

Thame Museum Trust



**Trustees Annual Report
and
Statement of Accounts**

For Year Ending 31st March 2013

**Agenda for
Annual General Meeting**

Saturday 22nd June 2013

THAME MUSEUM TRUST

ANNUAL REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2013

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

The trustees present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number : 1125432

Museum Address

79 High Street
Thame
Oxfordshire OX9 3AE

Trustees

Mr D W Dodds	Chairman
Mr D W Bretherton	Treasurer
Miss G Read	from Dec 2012
Mrs L Weimers	
Mr M L Dyer	
Mr D Laver	Town Council nominee
Mrs J Matelot Green	Town Council nominee
Mr M Kirkland	Historical Society nominee
Mrs R Gibson	Historical Society nominee to Dec 2012
Mr R Byles	Historical Society nominee from Dec 2012

Secretary

Mr D W Bretherton /Mr D W Dodds (acting)

Independent Examiner
Richardsons, Chartered Accountants
30 Upper High Street, Thame, Oxfordshire, OX9 3EZ

Hon Solicitor
Mr J Nowell-Smith, Albury Rectory, Albury, Oxon

Bankers
Barclays Bank PLC, 102 High Street, Thame, Oxfordshire. OX9 3DU

Insurers
Ecclesiastical, Brunswick Road, Gloucester , GL1 1JZ

REVIEW OF THE BUSINESS AND RESULTS – CHAIRMAN'S REPORT

I am happy to report, that with minor adjustments to our documentation, to meet the new standards of the Arts Council, we were successful in renewing accreditation status.

An issue for the future is ensuring sound finances for the museum. As we have no external funding, we can only rely upon the funds which we ourselves raise, through membership, donations, events, 100 Club and shop trading. The renewed accreditation enables us to make specific grant applications, but these cannot cover revenue items. A change to Gift Aid rules means that donations under £20 can now be claimed for Gift Aid. We are not in a critical situation, but care has to be taken to ensure we maintain sufficient balances and this has been evident this year, only essential or necessary spending has occurred. One major issue is the cost of utilities. Heating, or the lack of it, has caused difficulties and is why we must consider carefully our opening hours in the winter months.

Nevertheless, we are not in a standstill situation and exciting developments continue. For example, progress is being made on developing the Tudor (Wall paintings) Room. As a result of a grant from the District Council reproduction Tudor furniture has been commissioned and further enhancements will follow. A project team is working on a proposal for the upgrading of the Information Technology, which will enable us to implement the latest Modes software. This is very important as it will enable wider and easier access to the museum's database.

On a positive note, many members have responded to our future needs, by arranging events, which help to raise funds, but crucially engage with a wider group of members. Several walks of a historical nature have either taken place or are planned in the near future. The very successful programme of talks is another example of reaching, not only museum members, but also non-members, and at the same time providing a welcome regular income. On a larger scale the Murder Mystery evening, in partnership with the Thame Players, provided useful additional funds.

What would be very helpful would be a team who would organise such events on a regular basis. It is very difficult to organise events alongside the day to day running of the museum. Further, in considering the long term resilience of the museum, it must be noted that the average age of active members is high and it is important that more, younger volunteers and the newly retired are encouraged to take part. We have a number of young volunteers who steward and have taken part in preparing for exhibitions or helping to record information and produce the museum posters and assist with the website.

The museum has an on-going policy of community engagement which includes the successful schools programme and children's activity sessions, and also includes outreach sessions with handling objects at local care homes. Links with the community have been further enhanced by welcoming the exhibition by the U3A of their River Thame project.

Our thanks must go to those who work long hours at the museum, stewarding, organising volunteers, dealing with the collections and displays, managing the building, infrastructure and the shop or entering and maintaining data.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable trust, charity registration number 1125432. The charity was established by constitution signed on 6 February 2004 as a **Charitable Unincorporated Association** and is governed under its Constitution that delineates the objects and powers of the Charitable Trust.

The financial statements have been prepared in accordance with the trust's constitution and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

Reserve Policy and Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trust leases a building for the purposes of running the museum. This is held on 25 year lease from the Town Council at the rate of £1 per annum.

The Trust does not have access to any overdraft or loan facility.

Accreditation

In 2010 the Trustees were very pleased to announce that the Museum was the first museum of its style to directly reach and achieve the accreditation standards set for Museums. In January this year we were extremely pleased

to announce that the museum has successfully achieved Museum re-accreditation through the Arts Council of England.

Management Committee

The day to day running of the Museum is delegated to the Management Committee which is constituted as, three officers plus members representing the functions of the Museum.

- Collections Management Team (x2)
- Building Management Team
- Activities Management Team
- Education / Outreach Team
- Stewards / Volunteers Team
- Publicity /Marketing Team

OBJECTIVES AND ACTIVITIES

Objectives and aims

In planning our activities for the year, we have kept in mind the Charities Commission's guidance on public benefit.

The principal object of the trust is:

To advance education by the establishment and maintenance of a museum in local history and in particular, but not exclusively, to Thame and the surrounding area.

The Trustees are pleased to confirm that they have read and understand the principles relating to Public Benefit from a charity.

The primary Public Benefits to the community are:

- Operation of a Local History Museum.
- Collecting and conserving artefacts relating to life in the Thame area in accord with the Collections Policy.
- Providing a facility for members of the public to carry out local history research.
- Holding regular public talks with a historical theme.
- Holding temporary exhibitions on historical themes and on artistic themes .

ON BEHALF OF THE BOARD:

D W Dodds

Mr D W Dodds- Chair of Trustees

Date: 14 May 2013

THAME MUSEUM TRUST
ACCOUNTS FOR THE YEAR ENDING 31 March 2013

I approve these accounts for the year ended 31 March 2013. I confirm that I have made available all relevant records and information for their preparation and, to the best of my knowledge and belief, these records contain accurate details of all transactions of the charity.

Signed: D Bretherton Treasurer Date

ACCOUNTANTS REPORT FOR THE YEAR ENDED 31 March 2013

We have prepared but not audited the accounts of Thame Museum Trust for the year ended 31 March 2013 from the accounting records and information and explanations supplied to us.

Andrew King FCA
Richardsons Chartered Accountants
30 Upper High Street
Thame
Oxfordshire OX9 3EZ

Date:

THAME MUSEUM TRUST
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31 March 2013

The charity's trustees consider that under Section 144(2) of the Charities Act 2011 (the 2011 Act an audit is not required for this year and that an independent examination is required for the year ended 31 March 2013.

The trustees acknowledge their responsibilities for ensuring that the charitable trust maintains accounts that conform to the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

The financial statements were approved by the Board of Trustees on 14 May 2013 and were signed on its behalf by:

D W Bretherton
Mr D W Bretherton-Trustee

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED
31 March 2013**

Notes to Financial Statements

Fund accounting

(1) Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

(2) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Utilities

(3) The utilities restricted fund receipts ceased in 2012. The spend is against residual amount of capital in the fund.

THAME MUSEUM TRUST
RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED
31 March 2013 Charity No 1125432

	<u>2013</u>		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
<i>RECEIPTS</i>			
Donations	1,762	3,518	5,280
Membership	1,839		1,839
Merchandise	2,409		2,409
Events	3,474		3,474
Room Hire	100		100
Bank Interest	149		149
100 Club	1,345		1,345
Exhibitions	410		410
	<u>11,488</u>	<u>3,518</u>	<u>15,006</u>
<i>PAYMENTS</i>			
Cost of Trading	969		969
Collections	744	3,518	4,262
Events and publicity	2,072		2,072
Consumables	830		830
Insurance	0		0
Fees and Subscriptions	444		444
Membership and governance	90		90
Utilities and Maintenance: Note 3	2,394	4,301	6,695
100 Club	580		580
Exhibitions	60		60
	<u>8,183</u>	<u>7,819</u>	<u>16,002</u>
<i>SURPLUS / (DEFICIT) OF RECEIPT OVER PAYMENTS</i>	<u>3,305</u>	<u>-4,301</u>	<u>-996</u>

THAME MUSUEM TRUST
BALANCE SHEET AS AT 31 March 2013 **Charity No 1125432**

2013

BANK AND CASH BALANCES

Balance		
Community Account		8,829
Saver account		213
Treasury Bond		10,000
Petty Cash		12
		<u>19,054</u>

REPRESENTED BY

	<u>Unrestricted Fund</u>	<u>Restricted Fund</u>	<u>Total Fund</u>
Bank	14,835	4,207	19,042
Petty Cash	12		12
			<u>19,054</u>

Thame Museum Trust

MINUTES OF THE ANNUAL GENERAL MEETING OF THAME MUSEUM TRUST HELD ON SATURDAY 30th JUNE 2012 IN THE MUSEUM at 10.30 AM.

MEMBERS PRESENT: The number present was 29.
The meeting was chaired by Mr David Dodds.

APOLOGIES FOR ABSENCE: Apologies for absence were received from 24 members.

MINUTES OF PREVIOUS MEETING

The minutes of the general meeting of the Trust held on 25th June 2011 were accepted unanimously. There were no matters arising. Mrs Rosalie Gibson requested that in future the minutes of the AGM should be circulated to members shortly after the AGM.

CHAIRMAN'S ANNUAL REPORT

Mr David Dodds, Chairman of the Trust, presented his written report.
There were no comments from the floor.

TREASURER'S REPORT

Mr David Bretherton presented his report for the financial year 2011-12. Maurice Kirtland queried whether the trustees had seen this financial report previously and was assured by the treasurer that they had been made available to the trustees before they were sent to the auditors. There was a query as to why the monies raised from membership were down on last year but this was because in the previous year there had been several life membership applications. This had the effect of bolstering the income in one year and reducing it in the next. Maurice Kirtland asked how much money had been received from Reley/Hodges Trust and was informed that no money had been received by the museum. He further queried the amounts spent on Collections and Display and the treasurer offered to provide details.
The meeting resolved to accept the accounts as presented.

APPOINTMENT OF VOTING TELLERS

There were no elections for Honorary Officers or Trustees, therefore no voting tellers were necessary.

ELECTION OF HONORARY OFFICER

There was one nominee for the post of Chairman, Mr David Dodds, who was duly elected.

There were no nominees for the post of Secretary

There was one nominee for the post of Treasurer, Mr David Bretherton, who was duly elected.

ELECTION OF EXECUTIVE MEMBERS

There were two vacancies and no nominations.

THAME HISTORICAL SOCIETY NOMINATIONS

The Trust had been advised by Thame Historical Society that the two members nominated were: Mr Maurice Kirtland and Mrs Rosalie Gibson

THAME TOWN COUNCIL NOMINATIONS

The Trust had been advised by Thame Town Council that the two members nominated were: Cllr Mrs Jeannette Matelot-Green and Cllr Mr David Laver

MEMBERSHIP FEES FOR 2012/13

The fees for this year were agreed as: Ordinary Members under 65 **£10**; Senior Members from 65 years of age **£7.50**; Student Members **£5**; Family Membership (two adults and up to three children under 16) **£20**; Life Membership under 65 **£150**; Life Membership over 65 **£75**.

It was proposed and agreed that from the year 2013/2014 the fees for ordinary members be increased to **£12.50** and pro-rata for all other classes of membership.

APPOINTMENT OF AUDITORS

It was resolved that Richardsons Accountants of Thame be appointed as external auditors.

NOMINATION TO OUTSIDE BODIES

The following nominations were confirmed:

Mr Maurice Kirtland to the Oxfordshire Museum Council

Sandra Davison to the Museums Association. All mail related to the Museums Association be sent to the museum for her attention.

MEMBERS' FORUM

Julia Bailey asked that stewards be informed of any changes in the museum i.e. the till. Carol Thompson said that this was already in place in the form of Manager's Updates, which duty managers were obliged to pass on to all stewards.

Sandra Davison commented on how difficult it was to raise money when so many organisations were competing in the same way. She suggested visits to other museums but Jeannette Matelot-Green explained that despite her experience of organising a trip to the Geffrye Museum last year and the lack of support which nearly resulted in a loss, she was now organising a trip to Nuffield Place and asked for members to support this venture as well as the other fund-raising events that were taking place in the near future.

Anne Kirtland suggested we have outings to places not normally open to the general public and the chairman asked for suggestions - such as Rousham House, with its Dormer connection.

DATE OF NEXT MEETING

It was agreed that the next annual general meeting shall be held towards the end of June 2013

J Dodds

Thame Museum Trust

Annual General Meeting
22nd June 2013 at 10.30 am

Agenda

1. Apologies for absence
2. Minutes of previous Annual General Meeting
3. The Trustees Annual Report (inc. Chairman's Report)
4. Treasurer's report
5. Appointment of voting tellers
6. Election of Honorary Officers
7. Election of Trustees
8. Notification of Thame Historical Society nominations for Trustees
9. Notification of Thame Town Council nominations for Trustees
10. To agree the membership fees for 2014/2015
11. Appointment of Auditors
12. Nominations to outside bodies

Members' forum

A chance for you to ask questions of the Executive Committee /Trustees.