

# Trustees' Annual Report for the period

Period start date		Period end date	
From	1 <sup>st</sup> December 2017	To	31 <sup>st</sup> August 2018

## Section A Reference and administration details

Charity name **PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO**

Other names charity is known by

Registered charity number (if any) **1176241**

Charity's principal address **THE OLD POLICE STATION**

**JOHN STREET**

**PORTHCAWL**

**Postcode**

**CF36 3RY**

### 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				
2				
3				
4				
5				
6				
7				
8				
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10				
11				
12				
13				
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15				
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17				
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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
JOHN RICHARSON	
EVAN WILLIAMS	
JAYNE JAMES	

**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)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CHARITABLE INCORPORATED ORGANISATION
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERS AT THE AGM

**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**

The aim of Porthcawl Museum is to assist in the enhancement of the quality of life in the community by seeking a deeper understanding and appreciation of our local heritage, culture and environment through the acquisition, preservation and interpretation of artefacts and associated information relating to the history of Porthcawl and its adjacent villages of Newton and Nottage; but not exclusively by limitation.

Porthcawl Museum aim is to play a key role in making the town and indeed the neighbouring area, a better place to live, work and visit.



**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)**

All events and activities engaged in and promoted by Porthcawl Museum comply with its aims and objectives; which hold foremost as to how they benefit the community, including local schools and organisations, residents and members, plus visitors and tourists.

In pursuit of these ideals, Museum volunteers have: -

- Welcomed, guided and supported visitors during their visit.
- Presented historical talks to various organisations; both local and further afield.
- Delivered guided heritage walks of the area.
- Visited schools and received school parties to the Museum.
- Following discussion with schools, the Museum has tailored some of its displays to aid the schools in delivering their curriculum.
- Qualified Volunteers aid the public in their family genealogy or other historical research.
- The Museum regularly helps to arrange and participate in the town Carnival.
- Similarly, Museum volunteers worked with RAF Wales in commemorating The Centenary of the R.A.F. Following a visit from Air Officer Wales, Cmdr Adrian Williams, who later broadcasted the exhibition on local radio, the Museum was able to attract more visitors and groups. Quite a few visitors were members of past or current RAF families.
- To reach even more people of all ages, the Museum takes part annually in the 'Open Doors Scheme' run by the Welsh Govt in September. Admission is free for the day and a Special Activity is also run for the children.
- Coffee Mornings are held monthly to encourage older members to gather and enjoy friendship, share their memories and keep upto date with changing museum displays.
- At Christmas the Museum engages in local activities including The Annual Christmas Swim, a letter to Santa, and invites the Porthcawl Lions to present their Santa's Grotto at the Museum during the month of December. On the last day of the Museum calendar, prior to Christmas Day, 'A Victorian Christmas Day' is presented throughout the building with all volunteers in period dress, re-enactments and Christmas Fayre served to visitors of all ages.

#### **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.

PORTHCAWL MUSEUM IS RUN TOTALLY BY VOLUNTEERS.

THE ELECTED MANAGEMENT COMMITTEE MAKE THE DECISIONS.

THE TRUSTEES ARE APPOINTED TO MONITOR AND ADVISE.

WHEN THE BUILDING IS PURCHASED THE COMMITTEE AND TRUSTEES WILL APPLY FOR GRANTS FOR EITHER BUILDING IMPROVEMENTS OR CONSERVATION OF ARTEFACTS.



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Main Achievements for 2018; -

- Growing Membership Numbers
- Marked increase in Visitor Numbers both local, national and international.
- Increase in Group visits e.g. Schools, WWI and historical Societies.
- The building within the which the Museum is housed is a Victorian Police Station built in 1882. Therefore, building renovations and refurbishments have been a priority over the last few years, since we took on the lease. Finally, all the asbestos has finally been removed from the building, new ceilings and a new electric system have been installed in every room. We are also in negotiation with Bridgend County Council to purchase the building as a Community Asset Transfer. This hoped to be completed in 2019.
- CCTV Security cameras have been installed throughout the building.
- The exterior of the building - the backyard has been concreted and tarmacked in readiness for future initiatives, activities and buildings to develop and enhance experiences enjoyed by all visitors, members and local groups.
- The Museum is becoming a useful hub in the community. BCBC, Porthcawl Town Council, Local organisations and groups of all ages, plus schools access the Museum's facilities respectively for their particular activities.
- Once again Porthcawl Museum was been recognised as a Welsh Tourist Attraction being awarded the Visitor Attraction Quality Assessment Service certificate; which is only available to Nationally Accredited Museums.
- Porthcawl Museum has been awarded A Certificate of Excellence 2018 by Trip Advisor. Feedback comments on this site and in our own 'Visitors Book' have been extremely positive all year.
- Awarded a 'Dambusters' 'specially minted commemorative coin by the London Mint in recognition for the research carried out by volunteers on RAF Stormy Down. Through research it was revealed that of the 50,000 people trained at the local RAF Station that 22 went onto become involved in Operation Chastise. Consequently, Johnny Johnson, the last living Dambuster, has become a life member of Porthcawl Museum.
- Museum volunteers organised A WW1 Centenary Remembrance Service in November 2018 to acknowledge and remember all local men and women who had sacrificed their lives for our freedom. It was held in the Parish Church and attended by a few hundred people, including the Rector, local dignitaries, the British Legion, families of the fallen and youth groups.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Any monies that the organisation amasses though profit is transferred to a deposit account. £10,000 in this account will not be touched but be held in abeyance, as a safety net, to assist in the payment of household bills should it be needed in future years. Other monies in the account will be used to maintain, run or improve the building, exhibitions or the experiences of the visiting public.

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.

Principal sources of funding 2018:

- Admission Adult £1 Juniors 50p
- Coffee mornings
- Lectures
- Heritage Walks
- Donations
- Merchandising
- Memberships £10 per annum

**All monies** are used to maintain, run or improve the building, conserve the artefacts, provide exhibitions or enhance the experiences of the visiting public.

## 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)

P Joseph.

Full name(s)

PAUL JOSEPH.

Position (eg Secretary, Chair, etc)

Chair

Date

10th JUNE 2019.



**PORHCRAWL MUSEUM AND HISTORICAL SOCIETY CIO**  
**ACCOUNTS FOR THE PERIOD 1 DECEMBER 2017 TO 31 AUGUST 2018**

<b>Income</b>	<b>£</b>	<b>Expenditure</b>	<b>£</b>
Admissions	£2,848.00	Materials & Equipment	£6,730.78
Publications	£1,014.45	Publications	£623.00
Subscriptions	£2,520.00	Refurbishment	£13,515.60
DVD's	£20.00	DVD's	£0.00
Shop	£2,046.45	Shop	£1,604.69
Functions	£1,024.09	Functions	£1,587.08
Lectures	£12.00	Lectures	£30.00
Donations	£16,826.57	Printing	£54.00
Sundries	£81.54	Sundries	£619.64
Rents and Fees	£0.00	Rents and Fees	£513.10
Events	£827.00	Insurance	£950.57
Interest	£3.03	Utilities	£4,154.37
Bequest Val Sizer	£6,290.92		
	<u>£33,514.05</u>		<u>£30,382.83</u>
Current A/c 1 December 2017	£16,505.89	Current A/c 31 August 2018	£12,349.30
Deposit A/c 1 December 2017	£5,353.36	Deposit A/c 31 August 2018	£11,647.31
Shop A/c 16 June 2018	£0.00	Shop A/c 31 August 2018	£980.96
Petty Cash at 01/12/17	£1.84	Petty Cash at 31/08/18	£14.74
	<u>£55,375.14</u>		<u>£55,375.14</u>

# **PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO**

**Accounts for the period ended  
31<sup>st</sup> August 2018**

**Ceri Millar & Co  
8 Well Street  
Porthcawl  
CF36 3BE  
Tel: 01656 783420  
Fax: 01656 772225  
E-Mail: [enquiries@cerimillar.co.uk](mailto:enquiries@cerimillar.co.uk)  
Website: [www.cerimillar.co.uk](http://www.cerimillar.co.uk)**

**INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF THE  
PORTHCAWL MUSEUM & HISTORICAL SOCIETY CIO**

I report on the accounts of the Society for the period ended 31<sup>st</sup> August 2018, which are set out on page 1.

**Respective responsibilities of trustees and examiner**

The charity's committee is responsible for the preparation of the accounts. The charity's committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- 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 and is in accordance with the 2011 Act. 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 the Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.


**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 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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

8 Well Street  
Porthcawl  
CF36 3BE

3<sup>rd</sup> June 2019

  
CERI MILLAR FCA  
Ceri Millar & Co  
Chartered Accountants

  
CERI JOSEPHA - SECRETARY 4 June 2019

  
A S TAYLOR - TREASURER 4 June 2019,



**PORHCAWL MUSEUM AND HISTORICAL SOCIETY CIO**  
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