

**Kingswood Heritage Museum Trust**  
**Annual General Meeting**  
**Thursday 5<sup>th</sup> October 2023**

**CHAIRMAN'S REPORT**

Ladies & Gentlemen,

Welcome to the 2023 Annual General Meeting of the Kingswood Heritage Museum Trust.

We are now in the 8<sup>th</sup> Year of the 21 year Lease from South Gloucestershire Council and we have been an Arts Council Accredited Museum for 6 years.

The Museum re-opened on Saturday 1<sup>st</sup> April 2023 for the Summer Season and will close for the Winter Shutdown on Tuesday 28<sup>th</sup> November 2023.

We will re-open again on Tuesday 3<sup>rd</sup> April 2024.

The Financial Situation is given in Muriel's Report but I feel I must highlight the takings during the Bank Holidays and Open Day Weekend:

'Douglas' Weekend £1,870.10 includes Cafe

August Bank Holiday £675. 10 includes Cafe

Heritage Open Day Weekend £830.10 Cafe only

We have had a very satisfactory Summer Season in spite of the weather during July and August . Visitor numbers are up, especially for Special Events such as Douglas Day. (When the Cafe re-introduced Bacon Rolls which went really well !).

The new displays this year included The Toy Shop, Spotlight on Pucklechurch, Doynton, Hinton, Wick and Abson. W.J. Burgess & Co – Quality Slippers,

The Christian Procession of Witness (Band of Hope). The Moravian Church, Kingswood, Dave Prowse and the Droid (which has proved very popular when mixing with Visitors - under the control of Ian Humphreys.)

Updated displays this year have been – 100 Years of Kleen-e-Zee, Churches and Chapels in the Museum area, Farms in the Museum Area, WW2 (Addition of the ARP Warden's Staple Hill High Street map.)

Windmill Tower – In November 2022, we noticed that pieces of render had fallen from the top of the inside of the Tower. As a precaution, the Tower has been closed to Visitors this Summer while the preliminary work prior to carrying out an interior and external survey is carried out.

In the Spring, a Drone was used to take photos of the top of the Tower. This showed that the redundant 'modern' brick chimney stack which runs up inside the Tower through the Tower Cap was breaking up at the top courses and the cap which had been placed on this chimney was missing. This will have to be repaired as part of the Survey of the Tower.

The Management Committee and the Trustees are being kept aware of the situation.

We will probably fund this work ourselves although we have just received a small grant from two local Councillors to help.

Volunteers – The Administrator, Liz Cowlin, resigned at the end of last year and Paul Evans our IT Manager and Dale Blackwell have been appointed to jointly carry out the Admin tasks.

Dale has taken on the task of producing the Statistics which the Museum is required to produce for South Gloucestershire Council and other organisations.

Pam Hunt looks after the Reception Desk on Tuesdays and Margaret Wills looks after the Desk on Saturdays and Sundays. They both collect the statistics for the Visitor numbers

Barbara Russell, Sandra Smith and Angela Hernandez have done well in the Cafe this year but we are still looking for a Cafe Manager .

Ralph Brain looks after the Douglas Room which continues to gain positive comments from visitors.

Jayne and Mike Hudd have worked diligently on the Flower Bed adjacent to the entrance to the lower car park (In spite of having to contend with a wasp nest buried in the earth bank !) and it looks much improved since 2 years ago.

Chris Quarry is also working on building a retaining wall adjacent to the lower car park entrance. Chris has also agreed to become a Museum Key Holder.

Paul Evans our IT Manager, has continued updating the Museum Website and he has also arranged to bring our Banking System online.

Jo Dennis looks after the Museum publicity through Twitter and Facebook and this method of publicising our Events is now probably the most important. Jo also organises The Father's Day event in June and the Museum at Night on Sunday 29<sup>th</sup> October 2023 and Xmas Craft Fayre on Sunday 26<sup>th</sup> November 2023.

Linda Payne looks after the Museum Bookings – for both Day and Evening events. Linda and Cilla also look after the Friend's Desk.

### Talks

Linda has continued to organise the very popular Evening Talks during the Summer.

Talks so far this Season :

10<sup>th</sup> May - J.S.Fry & Son

14<sup>th</sup> June – The Temperance Movement

12<sup>th</sup> July – Vespa & Exploits

9<sup>th</sup> August – Saltford Brass Mill and Avon Valley Brassmaking

13<sup>th</sup> September – Pantomime Dame

To be continued:

11<sup>th</sup> October – Warmley – Alan Bryant

8<sup>th</sup> November – Bristol to Bitton Railway.

The Roof Blackout Blinds which were installed to block out the sunlight during the Summer evening talks have proved to be effective.

### Events

Since the last AGM, the following events have taken place in the Museum:

Sunday 30<sup>th</sup> October 2022 – Museum at Night

Sunday 27<sup>th</sup> November 2022 – Xmas Craft Fayre

Tuesday 13<sup>th</sup> December 2022 – Fish & Chip Meal – As usual this was a joint event with Tools for Self Reliance Group.

### 2023

Douglas Day – 28<sup>th</sup> May – Went very well -huge turnout – As stated earlier, Cafe takings were improved by the sale of Bacon Rolls.

Father's Day – 18<sup>th</sup> June – Again a great success, with Star Wars Troopers and the Workshop with Dads and and sons (and daughters) making things. The Green Cross Code Droid was very popular.

Post AGM – As stated above we have The Museum at Night (Sunday 29<sup>th</sup> October), the Xmas Craft Fayre (Sunday 26<sup>th</sup> November) and our Fish & Chip Meal on a Tuesday in December.

### Curatorial

The Curatorial Team of Alan Bryant, Steve Wood, Ian Humphreys & Heidi Ellison have been joined by Caroline Beresford, who is currently working in the Library.

During the Winter Closure (2022-2023) we received many donations to the Museum. These included artefacts from the Moravian Church in Kingswood which closed in January 2023 and Bristol Uniforms which closed its Staple Hill Factory. We received the complete Surveyor's photos

and plans for the entire Ring Road plus numerous smaller items. Recently we received a large collection of Cups from Kingswood Photographic Society which has closed and merged with Hanham Photographic Society. All the above has been added to the Collection.

Some of the feedback issues raised by Visitors last Year have been addressed:

Maps on newer displays to show locations.

The old 'One Way' system introduced for Covid, has been replaced with a stand at the entrance to each Room stating "Use of Room in the Past", "What Visitors will see in the Room" and "Where the Toilets can be found". The open section of Room 1 has had a barrier put across to stop Visitors from going straight to the Local Photographs Area, which had happened before.

The "Toy Shop" has 10 paper Teddies hidden amongst the toys for younger to find. They will be joined shortly by knitted elephants and knitted farmyard animals in 2024.

A notice has been displayed for Visitors using the two computers. How to operate and invite Staff to help. Steve has demonstrated the use of the computers to Visitors during the Summer.

#### Projected for 2024

The Curatorial Team are proposing the following displays for 2024:

Kingswood Shopping

200 Years since the Birth of Handel Cossham.

Spotlight on Warmley, Syston, Bridgegate, and Webbs Heath

Expanding the Farming in the Local Area.

Display on Local Pubs.

Brick & Pipe Making.

The Temperance and the Decorative Slippers displays will be kept but the Lucas display will be dismantled.

#### Building

The Partition and Door between the Workshop and corridor to the Douglas Room was erected during the Winter Shutdown by Alan Chillcott. This was done to reduce heat loss from the Workshop and has proved to be very effective.

Lightweight Scaffolding has been purchased (£475) to access high levels in the Museum thus removing the need to use ladders. This scaffolding has already been used to install the new Blackout Roller Blinds in Room D (£1,095) over the roof windows in Room 1.

8 tons of chippings were laid in the Lower Car Park in the Spring to reduce number of low lying areas.

The Wooden Window on the Second Floor was found to very rotten and was replaced in the Summer ((£1,500).

Chris Quarry has been working on the natural stone and copper slag block wall at the entrance to the lower Car Park.

The Visit by the Fire Officer took place in May regarding Steve Wood's Emergency Plan for the removal of 'prime importance' artefacts should a major fire occur.

Projects planned over the next few months include:

Survey of the Tower and repair of chimney .

Refurbishment of Toilets.

Marking out of Lower Car Park.

Replacement CCTV System.

#### Long Term

Solar Panels on Roof

Re-Decoration of External walls of Museum

Re-Surfacing of Car Park.

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### Children & Schools

Lynda Blackwell reports that September to November is very busy for both School children visiting the Museum and Gardens and outreach to schools.

This Term, local primary schools are booked to come into the Museum from now until the end of November, covering topics as varied as The Victorians, William Champion's contribution to the Industrial Revolution and World War 2. We seem to have exactly the same booking pattern as last year with local schools which can walk children coming regularly but those further away not coming, possibly because of the cost of hiring coaches.

Wick still loves its outreach visit to Year 1 children covering "Hats" and the Museum has also ventured to Thornbury, Yate and Stockwood.

We are pleased to see Cubs and Scouts as well.

Thanks to Ian Humphreys for joining regulars of Alan Bryant, Steve Wood and Lynda Blackwell.

### Warmley Gardens

The Gardens are doing well under Kay Ross and her Team, Friends of William Champion's Gardens.

We are working with Kay to prepare a Memorandum of Understanding to formalise our positions within the whole William Champion Site.

### Grants & Funding

As usual, I must thank Richard Hartill for his sterling work in obtaining Grants and Funding for the various Museum projects and advertising Museum events through the medium of the free press.

### Finally

I must finish my Chairman's Report with my thanks to all the Volunteers who have worked so well over the past 12 months to ensure that the Museum continues to flourish in spite of the adverse economic situation.

Thank you all,  
Rodney Stone.

The financial accounts for KHMT for the year 2022 – 2023 have been checked and verified by our auditor Mike Bendry and these will now be signed off by Rodney our Trust Chairman. These will now be passed to our auditor who will enter them on Company House in November as required. The same returns will also be entered on the Charity Commissions in January 2024 as required.

The KHMT financial year 22-23 was a reasonably good year considering the general economic situation and we managed to make an excess of £445.33. This may not sound much but when you consider we paid all our bills and carried out development to the value of £9005.72 and also paid building insurance for three years to the value of £8551.58 I think you will agree we did very well. This was helped by a grant of £500 from Oldland Parish Council and one of £1500 from two SGC councillors MR & Mrs ~~E. Emily~~ both of which we greatly appreciated. The monthly talks proved to be very successful and we were able to purchase blackout roller blinds for room 1 from the proceeds to the value of £1095. *BROMILEY*

This current year 23-24 is so far looking healthy but we will continue to review the financial situation from time to time and make any future decisions as necessary.

Thank you

Muriel Quantrill

*M. E. Quantrill*  
Finance Manager

**KINGSWOOD HERITAGE MUSEUM TRUST**  
**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023**

RECEIPTS:		£	£	PAYMENTS:		£	£	SUMMARY:		£	£
Grants:	South Glos Council (SLA)	2800.00		BT/Internet		2219.97		Opening Balance			57356.55
	Oldland Parish Council	500.00		Office Costs		851.70		Net Receipts	37664.92		
	South Glos Council (E Bromily)	<u>1500.00</u>	4800.00	Display		360.33		Net Payments	<u>37219.59</u>		
Donations			1974.80	Curational		956.05		Net Surplus		445.33	
Admissions			4297.00	Card Machines		736.30		Closing Balance			57801.88
Groups:	Out of Hours	642.50		Container Rent payable	1080.00						
	Learning	661.00		Container Rates	82.94						
	Knitters & Knatters	501.00		Container Rent receivable	<u>797.78</u>	365.16					
	Tools for Self Reliance	1264.50		IT/Marketing		368.58					
	Friends	1500.00		Membership		117.00					
	Men in Sheds	1152.00		Publicity		120.00					
	Ladies DIY	576.75		Education		236.58					
	Douglas Club	<u>252.00</u>	6549.75	Overheads:							
Talks:	Income	1478.00		Water Rates	408.00						
	Expenditure	<u>1245.00</u>	233.00	Council Rates	473.60						
Cafe:	Income	3122.25		Electricity	6513.04						
	Expenditure	<u>1194.35</u>	1927.90	Repairs & Maintenance	1336.65						
Events:	Income	1190.60		Health & Safety	1566.69						
	Expenditure	<u>114.48</u>	1076.12	Waste Collection	784.36						
Outreach			105.00	Janitorial	706.37						
Rents:	Paddy John's Gym	9135.00		Insurance: Building	8551.58						
	Paddy John's Elect.	1284.69		Public Lty	731.65						
	Glass Loft	3994.00		Wessex	41.79						
	Glass Loft Elect.	490.34		Broker's Fee	40.00						
	Rotary Storage	<u>100.00</u>	15004.03	Development	<u>9005.72</u>	30159.45					
Sales:	Books, Plants etc	1484.38		Grotto: Payments	348.00						
	Room Hire	130.00		Income	<u>195.00</u>	153.00					
	Container Rate Refund	<u>82.94</u>	1697.32	Miscellaneous Expenditure		585.47					
			<b>37664.92</b>								
											<b>37219.59</b>

To the Trustees and Members of KINGSWOOD HERITAGE MUSEUM TRUST

I have examined the statements, vouchers and books made available to me and in my opinion the Receipts & Payments Account for the year ended 31 March 2023 presented shows a true and fair statement of the receipts and payments of the Kingswood Heritage Museum Trust for the year ended on that date and of the excess of receipts over payments for the period then ended of £445.33.

The balance carried forward is represented by a reconciled balance on current account at the Natwest Bank of £57,801.88 and the documents presented to me are consistent with that balance. There was no cash-in-hand at the end of the period.

A handwritten signature in black ink, appearing to read 'Michael Bendrey', with a stylized flourish at the end.

Michael Bendrey,

24 May 2023