



**LEOMINSTER
MUSEUM**



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

Trustees' Annual Report and Accounts for the year from 1st December 2016 to 30th November 2017





LEOMINSTER MUSEUM



16 Etnam Street, Leominster, Herefordshire, HR6 8AQ

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Leominster Museum CIO: Registered Incorporated Charity Number 1162600

www.leominstermuseum.org.uk

: [leominstermuseum](https://www.facebook.com/leominstermuseum)

: [@leomuseum](https://twitter.com/leomuseum)

Trustees' Annual Report for the year from 1st December 2016 to 30th November 2017

Section A: Reference and administration details

Leominster Museum CIO's principal address and registration number are as above. The charity is not known by any other name.

Names of the charity trustees who manage the charity:

Trustee name	Office (if any)	Dates acted (if not for the whole period)	Name of body (if any) entitled to appoint the trustee
1. Mr Geoffrey Crofts	Chair		
2. Mrs Elizabeth May Thomas			
3. Mr Glenn Powell Jones			
4. Mr Malcolm Mason			
5. Mr Christopher Michael Jarman	Treasurer		
6. Mrs Ermerlinda Deborah Besley Jarman			
7. Dr Lesley Elisabeth Brook	Secretary		
8. Mrs Pauline Davies			Leominster Town Council



Trustee name	Office (if any)	Dates acted (if not for the whole period)	Name of body (if any) entitled to appoint the trustee
9. Mr Peter Ellis		Until 13 th October 2017	Leominster Town Council
10. Cllr Felicity Norman			Herefordshire Council
11. Mrs Suzy Barton			
12. Mr Richard Lello		Until 8 th May 2017	

There are no custodian trustees or other trustees holding property on behalf of the charity.

Section B: Structure, governance and management

Description of the charity's trusts

The charity's governing document is its Constitution, adopted on 9th June 2015. The charity is a charitable incorporated organisation and came into being on being entered in the register of charities on 9th July 2015.

Currently Leominster Town Council has the right to appoint up to two charity trustees, and Herefordshire Council one; following consultation with the two Councils, a resolution to remove these nomination rights from the CIO's Constitution is to be proposed at the 2018 Annual General Meeting. Other charity trustees, up to a maximum of 12 not counting nominated trustees, are elected by the members of the CIO or appointed (co-opted) by the charity trustees. Charity trustees appointed by one or other Council can be appointed for a term of up to three years (renewable); elected charity trustees are subject to retirement by rotation and are eligible for re-election. Those who retired by rotation and were re-elected at the AGM in May 2017 were Mr Jones, Mr Mason and Mrs Jarman.

Section C: Objectives and activities

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

The objects of the CIO are set out in clause 3 of its Constitution as being :-

- 3.1 The advancement of education, with particular reference to the understanding and appreciation of the history and heritage of Leominster and its surrounding area, by the provision and maintenance within that area of a museum and associated collection and other resources, and the provision of associated

educational activities, for the benefit of the inhabitants of that area and any others who use the museum, its facilities or resources; and

3.2 All other charitable purposes normally or usefully associated with a museum.

Summary of the main activities undertaken for the public benefit in relation to these objects

These formal objects establish education as central to the Charity's mission, as intended by the Museum's founders more than 45 years ago. The Charity sets out to achieve this object by collecting and preserving local material relating to Leominster and district in the form of objects, archives and ephemera, and interpreting and displaying this material for the education and enjoyment of the public.

The Museum is open to the public, without charge, five and a half days a week between about Easter and the end of October. It is staffed and managed entirely by an enthusiastic team of volunteers, whose invaluable contribution the charity trustees acknowledge with gratitude. Towards the end of the 2017 season the Saturday opening hours were extended on a trial basis to match those of weekdays, and this extension is being continued for 2018.

The charity trustees aspire to involve young people as much as possible in the activities of the Museum, and the Museum maintains links with the Leominster Town Cadets (now renamed the Leominster Community Cadets). Outreach visits to schools, or school group visits to the Museum, are available by arrangement and have been encouraged by presentations to staff meetings in a number of local schools, but take-up continues to be disappointing. Informal education initiatives have been more successful. With the help of a generous grant from the Friends of Herefordshire Museums & Arts, three activity back packs were produced for young visitors to enjoy while visiting the Museum. They contain books, laminated photographs, colouring sheets, crayons & items of replica costume for children to try on, and were very well received when introduced at the start of the school summer holidays.

In planning and conducting the activities of the Charity the charity trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Section D: Achievements and performance

Summary of the main achievements of the charity during the year

The Museum was formally opened for the 2017 season on Saturday 15th April by Mr Arthur Davis, a Leominster resident for more than 90 years, and the final day of the season was Saturday 28th October.

The Museum's application for re-accreditation was finally considered and confirmed by Arts Council England in October 2017 (some 16 months after the application had been submitted), without qualification or further enquiry and indeed with complimentary comments on the quality of the application.

There was no designated temporary exhibition as such during the 2017 season, but the substantial changes to the display organised by Richard Lello and the volunteers during the winter of 2016/17 attracted a good deal of interest & approval, though the loss of one of the two galleries restricts the options for school and similar groups.

The last two Annual Reports have recorded the Museum's participation in the Creative Museums project, funded by Arts Council England and administered by Battersea Arts Centre. The aim of the project was to help museums improve their resilience. In February, the project generously financed a visit by four charity trustees and the then Volunteer Co-ordinator to Beccles Museum in Suffolk – a location chosen because of the many similarities between both the towns, and their two museums. The Beccles team were extremely hospitable to their Leominster visitors & there was a useful sharing of ideas.

The Creative Museums project ended in April 2017, and the Education Officer spoke at the final conference at Battersea Arts Centre, accompanied by one of the trustees. The conference was attended by a number of VIPs from the national museum sector. One of the delegates, who had heard our presentation at the conference, contacted the Education Officer shortly afterwards and asked if she could feature our 'bun story' on Museum Crush, a national website. It can still be seen at <https://museumcrush.org/the-chelsea-bun-that-travelled-to-the-first-world-war-trenches-and-back>.

The Education Officer also attended the 2017 Association of Independent Museums conference in June in Chatham with other Creative Museums participants, to report on the project, and took the opportunity to attend a number of other useful talks and seminars.

Following on from this the charity trustees decided to undertake a review of the Charity's mission and governance, in which we were assisted by Hilary McGowan, an experienced consultant whose services were provided to the Charity under the Prospering Boards for Prospering Museums scheme of the Association of Independent Museums, again with funding from Arts Council England. There was a recognition that we need to expand the skills base at charity trustee level, which is being pursued; the resolution for changes to the Constitution mentioned in section B above also flows from the conclusions of that review.

Section E: Financial review

Brief statement on the charity's policy on reserves

As a prudent measure the CIO aims to hold reserves of between one and two times normal annual expenditure – a margin that reflects the less than wholly predictable flow of income, and the fluctuating levels of expenditure of a "normal" nature. The charity trustees consider that some £6,000-£7,000 is a reasonable amount for an ongoing reserve on this basis.

Designated fund for building upgrade

As at 30th November 2017, the net monetary assets of the Charity in Unrestricted Funds stood at £26,484, all but £502 of which was in cash (2016: £24,796 / £536). The majority of this sum represents the Designated Fund referred to in note 9 to the Accounts, of currently £17,000 (2016: £17,000), earmarked by the charity trustees towards the major building upgrade, towards which we intend to start pressing once attempts to negotiate with a neighbouring owner, about a possible boundary adjustment for the purpose, have come to a conclusion one way or the other.

The balance of net monetary assets at that date, after deducting that Designated Fund, represented general reserves of £8,982 (2016: £7,796), which exceeded the target level of ongoing reserves described above. (After various transfers between funds to cover the situations where a grant-assisted project cost in fact more than the specific grant awarded for it, the surplus of Unrestricted Funds receipts over payments for the year was some £1,722 (2016: £477.) Planned expenditure, at a higher than normal level over the 2017-18 winter closure period, has fully absorbed that excess since the accounting date; with this in mind, no addition has been made to the Designated Fund this year.

Further financial review details

The Notes to the Accounts give a fuller explanation of many aspects.

The charity trustees acknowledge with gratitude the generosity of the many and various people and bodies who, in times when public funding of museums and of the arts sector in general is being heavily cut back, have continued to support Leominster Museum:

- The Association of Independent Museums, not just for their support under the Prospering Boards scheme already mentioned but also for the award, near the end of the financial year, of a Care & Conservation Grant. This has since allowed us to upgrade our environmental monitoring equipment (so important to the planning the preservation of our collection) by the purchase of digital data loggers and the associated software;
- Assistance with room hire and catering for the Prospering Boards meetings, from the residual money available to us from the Creative Museums project already mentioned;
- Grants from Leominster Town Council, the Croft Trust, the Friends of Herefordshire Museums & Arts and Leominster Rotary Club;
- Subscriptions from members of the CIO, particularly Personal and Business Friends and especially those who have kindly chosen to pay more than the minimum subscriptions;
- Donations of objects with a clear connection to Leominster and the surrounding area for the Museum's collection;
- Financial donations in various contexts (not just the Museum donations box or fundraising events held by or for the Charity) from members of the public and others;
- Purchases of books and other merchandise at the Museum and at its now customary stall at the town's Victorian Market in December; and

- The enthusiastic and invaluable work of the Museum's team of dedicated volunteers, at all levels of operations: without this support the Museum simply could not function.

Section F: Declaration

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity trustees:

Signature(s)

Full name(s)

Geoffrey Crofts

Glenn Jones

Position

Chair of Charity Trustees

Charity Trustee

Date

8th May 2017

LEOMINSTER MUSEUM CIO
(Registered Charity No. 116260)
Financial Statements for Year to 30th November 2017
**Receipts and Payments Accounts and
Statement of Assets and Liabilities**



A: RECEIPTS & PAYMENTS ACCOUNTS

RECEIPTS

Voluntary Receipts

	Unrestricted Funds <i>to the nearest £</i>	Restricted Income Funds <i>to the nearest £</i>	This Year Total <i>to the nearest £</i>	8 Months to 30.11.2016 <i>to the nearest £</i>
Grants	1,700	2,404	4,104	5,965
Personal Friends membership subscriptions	885		885	120
Business Friends membership subscriptions	275		275	0
Other membership subscriptions (individual and corporate)	63		63	3
Donations Box	1,763		1,763	1,571
Donations at non-Museum fundraising events	0	0	0	163
Other donations	563	100	663	761
Gift Aid recovery	473	0	473	0
Gift Aid Small Donations Scheme recovery	370	0	370	0
<i>Total Voluntary Receipts</i>	<u>6,092</u>	<u>2,504</u>	<u>8,596</u>	<u>8,583</u>

Activities for Generating Funds

Sales of publications and books	431		431	306
Sales of other merchandise	248		248	227
Fundraising events organised by the charity - admission charges	0	0	0	133
Other related receipts	15		15	0
<i>Total Activities for Generating Funds</i>	<u>694</u>	<u>0</u>	<u>694</u>	<u>666</u>
Subtotal receipts to page 2	6,786	2,504	9,290	9,249

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A: RECEIPTS & PAYMENTS ACCOUNTS contd	Unrestricted Funds to the nearest £	Restricted Income Funds to the nearest £	This Year Total to the nearest £	Last Year Total to the nearest £
Subtotal receipts from page 1	6,786	2,504	9,290	9,249
Investment Interest				
Bank and Building Society interest	225	0	225	6
Other Receipts				
Sundry receipts	<u>26</u>	<u>0</u>	<u>26</u>	<u>16</u>
Total of above Receipts	7,037	2,504	9,541	9,271
RECEIPTS FROM CAPITAL TRANSACTIONS				
Receipts from sale of Fixed Assets	0	0	0	0
Receipts from sale of Investments	0	0	0	0
Loan Repayments received	0	0	0	0
Loans received from an External Funder	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Receipts from Capital Transactions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL RECEIPTS	<u>7,037</u>	<u>2,504</u>	<u>9,541</u>	<u>9,271</u>
PAYMENTS				
Costs of generating voluntary receipts				
Postage and stationery - Friends, fundraising	2		2	0
General advertising and publicity	92		92	0
Total Costs of generating voluntary receipts	94	0	94	0
Fundraising costs (trading activities)				
Purchases for Resale	129		129	80
Other trading costs	<u>35</u>	<u>0</u>	<u>35</u>	<u>35</u>
Total Fundraising costs (trading activities)	<u>164</u>	<u>0</u>	<u>164</u>	<u>115</u>
Subtotal payments to page 3	258	0	258	115

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A: RECEIPTS & PAYMENTS ACCOUNTS contd	Unrestricted Funds to the nearest £		Restricted Income Funds to the nearest £		This Year Total to the nearest £		Last Year Total to the nearest £	
Subtotal payments from page 2		258		0		258		115
Costs of charitable activities								
Museum collections expenses								
Collection insurance	224		0		224		220	
<i>Total Museum collections expenses</i>		224		0		224		220
Museum premises expenses								
Water/sewerage	152				152		49	
Heat, Light & Power	682		0		682		537	
Repairs & Renewals	29		2,042		2,071		322	
Cleaning	24		0		24		100	
Security	479		0		479		479	
Fire Protection	126		0		126		584	
Building & other contents insurance	1,201		0		1,201		1,136	
Other Premises Expenses	204		0		204		10	
<i>Total Museum premises expenses</i>		2,897		2,042		4,939		3,217
Other Museum expenses								
Displays and exhibitions	281		0		281		46	
Museum consultancy	0		0		0		0	
Other museum equipment & materials	92		134		226		0	
<i>Total other Museum expenses</i>		373		134		507		46
Other charitable activities expenses								
Museum events - charitable purpose	10		0		10		2,575	
Advertising/publicity for exhibitions & events	0		0		0		266	
Travel & Subsistence - charitable activities	0		0		0		45	
Research Costs	0		0		0		10	
<i>Total other charitable activities expenses</i>		10		0		10		2,896
Total Costs of charitable activities		<u>3,504</u>		<u>2,176</u>		<u>5,680</u>		<u>6,379</u>
Subtotal payments to page 4		3,762		2,176		5,938		6,494

LEOMINSTER MUSEUM CIO
(Registered Charity No. 116260)
Financial Statements for Year to 30th November 2017
**Receipts and Payments Accounts and
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A: RECEIPTS & PAYMENTS ACCOUNTS contd

	Unrestricted Funds to the nearest £	Restricted Income Funds to the nearest £	This Year Total to the nearest £	Last Year Total to the nearest £
Subtotal payments from page 3	3,762	2,176	5,938	6,494
Governance costs				
Other insurance	336	0	336	330
Training costs	0	49	49	0
Travel & Subsistence - training & general	23	94	117	60
Telephones and internet	330		330	92
Office equipment, software, IT consumables	44	0	44	85
General postage, printing & stationery	57		57	83
Subscriptions (museum/tourist bodies)	104		104	0
Bank charges	65		65	5
Legal fees and expenses	0	0	0	100
Volunteer refreshments, consumables	49	0	49	45
Grant surplus returned to funder		0	0	0
Sundry expenditure	3	0	3	0
<i>Total Governance costs</i>	<u>1,011</u>	<u>143</u>	<u>1,154</u>	<u>800</u>
Total of above Payments	4,773	2,319	7,092	7,294
Total Payments for Capital Transactions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL PAYMENTS	<u>4,773</u>	<u>2,319</u>	<u>7,092</u>	<u>7,294</u>
NET RECEIPTS / (PAYMENTS)	2,264	185	2,449	1,977
TRANSFERS BETWEEN FUNDS	(542)	542	0	0
CASH FUNDS AT LAST YEAR END	24,260	1,500	25,760	23,783
CASH FUNDS THIS YEAR END	<u>25,982</u>	<u>2,227</u>	<u>28,209</u>	<u>25,760</u>



B. STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

Categories, and Details

	Unrestricted Funds, to the nearest £	Restricted Income Funds, to the nearest £
Cash funds		
CAF Bank: Current Account (CAF Cash)	2,221	0
CAF Bank: Deposit Account (CAF Gold)	3,723	2,227
United Trust Bank: Charity 100 Day Notice a/c	10,000	0
Shawbrook Bank: CAF 60 Day Notice Account	10,000	0
Petty cash	38	0
Total cash funds	25,982	2,227

	Unrestricted Funds, to the nearest £	Restricted Income Funds, to the nearest £
Other monetary assets		
Debtors	502	0

Assets retained for the charity's own use	Fund to which asset belongs
Museum buildings (freehold)	Unrestricted
Scarlett Davis Sketch Book	Permanent endowment
Remainder of Museum collection	Unrestricted
Museum display & technical equipment	Unrestricted
Furnishings, office & computer equipment	Unrestricted

Liabilities	Fund to which liability relates	Amount due	When due
Miscellaneous Creditors	Unrestricted	297	
Miscellaneous Creditors	Restricted Income	1,673	

These accounts for the year ending 30th November 2017 were approved by the Charity Trustees on

8th May 2018

Geoffrey Crofts
Chair of Charity Trustees

Glenn Jones
Charity Trustee



1 Basis of Accounts

These accounts are prepared on a receipts and payments basis.

2 Restricted Grants

	Year to 30.11.2017	8 months to 30.11.2016
Leominster Town Council - towards building improvements/electrical works		1,500
Battersea Arts Centre/Creative Museums - towards <i>Trails of the Unexpected</i>		2,265
Leominster Town Council - towards gutter & panelling repairs in agricultural implements area	1,000	
Friends of Herefordshire Museums & Arts - for children's activity backpacks	75	
Association of Independent Museums - AIM Training Grant for attendance at & travel to AIM National Conference in Chatham	116	
Battersea Arts Centre (Creative Museums) - for uncovered travel costs re AIM National Conference	27	
Association of Independent Museums - Care & Conservation Grant for environmental monitoring equipment (first instalment)	937	
Friends of Herefordshire Museums & Arts - towards conservation of two donated dresses	250	
Anne Lindsay - towards dress restoration and appropriate storage boxes	100	

In addition, the Museum benefited from a generous grant made by the Association of Independent Museums for consultancy services provided by Hilary McGowan under the AIM Prospering Boards programme. The project is due to complete in February 2018. The services are paid for direct by AIM so the grant does not involve funds being paid to and expended by the charity, and is therefore not reflected in these accounts.

For similar reasons these accounts do not reflect a modest grant from Battersea Arts Centre, again under the Creative Museums project, to pay for room hire and refreshments at the Prospering Boards meetings with Hilary McGowan.



3 Other Significant Donations

	<i>Year to</i> 30.11.2017	<i>8 months to</i> 30.11.2016
Communion Architects - sponsorship of Adapt & Survive exhibitior		455
Leominster Women in Business - for building fund		500
Leominster Festival - re Heritage Walk		165
Leominster Rotary Club	200	200
The Croft Trust	1,500	
Denis Turton funeral donations	61	
Joannah Weightman re talk to local Parkinson's Disease group	100	
G Crofts re various talks	142	

4 Endowment Funds

The charity has no expendable endowment, and the only permanent endowment consists of the album of drawings etc by John Scarlett Davis, which was bought in 1979 with grant assistance from the National Art Collections Fund "on the basis that and on condition that it is not to be sold, and must be available for viewing by students or members of the general public in perpetuity". There are no financial transactions in respect of endowment funds.

5 Restricted Income Funds

The year-end balance of restricted income funds in hand was made up as follows:

	<i>Year to</i> 30.11.2017	<i>8 months to</i> 30.11.2016
Leominster Town Council - towards building improvements/electrical works		1,500
Leominster Town Council - towards gutter & panelling repairs in agricultural implements area	1,000	
Friends of Herefordshire Museums & Arts - towards conservation of two donated dresses	250	
Anne Lindsay - towards dress restoration and appropriate storage boxes	36	
Friends of Herefordshire Museums & Arts - for children's activity backpacks	4	
Association of Independent Museums - Care & Conservation Grant for environmental monitoring equipment (first instalment)	937	
	2,227	1,500



6 Transfers Between Funds

The £542 transfer from Unrestricted Funds to Restricted Income Funds comprised the excess cost of electrical works (testing and replacement of distribution boards) not covered by the grant from Leominster Town Council.

7 Unrestricted Funds

Net monetary assets of unrestricted funds are comprised as follows:

	30.11.2017	30.11.2016
Cash funds	25,982	24,260
Add Debtors	502	658
Deduct Miscellaneous Creditors	(297)	(124)
	26,187	24,794
Comprising:		
Designated Fund (note 8)	17,000	17,000
General Reserves (note 9)	9,187	7,794
	26,187	24,794

8 Reserves

As a prudent measure the CIO aims to hold general reserves of between one and two times normal annual expenditure. The charity trustees consider a prudent reserve on this basis in a typical year to be around £6,000-£7,000 in all. Significantly higher than typical expenditure is anticipated in the winter closed season 2017-18, hence this year's reserve (as at the year-end) needs to be at a higher level than the normal target level just referred to.

9 Designated Fund

The charity trustees have built up in recent years a fund designated for use towards developing and carrying out the major building upgrade project to which they have aspired for several years. (This Designated Fund technically forms part of the Unrestricted Funds, as reflected in note 7.) Progress on that project is presently awaiting clarification as to the scope, or otherwise, for achieving a small boundary extension to facilitate the optimum layout for the proposed works. For the reason mentioned in note 8, it is not proposed that this Designated Fund should on this occasion be increased from its 2016 level.