colour scheme. Trustees felt it was more contemporary than previous branding.
- The use of social media increased (Instagram, Facebook and Twitter) as a way to stay connected and engage with members and the wider public.
- A timeline illustrating the history of Deal was installed in the museum's main gallery following feedback from sessions held with stewards about the museum displays and what they'd like to see.
- In order to maintain links with Friends and volunteers we offered guided visits; after a Covid-19 risk assessment had been completed. A virtual museum was added to the website.
- A grant was received from the district council interruption scheme replacing our usual funding sources.
- A South East Museums Collections at Risk grant provided funding for two dehumidifiers which have been installed, tiny tag monitors and software will be purchased with the remainder to ensure the museum continues and improves the care of the collections.
- We ensured that the buildings remain fit for purpose by replacing flooring in two rooms and redecorating a working area. Old and obsolete wiring was removed.
- The old till was replaced by a modern, simpler, point of sale system from iZettle - this is as yet unused.
- A digital catalogue of the archives paper collection was completed. The sorting and cataloguing of the photographic and postcard collections was started. Conservation and preservation processes was begun with all items in the archives being assessed and placed into archive quality materials.
- A digital artefact catalogue was commenced.
- Work continued on the Basil Kidd archive by engaging with retired Royal Marines community to identify the Royal Marine subjects featured in the Basil Kidd photographic archive.
- Museum image collection: as part of ongoing work to catalogue and digitise the museum's image collection images are being sold via website to raise funds for the cataloguing project.
- Work continued on the ongoing project to clear and organise sheds and office areas to make the most of the space we have. Storage has always been an issue for the museum.

Section E

Financial review

Brief statement of the charity's policy on reserves	The Trustees are developing a reserves policy which will reflect the facts that we own an old building with potentially significant repair costs and possess artefacts with potentially significant conservation costs.
Details of any funds materially in deficit	None

Further financial review details (Optional information)

<p>You may choose to include additional information, where relevant about:</p> <ol style="list-style-type: none">1. the charity's principal sources of funds (including any fundraising);2. how expenditure has supported the key objectives of the charity;3. investment policy and objectives including any ethical investment policy adopted.	<ul style="list-style-type: none">• The trustees took the decision to remain closed for the 2020 season due to Covid – 19.• Successfully secured three grants, Dover District Council, The Drapers Society and Collections at risk grant from South East Museums. These provided the museum with the financial security to cover costs for the seasons and allow changes to happen.• The museum managed to host two open days operating under government guidelines. This resulted in a small income boost for the museum and allowed us to keep friends and visitors engaged.
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Section F

Other optional information

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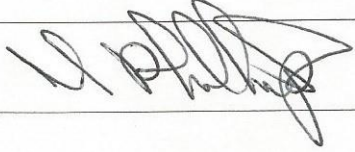

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Michael Phillips

Kathryn Reilly

Position (eg Secretary,
Chair, etc)

Trustee

Chair

Date (30/04/2021)

Deal Maritime & Local History Museum
Balance Sheet

From: Month 1, January 2020
To: Month 12, December 2020

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>
Fixed Assets	0.00	0.00
Current Assets		
Deposits and Cash	(15,772.56)	468.36
Bank Account	23,119.39	39,674.28
	7,346.83	40,142.64
Current Liabilities		
Creditors : Short Term	838.55	838.25
	838.55	838.25
Current Assets less Current Liabilities:	6,508.28	39,304.39
Total Assets less Current Liabilities:	6,508.28	39,304.39
Long Term Liabilities		
Creditors : Long Term	0.00	6,500.00
	0.00	6,500.00
Total Assets less Total Liabilities:	6,508.28	32,804.39
Capital & Reserves		
Funds	0.00	26,296.11
P & L Account	6,508.28	6,508.28
	6,508.28	32,804.39

Profit and Loss

From: Month 1, January 2020
To: Month 12, December 2020

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Donations	3,158.51	3,158.51	
Grants	10,871.88	10,871.88	
Investment Income	41.89	41.89	
Other Income	295.68	295.68	
			14,367.96
			14,367.96
Purchases			
Charitable Expenditure - Grants Payable	479.44	479.44	
			479.44
			479.44
Direct Expenses			
Charitable Expenditure - Stock for Charity Shop	689.30	689.30	
Cost of Fund Generation - Fund Raising	1,505.39	1,505.39	
			2,194.69
			2,194.69
Gross Profit/(Loss):			
Overheads			<u>11,693.83</u>
Support Costs - Rent and Rates	107.00	107.00	
Support Costs - Heat, Light and Power	328.63	328.63	
Support Costs - Printing and Stationery	24.21	24.21	
Support Costs - Telephone and Computer charges	1,588.69	1,588.69	
Support Costs - Maintenance	1,916.13	1,916.13	
Support Costs - General Expenses	1,136.39	1,136.39	
Management & Admin - Professional Fees	84.50	84.50	
			5,185.55
			5,185.55
Net Profit/(Loss):			
			<u>6,508.28</u>
			6,508.28