

# Trustees' Annual Report for the period

Period start date		Period end date	
From	1st August 2018	To	31st March 2019

## 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	1 <sup>st</sup> August 2018 to 26 <sup>th</sup> February 2019	South Kerrier Heritage Trust
7	Victoria Wiltshire	Trustee		South Kerrier Heritage Trust
8	Susan Elizabeth Freeman	Trustee	From 26 <sup>th</sup> February 2019	South Kerrier Heritage Trust
9	Simon Richard Colgan	Trustee	From 26 <sup>th</sup> February 2019	South Kerrier Heritage Trust
10				
11				
12				
13				
14				
15				
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 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)

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 8 month period from 1<sup>st</sup> August 2018 to 31<sup>st</sup> March 2019 and is the sixth such report since the establishment of South Kerrier Heritage Trust (SKHT) as a Charitable Incorporated Organisation in April 2013.

The 8 month period enables SKHT to alter its year end to 31<sup>st</sup> March in order to synchronise with the accounting periods of its key grant funders. Future reporting periods will be 12 months to 31<sup>st</sup> March. Following the renegotiation of the Management Agreement with Cornwall Council in June 2017, SKHT now have tenure of the Museum of Cornish Life, Helston until April 2027 as well as an ongoing annual revenue grant from Cornwall Council to support operations.

During the reporting period the Museum of Cornish Life has seen continued development driven by Museum Director, Annette MacTavish:-

Funding from the Arts Council (in partnership with Cornwall Museums Partnership and other Cornwall museums) for National Portfolio Organisation (NPO) status has had a significant positive impact upon operations in the period, allowing recruitment of additional staff covering Education, Trainee Curator and Museum Apprentice roles. This has allowed the Museum to develop curatorial, visitor experience and education services and has had a major positive effect upon the profile of the Museum and the resources it can offer to the local community, regional educational establishments and visitors to the area.

Additionally, the branding change to The Museum of Cornish Life, Helston has re-positioned the Museum as a major attraction in Cornwall, differentiating it from local town-based museums and clearly aligning it as one of the major heritage venues within the County. This positioning, along with the activities enabled by the additional staff, is showing benefit in an increase in visitor numbers to the Museum.

We continue to invest in digital marketing and have very active Twitter, Instagram and Facebook accounts. During the period, we received funding from The Space to start to develop new digital content which will be launched in the following financial year.

We also secured funding from Cultivator to support the running of a pilot Animation Festival at the Museum in February which was extremely successful. Funding was also secured from FEAST and Cornwall Museums Partnership to offer virtual guided tours of the Museum to residential homes, allowing us to reach those people who find physical visits difficult.

Over the period we have continued to expand on our partnership work and are now developing projects with Miracle Theatre Company, WildWorks, Kresen Kernow, Plymouth University and the Imperial War Museum. These new partners are drawing in different audiences to the Museum.

Following the full building survey and Master Plan for the Museum developed in 2017/8 the potential for a café has been progressed with a "pop up" donations-based facility which has proved popular and achieved low levels of additional income with very little investment. Additionally, we have progressed the detailed design for the refurbishment of the shop/reception area with proposals now ready for detailed costing.

Our visitor numbers increased by 13% over the same period last year rising from 13,120 to 14,838 for the 8 months to 31<sup>st</sup> March.

In terms of finances, SKHT has achieved a positive financial position for the 8 months to 31<sup>st</sup> March 2019, reporting an operating surplus of £1,012.97 on a turnover of £112,674.67.\*

\* refer to enclosed Annual Accounts 2018/9



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

This period's level of turnover represents an increase of 68% vs prior year (due to NPO status and the consequent additional revenue funding). SKHT Reserves Policy aims for an operating reserve of 3 months of revenue expenditure, thereby requiring a similar percentage increase in reserves over prior year.

It has been possible in the period to accrue a £38,000 reserve level vs the £42,253 target. This represents 2.7 months of revenue expenditure.

The Trustees have reviewed and are comfortable with this level of reserve and are confident of increasing the reserve to target during the 2019/20 period.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

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

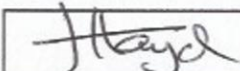
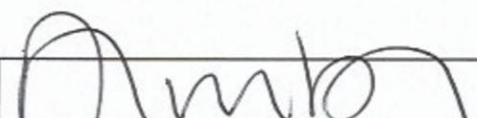
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**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

24th September 2019

SOUTH KERRIER HERITAGE TRUST  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE PERIOD 1ST AUGUST 2018 TO 31ST MARCH 2019  
Registered Charity Number 1151834



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



Shoreline Accountancy Services

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

email:  
[shorelineaccountancyservices@outlook.com](mailto:shorelineaccountancyservices@outlook.com)



## **SOUTH KERRIER HERITAGE TRUST**

### **GENERAL INFORMATION**

South Kerrier Heritage Trust (SKHT) is a Charitable Incorporated Organisation.

Registered Charity Number 1151834.

#### **Registered Address:**

The Old Cattle Market  
Porthleven Road  
Helston  
Cornwall  
TR13 0SR

#### **Working Address:**

Helston Museum  
Market Place  
Helston  
TR13 8TH

#### **Trustees:**

Judith Haycock (Chairman)  
Loveday Jenkin  
John Boase  
Nicola Boase  
David Turnbull  
Robert Grube  
Vicky Wiltshire  
Sally Herriet  
Sarah Jane Marsden

#### **Professional Advisers:**

##### **Bankers**

National Westminster Bank plc  
29-30 Market Street  
Falmouth  
TR11 3AH

##### **Independent Examiner**

Marie Ridge MAAT  
Assured Accountancy Services



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
SOUTH KERRIER HERITAGE TRUST - HELSTON MUSEUM

On accounts for the year  
ended

31/3/19

Charity no  
(if any)

1151834

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/19.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

22/8/19

Name:

MARIE RIDGE

Relevant professional  
qualification(s) or body

MAAT 10265646



(if any):

Address:

2ND FLOOR, 1 MENEAGE ST,
HEWSTON
TR13 8AA

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

--

**South Kerrier Heritage Trust - Helston Museum**  
**Financial Activities**  
**August 2018 - March 2019**

	<u>Total</u>
Income	
Bank Interest Earned	34.33
Cornwall Council Management Fee	30,000.00
Gift Aid	560.00
Total Grant Income	<u>£ 62,650.92</u>
Total Museum Income	<u>£ 19,429.42</u>
Total Income	<u>£ 112,674.67</u>
Total	<u>£ 112,674.67</u>
Expenditures	
Total Employee Costs	<u>£ 60,077.13</u>
Freelance Education Officer	<u>1,125.12</u>
Total Grant Expenditure	<u>£ 4,696.61</u>
Total Overheads	<u>£ 45,762.84</u>
Total Expenditures	<u>£ 111,661.70</u>
Net Operating Income	<u>£ 1,012.97</u>
Net Income/(Expenditure)	<u>£ 1,012.97</u>



**South Kerrier Heritage Trust - Helston Museum**  
**Balance Sheet Summary**  
**As of March 31, 2019**

	<u>Total</u>
Fixed Asset	
Non-Current Assets	31,314.16
Total Fixed Asset	<b>£ 31,314.16</b>
Cash at bank and in hand	47,679.70
Debtors	0.00
Current Assets	<u>3,145.74</u>
Net current assets	<b>£ 50,825.44</b>
Creditors: amounts falling due within one year	
Total Creditors: amounts falling due within one year	<b>£ 11,614.91</b>
Net current assets (liabilities)	<b>£ 39,210.53</b>
Total assets less current liabilities	<b>£ 70,524.69</b>
Creditors: amounts falling due after more than one year	<u>4,584.17</u>
Total net assets (liabilities)	<b>£ 65,940.52</b>
Charity funds	<b>65,940.52</b>

## SOUTH KERRIER HERITAGE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST AUGUST 2018 TO 31 MARCH 2019

- 1 The financial statements have been prepared on a accruals basis.  
These Statements cover an operating period of 8 months in order to bring reporting in line with the financial year of the Trust's grant funders. Future Statements will cover periods of 12 months to 31st March.
- 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 March 2019, 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.
- 5 The Trust's Reserves Policy aims to set aside 3 months' running costs (expenditure) to ensure the financial security and continued running of the Museum. 3 months' running costs based on the enclosed Financial Statements is calculated as £41,822.05.

However it should be noted that due to the significant increase in turnover vs prior year reported within these Statements, the Trustees have decided to allocate £38,000 towards this target (equating to 2.73 months' running costs). The Trustees believe this is an adequate amount based on current operating performance and will seek to increase the Reserves to target during the coming year.

- 6 As of 31st March 2019 the balances of all grants and restricted funds is listed below:

Accrued expenses	750.00
Debtors	11,751.81
Cultivator - Animateon Festival	-295.05
Groundwork Tesco	2,000.00
NPO Grant	-17,624.37
Preservation Equipment	272.54
Cornwall Council Management Grant	7,500.00
Signage Grant	3,874.78
SKHT Maintenance Responsibilities	12,530.91
Tanner Trust Grant	946.80
Cornwall Council Assets	4,584.17
	<u>26,291.59</u>

- 7 Grants and Restricted Funds

Reserves	38,000.00
Grants and Restricted Funds	<u>26,291.59</u>
	<b>64,291.59</b>
 Total Charity Funds as per balance sheet	 <u>65,940.52</u>
<b>Net free cash</b>	<b>1,648.93</b>



SOUTH KERRIER HERITAGE TRUST  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE PERIOD 1ST AUGUST 2018 TO 31ST MARCH 2019  
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Section A

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Relevant professional  
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