

# **Report of the Trustees of Minehead Museum for the year ended 30th November 2023**

## **Introduction**

Minehead Museum is a registered charity (Charitable Incorporated Organisation or CIO, Registration number 1169355).

2023 Was another successful season with visitor figures and door donations up by 10%. Although this was still short of pre-pandemic levels, the trustees consider this a very impressive achievement given the economic issues which have affected our immediate neighbours. The West Somerset Railway no longer running trains on a Friday and the Tourist Information Centre adjoining the museum being forced to close on most Thursdays and Fridays this year being unable to meet staff costs. This severely impacted on the number of visitors in the vicinity of the museum and reduced the number of impulse visitors.

The Premises Appeal continues to gather support including a sizeable individual donation and a grant from Minehead Town Council. The lack of a suitable site has slowed the proposed move to larger premises.

## **Reference & Administration Information**

Charity Name: Minehead Museum

Charity Registration Number: 1169355

Operational Address: Minehead Museum, Beach Hotel Complex, The Avenue, Minehead, Somerset TA24 5AP

Registered Office; 12 Dene Gardens, Minehead, Somerset TA24 6BU

### **Trustees**

Mr Julian Luke (Chair)

Mrs Janet Styles (Vice-Chair)

Miss Caroline Giddens

Mrs Heather Yendole

Mr Timothy Hedgecock

Bankers - Nat West Bank PLC, The Parade, Minehead, Somerset TA24 5NL

Independent Examiner: Mrs J. Armin, Mews End Cottage, Quay Lane, Minehead, Somerset TA24 5QU

## **Management**

The trustees are appointed for three years and are eligible for reappointment. The trustees are responsible for the recruitment of any new trustees, having regard to the skills, knowledge and experience required for the effective management of the CIO. The trustees remain actively involved in the running of the museum with day-to-day management delegated to a management committee which also contains trustees.

## **Our Aims and Objectives**

1. To establish, maintain and enhance a museum to promote the history of Minehead, Alcombe and surrounding area for the benefit of the public.
2. To increase public awareness , appreciation and understanding of Minehead's historic, cultural and natural heritage through the acquisition, preservation, interpretation and display of a unique collection of items that are particularly relevant to the area.
3. To extend, conserve and maintain the items in the museum's collection.
4. To encourage and promote research and educational use of the museum's collection for the benefit if all sectors of the public.

## **Review of 2022/23**

The season saw an encouraging increase in volunteers and visitors. Full opening hours were maintained throughout the season. This required extra volunteer hours as we needed to move to double staffing on the days when the Tourist Information Centre was closed (most Thursdays and Fridays for the year) but were rewarded by a final visitor total of 9967. Class visits and talks continued and two charity quizzes attracted full houses on both evenings, raising over £800 towards the Premises Appeal.

The museum remains an active participant in the regional Museums in Somerset Group with the Chair of Trustees continuing to serve on the organising committee. The museum has also engaged with the local u3a on a Shared Learning Project to support the 2024 displays.

The museum has been instrumental in highlighting the threat to the Seventeenth Century cannons, removed from the harbour wall in October 2023 and with getting South West Heritage Trust and Historic England involved in discussion with Somerset Council over the future of these guns.

The search for new premises continues with our original target no longer on the market. New properties are reviewed on a regular basis as to their suitability in terms of size, location and sustainability.

## **Finance**

The trustees remain committed to free entry to the museum, to make sure the displays are accessible to all. Visitor numbers and door donations were encouraging and it is hoped that visitor numbers will return to pre-pandemic levels in the coming year.

The Premises Appeal continues to grow and to maximise the return funds have been transferred to a deposit account until suitable premises can be secured. Donations and grants received so far are in excess of £121,000 and there are additional pledges that will be claimable once we have reached our target.

Fundraising continues through quizzes, book sales and grants. The challenge remains to find a suitable sustainable long term home for the collection. In the meantime we remain deeply indebted to the generosity of the YMCA (Owners of the Beach Hotel) for providing our existing premises at a peppercorn rent. This has underpinned the security and growth of the museum and we are grateful that this will continue in 2024.

We continue to hope that the potential for the museum to be a major asset to the town is finally recognised. Helping with economic regeneration of the town centre,

as an attraction for heritage tourism, reinforcing a sense of community and community involvement in volunteering and will continue to be of educational value to local schools and groups.

**Julian Luke, Chair of Trustees**

**22.1.24**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

No (if any)  
1189355

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/12/2022

To

Period end date  
30/11/2023

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	-	10,450	-	10,450	11,870
Friends Subscriptions & Donations	1,867	51,237	-	53,104	7,051
Door	2,418	-	-	2,418	2,118
Book Sales & Commission	1,199	223	-	1,422	1,675
Talks	60	104	-	164	143
Quizzes & Raffles	1,042	-	-	1,042	290
Other Fundraising	-	552	-	552	-
Gift Aid	609	87	-	696	2,700
Bank Interest	-	255	-	255	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>7,195</b>	<b>62,908</b>	<b>-</b>	<b>70,103</b>	<b>25,847</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,195</b>	<b>62,908</b>	<b>-</b>	<b>70,103</b>	<b>25,847</b>
<b>A3 Payments</b>					
Artefacts & Displays	-	-	-	-	-
Archiving/ Conservation	-	-	-	-	739
Displays Cabinets etc	-	-	-	-	-
Other Display Materials	-	-	-	-	362
Subscriptions	214	68	-	282	73
Insurance	-	468	-	468	463
Repairs	314	-	-	314	-
Publicity	-	110	-	110	256
Computer Costs	71	443	-	514	1,007
Printing Publications	-	-	-	-	3,299
Stationery, Postage & Photocopying	99	314	-	413	507
Volunteer Expenses	-	113	-	113	306
Volunteer Training	-	96	-	96	-
Independent Examination	48	-	-	48	56
PPE etc	-	-	-	-	-
Refreshments	33	-	-	33	34
Room Hire & Cleaning	8	85	-	93	-
Other Fundraising costs	-	97	-	97	-
	-	-	-	-	-
<b>Sub total</b>	<b>787</b>	<b>1,794</b>	<b>-</b>	<b>2,581</b>	<b>7,102</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>787</b>	<b>1,794</b>	<b>-</b>	<b>2,581</b>	<b>7,102</b>
<b>Net of receipts/(payments)</b>	<b>6,408</b>	<b>61,114</b>	<b>-</b>	<b>67,522</b>	<b>18,745</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>19,728</b>	<b>53,391</b>	<b>-</b>	<b>73,119</b>	<b>54,374</b>
<b>Cash funds this year end</b>	<b>26,136</b>	<b>114,505</b>	<b>-</b>	<b>140,641</b>	<b>73,119</b>

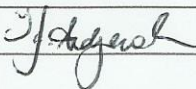


## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	6,136	3,250	-
	Bank Deposit Account	20,000	111,255	-
		-	-	-
	<b>Total cash funds</b>	<b>26,136</b>	<b>114,505</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	ISBN Reg Nos	-	98	-
	Gift Aid	829	309	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	T.J. HEDGEROCK	

## MINEHEAD MUSEUM

### Independent Examination summary document

Daily bookkeeping has been undertaken by the named Treasurer Mr Tim Hedgecock reporting to the Managing Trustees of Minehead Museum. Monthly meetings of the Trustees have resumed in this year. The Annual General Meeting is due to take place on 22<sup>nd</sup> January 2024.

#### My independent examination has indicated that:

The Museum's accounts are recorded on a spreadsheet, with a detailed analysis of expenditure. Multiple pages of the spreadsheet are linked to provide an ongoing record of balances and to make entries into the Charity Commission CC16 form.

There is evidence that the cash book is kept up to date and has been correctly reconciled to the bank statements.

Payments are made by Debit Card or online. Receipts for payments made using the Debit Card, held by the Chair of the Trustees, are passed to the Treasurer. Likewise, reimbursements made to volunteers for expenses incurred on behalf of the Museum are accompanied by evidence of costs incurred.

Payments made tally with invoices and with bank statement entries. Where applicable, VAT has been correctly calculated on invoices received. All the receipts and payments undertaken by the Museum have been properly recorded in the accounting records.

Museum income is from membership, donations (and subsequent Gift Aid claims), sales of books and other items. Cash received at the door or for book sales has been banked at intervals. Other receipts have been by bank transfers. A Sum Up payment machine is in use, with the percentage fee shown as expenditure on the accounts.

Funding has also been obtained through charitable grants. The grants, and some of the donations, are restricted. A bequest for £50,000 was received in October. Money restricted for specific purposes has been used for those purposes as indicated on the Schedule of Grants and Specific Donations, with a balance of £114,505 held for ongoing projects, including the fund for new premises.

Income during the year has exceeded expenditure by over £67,000, enabling £131,000 to be transferred to a 35 day Liquidity Account.

Gift Aid has been claimed and recorded throughout the year, with £696.03 received April 2023.

The draft Trustees' Annual Report 2023 was made available, which summarised the present level of activity and future aspirations regarding new premises and ongoing projects.


The Managing Trustees appear to have fulfilled their responsibilities in accordance with their aims stated in the Annual Report.

A statement of the financial balance is now available at each Trustee meeting.

The insurance policy premium had been paid in March 2023 and the policy document was available for reference.

The Trustees should carry out an annual review of the charity's internal financial controls at the Annual General Meeting.

Report issued: 3<sup>rd</sup> January 2024

Completed by  .....