

Trustees' Annual Report for the period

		Period start date		Period end date		
From	1st	August	2017	To	31st	July 2018

Section A Reference and administration details

Charity name	South Kerrier Heritage Trust CIO
Other names charity is known by	The Museum of Cornish Life, Helston
Registered charity number (if any)	1151834
Charity's principal address	Museum of Cornish Life, Helston Market Place, Helston, Cornwall Postcode TR13 8TH

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 (if any)
1	Judith Anne Haycock	Trustee & Chairman		South Kerrier Heritage Trust
2	Loveday Elizabeth Trevenen Jenkin	Trustee		South Kerrier Heritage Trust
3	Felicity Nicola Eileen Boase	Trustee & Treasurer		South Kerrier Heritage Trust
4	Reginald John Lovett Boase	Trustee		South Kerrier Heritage Trust
5	David John Turnbull	Trustee & Secretary		South Kerrier Heritage Trust
6	Robert Michael Grube	Trustee		South Kerrier Heritage Trust
7	Sally Herriet	Trustee		South Kerrier Heritage Trust
8	Sarah-Jane Marsden	Trustee		South Kerrier Heritage Trust
9	Victoria Wiltshire	Trustee		South Kerrier Heritage Trust
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11				
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13				
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16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Shoreline Accountancy Services	49 Trembel Road, Mullion, Cornwall TR12 7YD

Name of chief executive or names of senior staff members (Optional information)

Museum Director – Annette MacTavish

Section B Structure, governance and management

Description of the charity's trustsType of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointment by resolution at a meeting of the Charity Trustees in accordance with the Charity's Constitution

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.

Summary of the objects of the charity set out in its governing document

To manage, maintain and develop The Museum of Cornish Life, Helston for the benefit of the public and to advance education in the heritage, arts and crafts of the South Kerrier area.

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)

South Kerrier Heritage Trust (SKHT) is a community group formed by local volunteers who all have a special interest and connection with The Museum of Cornish Life, Helston. SKHT is a Charitable Incorporated Organisation established specifically to manage the Museum.

The Charity's purpose is as follows and all activities undertaken support this purpose:-

"The Museum of Cornish Life, Helston preserves, protects and promotes the history and culture of Helston and The Lizard Peninsula. The extensive collections are a powerful education and learning resource for all the community, regardless of age, ability or background.

The Museum aims to inspire people to take a fresh look at their surroundings and to foster an interest in and understanding of local heritage, to contribute to the regeneration of the local area by attracting visitors to the town, and to be fully accountable to the people of Helston and the Lizard Peninsula."

The Museum is operated wholly for public benefit and the Objects of SKHT are worded to ensure that this remains sole focus of SKHT.

The Museum of Cornish Life, Helston was established as Helston Museum in 1949 and holds extensive and significant social and local history collections. It is housed in the former Helston Market House and Drill Hall, which is a Grade 2 listed building. It is a Registered Museum and has achieved Full Accreditation under the Museum, Library and Archive Council's Accreditation Scheme.

Following the transition from operation under Cornwall Council to management by SKHT in 2013, the Museum has enjoyed an increasing number of visitors and is now open 6 days per week. The Museum is well-supported by the local communities of Helston and the Lizard as well as attracting significant numbers of holiday-makers to Helston.

SKHT Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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

This report covers the 12 month period from 1st August 2017 to 31st July 2018 and is the fifth such report since the establishment of South Kerrier Heritage Trust (SKHT) as a Charitable Incorporated Organisation in April 2013.

Following the renegotiation of the Management Agreement with Cornwall Council in June 2017, SKHT now have tenure of the Museum until April 2027 as well as an ongoing annual revenue grant to support operations. This certainty of tenure has enabled the Trust to continue the development of The Museum of Cornish Life, Helston and expand operations.

The appointment in April 2017 of Annette MacTavish as Museum Director was a significant step forward in the development of the management organisation and during the reporting year Annette has been able to drive forward important development activities. These include:-

Completion of the Heritage Lottery Fund (HLF) digitisation project which is now managed on an ongoing basis by trained volunteers who continue to update our digital archives. These are now available on-line and on a publicly available digital platform within the Museum.

Last year we reported the success of a joint bid to the Arts Council with Cornwall Museums Partnership and other Cornwall museums for National Portfolio Organisation funding to cover the period 2018 to 2022. The details of this funding have been developed through 2017 and implemented in the early months of 2018. The annual revenue funding which this provides has enabled a step change in staff numbers and we have commenced recruitment of Education, Trainee Curator and Museum Apprentice roles in order to develop and promote the Museum's curatorial, visitor experience and education services. This will have a significant positive effect upon the profile of the Museum and the resources it can offer to the local community, region educational establishments and visitors to the area.

Following a number of reviews and public consultations new branding for the Museum has been developed. Now re-named as The Museum of Cornish Life, Helston, this has re-positioned the Museum as a major attraction in Cornwall, rightly differentiating it from local town-based museums and clearly aligning it as one of the major heritage venues within the County. This achieves one of the key strategic aims of the Trust and will enable the growth and enhanced reputation which the building and its contents deserve.

We continue to invest in digital marketing and have very active Twitter, Instagram and Facebook accounts.

During the year, we have received funding from the Museums Resilience Fund and have completed a full survey and Master Plan for the Museum. This includes the planning for desired developments such as the addition of a café, refurbishment of the visitor reception and shop as well as environmental improvements in line with our Strategic Plan. We have also successfully trialled the implementation of a pop-up café which has proven very successful. Each element of the Master Plan will now be progressed on a project by project basis in order to develop the fabric of the Museum over the coming years.

A number of other grant funded projects have been implemented in the

year, and we have received funding from organisations such as Catalyst, Tanner Trust, Cornwall Museums Partnership as well as the Heritage Lottery Fund.

Our visitor numbers remained stable at around 20,000.

In terms of finances, SKHT has achieved a break-even financial position for 2017-8, reporting an operating deficit of £343.62 on a turnover of £100,776.35 whilst providing for an operating reserve of £20,016.75 *

* refer to enclosed Annual Accounts 2017/18

Section E**Financial review****Brief statement of the charity's policy on reserves**

SKHT reserves policy targets the holding of a reserve value of at least 3 months' operating costs.

Now completing the fifth year of operation of the Charity, SKHT has achieved a reserve level of this value.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

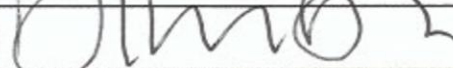
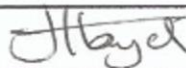
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Judith Haycock

David Turnbull

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

1st February 2019



SOUTH KERRIER HERITAGE TRUST

UNAUDITED FINANCIAL STATEMENTS

FOR THE PERIOD 1ST AUGUST 2017 TO 31ST JULY 2018

Registered Charity Number 1151834



Shoreline Accountancy Services

49 Trembel Road, Mullion,
Cornwall, TR12 7DY.
Tel: 0744 3500524

email:

shorelineaccountancyservices@outlook.com

aat

Michelle Bowley is licensed and regulated by AAT to provide services
in accordance with licence number 278809.

SOUTH KERRIER HERITAGE TRUST

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Independent Examiner's Report	2
Financial Statements	3-4
Notes to Financial Statements	5

Date:

22/1/19

INDEPENDENT EXAMINER'S REPORT TO
THE TRUSTEES OF SOUTH KERRIER HERITAGE TRUST (Charity Number 1151834)

I report on the accounts of the Charity for the period 1st August 2016 to 31st July 2017, which are set out on pages 1 - 7.

Respective responsibilities of the trustees and examiners

The charity's trustees consider that an audit is not required for this period under section 144 of the Charities 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 Charities Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

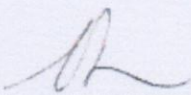
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity. It also includes a consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

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 trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the Charities Act; and
 - accounts are prepared which agree with the accounting records and comply with the accounting records of the Charities Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs Marie Ridge MAAT
Assured Accountancy Services

South Kerrier Heritage Trust - Helston Museum

Financial Activities
August 2017 - July 2018

	<u>Total</u>
Income	
Bank Interest Earned	12.12
Cornwall Council Management Gra	45,000.00
Gift Aid	2,410.61
Grant Income	27,545.37
Miscellaneous Income	26.00
Museum Income	25,782.25
Total Income	<u>£ 100,776.35</u>
Expenditures	
Employee Costs	43,051.68
Grant Expenditure	21,052.30
Miscellaneous Expense	1,346.60
Overheads	33,616.19
Revenue Grant Expense	2,053.20
Total Expenditures	<u>£ 101,119.97</u>
Net Operating Income	<u><u>-£ 343.62</u></u>

South Kerrier Heritage Trust - Helston Museum
Balance Sheet
As of July 31, 2018

	Total
Total Non-Current Assets	£ 30,914.17
Total Fixed Asset	£ 30,914.17
Total Cash at bank and in hand	£ 80,343.38
Total Debtors	£ 1,121.83
Total Current Assets	£ 2,147.94
Net current assets	£ 83,613.15
Total Trade Creditors	£ 1,751.81
Total Current Liabilities	£ 44,059.17
Total Creditors: amounts falling due within one year	£ 45,810.98
Net current assets (liabilities)	£ 37,802.17
Total assets less current liabilities	£ 68,716.34
Total Creditors: amounts falling due after more than one year	£ 4,584.17
Total net assets (liabilities)	£ 64,132.17
Charity funds	
Unrestricted Net Assets	64,475.79
Surplus/(Deficit)	-343.62
Total Charity funds	£ 64,132.17

SOUTH KERRIER HERITAGE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST AUGUST 2017 TO 31 JULY 2018

- 1 The financial statements have been prepared on a Receipts & Payments basis.
- 2 South Kerrier Heritage Trust is a Charitable Incorporated Organisation which registered with the Charity Commission on 29th April 2013. Its charitable objects are to manage maintain and develop Helston Museum for the benefit of the public and to advance education in the heritage arts and crafts of the South Kerrier area. The Trust assumed responsibility for the running of the museum as from 1st August 2013 when it entered into a lease and management agreement with Cornwall Council and took possession of the Museum premises, its collection and inventory. Under the terms of the three year agreement, Cornwall Council has agreed to pay an annual management fee to the Trust of £45,000.
- 3 The General Fund represents the funds of the Trust that are not subject to any special restrictions regarding their use and are available for application to their general purposes of the trust. The Restricted Fund can only be used for the purpose of capital items in respect of which the grants and donations have been made.
- 4 As at 31st July 2015, the sum of £10,830.89 was ring fenced within the Cornwall Council Museum Donations Fund for the future development of Helston Museum. The trustees can apply for grants from this fund to meet the costs of specific projects in the future.
- 6 A reserves policy has been set up to ensure the continued running of the museum this is to be set at £20,016.74 (3 months running costs on present figures) for this financial year and the Trustees are pleased to report that the Trust has achieved the target in the period.
- 7 As of 31st July 2018 the balances of all grants and restricted funds is listed below:

Bodmin Museum	6,180.75
Catalyst Grant	-1,205.46
HLF Grant	-3,086.31
Make a Difference CMP Grant	-404.84
Big Lottery Awards for All	9,100.00
Preservation Equipment	272.54
Signage Grant	3,874.78
SKHT Maintenance Responsibilities	12,530.91
Tanner Trust Grant	946.80
Cornwall Council Management Grant	<u>15,000.00</u>
	<u>43,209.17</u>

8 Grants and Restricted Funds

Reserves	20,016.75
Grants and Restricted Funds	<u>43,209.17</u>
	<u>63,225.92</u>

Total Charity Funds as per balance sheet	<u>64,132.17</u>
Net free cash	<u>906.25</u>

Notes:

Reserves = 25% of operating expense less grants and restricted funds expense.

- 9 During the period we received 2 days of consultancy advice from Retail Thinking to support the (AIM). AIM funding was paid by them directly to Retail Thinking and therefore this funding is not accounts.



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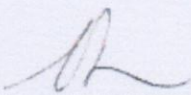
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