

Charity registration number 1018779

Company registration number 02793965 (England and Wales)

ST BARBE MUSEUM AND ART GALLERY
A COMPANY LIMITED BY GUARANTEE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

ST BARBE MUSEUM AND ART GALLERY

LEGAL AND ADMINISTRATIVE INFORMATION

Chair	Sir J H de Trafford
Board Of Trustees	S Alderson P Baker A Corbridge C Faint T Francis C A Jones Professor A C King J A Millard P A Perry Professor A Smith Sir J H de Trafford A Pritchard (Appointed 12 September 2023)
Senior Management Team	M Ragan, Museum Director
Charity number	1018779
Company number	02793965
Registered office	St Barbe Museum New Street Lymington Hampshire SO41 9BH
Independent examiner	Fiander Tovell Limited Stag Gates House 63/64 The Avenue Southampton Hampshire SO17 1XS
Bankers	Lloyds TSB PLC 39 High Street Lymington Hampshire SO41 9ZF
Investment advisors	LGT Wealth Management One Lochrin Square 92 Fountainbridge Edinburgh EH3 9QA

ST BARBE MUSEUM AND ART GALLERY

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ST BARBE MUSEUM AND ART GALLERY

VISION, MISSION AND CORE VALUES

Vision

To become the most respected small museum and art gallery in the UK - providing cultural experiences and creative activities for the wider community.

Mission

We will achieve our vision by:

- a) Making St Barbe a great organisation that attracts and inspires talented people - staff, volunteers, Friends, Trustees, contractors, partners and others.
- b) Working with our community to improve the range of cultural experiences and creative activities for our audiences through the way in which we:
 - Collect, interpret and make accessible the cultural heritage of the New Forest and its coastline
 - Deliver world class exhibitions and events
 - Produce innovative cultural programmes and activities, including via the web
 - Encourage the participation of the wider community in creative pursuits
 - Inspire greater respect for the planet and take a lead in developing more sustainable practices

with the aim of diversifying our audience and reaching out to people of varied background, ages and abilities.

- c) Attracting a larger, varied and loyal group of Donors, Patrons, Friends and revenue-generating visitors to provide a financially resilient base for our expanding activities.

Core Values

The integrity of our charity and of everyone who works here is hugely important to us if we are to fulfil our mission and realistically aspire to our vision.

We will be:

- **Creative** – in everything we do and in how we listen to, inspire and collaborate with others
- **Demanding** – of ourselves and of all our working practices, including our approach to sustainability
- **Fair** – in our approach to increasingly diverse audiences, supporters, colleagues, partners and others

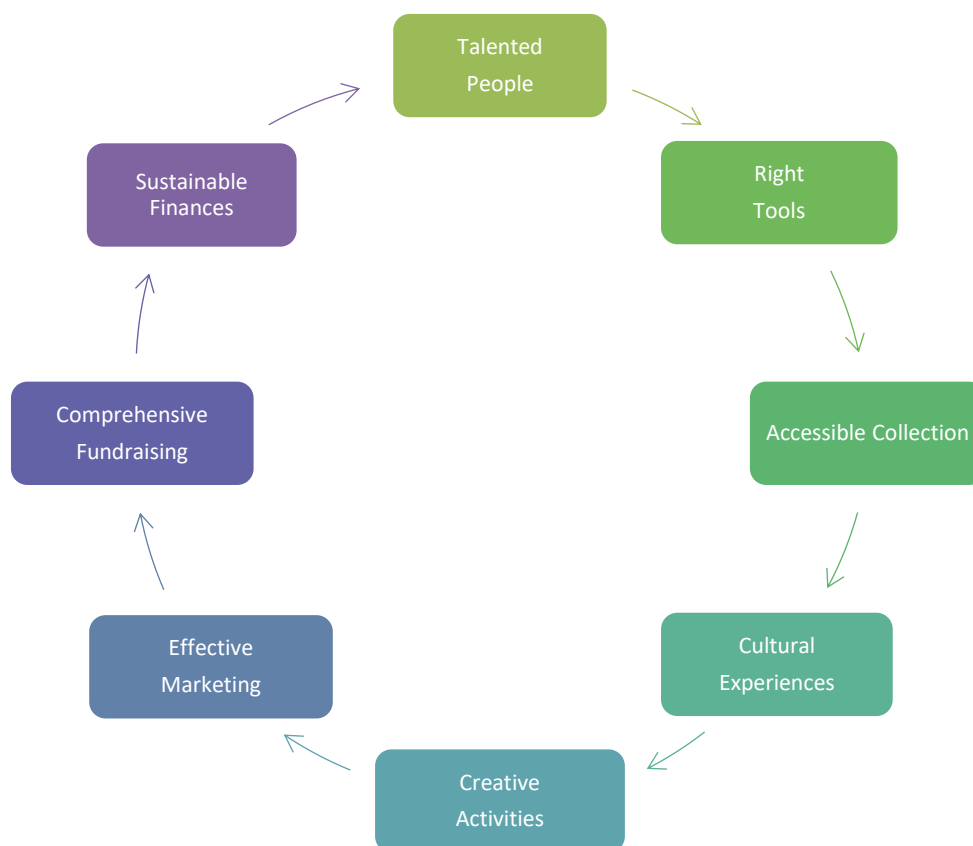
By implementing our Mission, striving towards our Vision and living up to our Core Values we intend to create a virtuous circle leading to long-term success.

ST BARBE MUSEUM AND ART GALLERY

SUMMARY OF STRATEGIC OBJECTIVES

Our Five Year Plan details eight strategic objectives linked together in a virtuous circle:

1. Make St Barbe a great organisation that attracts and inspires talented people.
2. Provide our people with improved information, tools and resources - property, plant, IT and equipment.
3. Enrich the range and quality of our collection and the ways in which it can be accessed.
4. Develop an innovative, appealing and diverse programme of exhibitions, displays and activities that are evaluated for impact.
5. Expand and diversify the experiences and activities of our audiences by improving our outreach and the services we provide, online and in-person.
6. Use marketing creatively to raise our profile, and to increase and diversify our audience, while showcasing our charitable impact.
7. Attract a larger, more varied and loyal group of donors through a comprehensive fundraising strategy.
8. Improve financial performance, operational efficiency and environmental standards.



ST BARBE MUSEUM AND ART GALLERY

SUMMARY OF STRATEGIC OBJECTIVES

A failure to succeed with any one objective jeopardises overall success. However, by ensuring that our action plans are implemented coherently in all areas we can build momentum around a virtuous circle. Potential for acceleration will come from the successful application to Arts Council England for National Portfolio Status. Additionally, we will focus efforts on any objective which is failing, either through adverse external factors or inadequate attention. This may require us to slow the virtuous circle or in extreme circumstances (such as closure of the museum because of a pandemic) go into reverse and implement contingency plans. It is this flexibility that lies at the heart of our Five-Year Plan.

ST BARBE MUSEUM AND ART GALLERY

CHAIR'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

A year ago, when I was writing this statement, news had just come through that we had been awarded the status of a National Portfolio Organisation (NPO) by Arts Council England (ACE). Competition for this coveted status and the accompanying funding had been particularly fierce and we were delighted to receive this recognition. For the last five years our vision has been 'To become the most respected small museum and art gallery in the UK' and this accolade is recognition that we are on the right track.

A year ago, we also added another phrase to our vision: 'Providing cultural experiences and creative activities for the wider community.' With these words we aligned ourselves closely with the objectives of ACE and recognised the enormous strides that we have taken to reach out to an audience of all ages, all backgrounds and all abilities. Maria Ragan will cover these activities in more detail in her Director's Report.

This is my fifth Chair's Statement and in each of the previous years I have been able to report a small surplus of income over expenditure. The aim of our strategy 'Creating a Flexible Future' is to grow our activities in the community in line with the funding we receive. However, the year to 31 March 2023 was a transition year and we registered a loss. It was the first year in which we gained no benefit from the National Heritage Lottery Fund grant for 'The Future of St Barbe', which gave us a wonderful five-year programme of funding to relaunch our refurbished museum that was extended into a sixth year by Covid. It was also the year before the National Portfolio Organisation funding by ACE kicked in.

We relied on our small reserves to keep us going and didn't pull back from our activities, but instead continued to expand them and increased our coverage to more of the rural villages in our designated area. This has allowed us to make a strong start to fulfilling the commitments we made to ACE in applying for NPO status.

In our strategy we recognise that success starts with recruiting and motivating a talented team of staff, trustees and volunteers. At the core of this is our Director, Maria Ragan, who has just completed her first 5 years with St Barbe. Her impact has been truly transformational and I would like to pay tribute to her. Of course, she would be the first to say that she couldn't succeed without her small but effective team. I will leave it to her in the Director's Report to cover changes that have occurred.

Amongst the Trustees, I reported in my last letter on changes up to late 2022, but in mid-2023 we were hit by two departures. Very sadly, Bill Porter lost his brave battle with cancer and we will miss him enormously. He chaired our Marketing Committee, provided advice on Information Technology and was always ready to help at events. We will also miss Jackie Neylon, who has decided to retire so that she can provide increasing care for her husband. Fortunately, we have been able to recruit Alison Pritchard and we welcome her to our ranks.

Our team of over a hundred volunteers are fundamental to running a small museum and art gallery. They provide the customer-facing team on the front desk but also support us in the research room, in hanging exhibitions, in hosting events, taking minutes of meetings and numerous other tasks. The team of staff, trustees and volunteers work well together, under Maria's leadership, and I can't thank them enough for all that they do for St Barbe.

I must also thank all those who support us from large, national funding organisations to the many individuals who join us as Patrons or Friends. From multi-year grants to small individual donations, we welcome every financial contribution, which allows us to provide cultural experiences and creative activities for the wider community.

Sir John de Trafford Bt. MBE

Chair of Trustees

ST BARBE MUSEUM AND ART GALLERY

DIRECTOR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2023

This has been another excellent year for St Barbe. We have produced superb exhibitions, innovative programming and exceptional outreach opportunities for our communities.

Our successful application to the Arts Council England (ACE) National Portfolio Organisation (NPO), has been a huge amount of work to get up and running and to produce the level of documentation required, but we are equal to the task and have really run with this as a project.

Make St Barbe a great organisation that attracts and inspires talented people

As always, our staff and volunteers have continued to be the major asset of the Museum, each working hard and contributing to the success of the Museum in ever more creative ways.

Staff Changes:

- Joanne Ainsley, who has been working for us on a freelance basis, managing a local history project and the Young Curators Group, has become part of the team, working on our ever increasing outreach activities
- Leo Powell is now part of the permanent team, developing fundraising opportunities
- Kirsty Tolman was our first Apprentice and did an excellent job. Unfortunately, she is leaving us in September for personal reasons. We will be re-appointing this post

Our volunteers are obviously central to the smooth running of the Museum, we are exceptionally grateful to them for their time, energy and enthusiasm.

Provide our people with improved information, tools and resources - property, plant, IT and equipment

We are continuing to develop the website and our CRM system to ensure that they meet our ever growing needs.

The maintenance programme is going ahead slowly. However, we are now ensuring that any changes or amendments to the building take the long-term energy efficiency and sustainability into account.

Enrich the range and quality of our collection and the ways in which it can be accessed

We continue to develop the collection and enhance our knowledge of the collection by hosting Tea and Memory sessions. We are working with the local community and other organisations to build the collection and improve our cataloguing.

Develop an innovative, appealing and diverse programme of exhibitions, displays and events that are evaluated for impact

The 'History on the High Street' exhibition displayed the development and history of Lymington High Street, providing details of the history of each building. We also worked with Spud Youth, showing the work of young people on their ideas and vision for the future of the High Street.

The 'Open' exhibition continued to be of a very high quality, reflecting the work that we had shown in other exhibitions during the year. 'Contemporary Cuts' was an exhibition put on at short notice due to changing schedules. This was contemporary work by a range of printmakers and was very successful. The summer family exhibition 'Dinosaurs on your Doorstep' was very successful at bringing in a whole new audience. The autumn exhibition 'Small Wonders' was a really lovely celebration of plants, animals and habitats that are under threat. Contemporary Cuts and Small Wonders did extremely well on sales commission for the Museum.

ST BARBE MUSEUM AND ART GALLERY

DIRECTOR'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

In the New Year we had 'Wycinanki – Polish Paper Cuts' and 'Paul Kidby – Discworld', both very popular with our regular audience and they brought in a variety of new audiences. We finished the year with 'Scene through Wood' an excellent exhibition on loan to us from the Ashmolean Museum, Oxford.

We continue to have an excellent relationship with national museums and local collectors. Curators and Access Panel meet to help us make the future programming more community focused. We have developed a Community Panel and are focusing on outreach projects in the local villages and communities

Expand and diversify the experiences and activities of our audiences by improving our outreach and the services we provide, on-line and in person

This year we continued to expand and develop our outreach programming. We continued with the Hampshire Activities and Food programme (HAF) and we are now their most successful project.

With the continued support of the Beaulieu Beaufort Foundation we were able to further develop our 'St Barbe at Large', an outdoor pop-up held on the Emsworth Road Recreation Ground and Pennington twice a week during the summer holidays.

With the project funding from the Arts Council England we have continued to increase our outreach and educational activities and have been able to offer most of our activities for free.

Engagement with our Young Curators and Access Panels has continued to increase and their input is important in our future programming.

St Barbe for Ukraine has been an important development this year. We have made the Museum available for teaching English and as a meeting point. We have worked with the other New Forest Agencies to ensure that our Ukrainian guests had have all the support that they would need during this difficult year.

Use marketing creatively to raise our profile, and to increase and diversify our audience, whilst showcasing charitable impact

We are maintaining our excellent relationships with the local press who provide good coverage. Signage on the High Street and directions are much clearer and are helping direct people here.

The website is working well and much easier to use and update. Our social media presence is continually developing which helps with our programming and events.

All of our work is professionally evaluated for each event and activity to ensure that we can track the impact of marketing on footfall and impact.

Attract a larger, more varied and loyal group of donors through a comprehensive fundraising strategy

Both our ACE Can't See the Art for the Trees and NLHF projects come to an end in 2024 and although we have the regular NPO income, we need to work hard to develop new funded projects.

We continue to have amazing support from our Patrons and Friends organisation. We have been able to have a range of fundraising and social events this year which help us develop and expand this support.

ST BARBE MUSEUM AND ART GALLERY

DIRECTOR'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

We are also developing our business partner network and secured a three-year sponsorship with Hallett Independent.

Improve financial performance, operational efficiency and environmental standards

A key priority for the staff and trustee team will continue to be fundraising, since we are an independent charity.

I have regular meetings with Carol Faint, our new Treasurer. We look at operational costs and potential savings. I regularly review contracts to ensure that we are getting value for money.

Both the café and shop continue to be an excellent asset to the Museum. The shop is making a small profit.

This has been a busy and successful year. The Staff, Volunteers and Trustees all feel that we are continuing to develop ever more positive relationships with the community that will help us support them in the future.

Maria Ragan
Director
St Barbe Museum and Art Gallery

ST BARBE MUSEUM AND ART GALLERY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and independent examiners' report of the charitable company for the year ended 31 March 2023.

Governing Document

The charity is constituted as a company limited by guarantee and is, therefore, governed by a memorandum and articles of the association.

Recruitment and Appointment of Trustees

All directors of the company are also trustees of the charity and there are no other trustees. The Board has the power to appoint additional trustees as it considers fit to do so.

Trustee Induction and Training

All newly appointed Board members receive appropriate induction involving meetings with other directors and discussions with the Museum Director together with the right to attend any appropriate external courses. All Board members have access to independent advice on any matters relating to their responsibilities as Directors. The Directors are responsible for ensuring that all Board procedures are complied with. Training is undertaken as required during the year.

The trustees who served during the year and up to the date of signature of the financial statements were:

S Alderson	
P Baler	
C Faint	
A Corbridge	
T Francis	
C A Jones	
Professor A C King	
J A Millard	
D W Moulton	(Resigned 13 September 2022)
J Neylon	(Resigned 13 June 2023)
P A Perry	
B Porter	(Deceased 2 April 2023)
Professor A Smith	
Sir J H de Trafford	
A Pritchard	(Appointed 12 September 2023)

Objectives and Activities

The museum preserves and shares the artefacts, images and stories of the New Forest coastal area, to inspire and deepen its audiences' understanding of their own cultural identity and sense of place. The flagship galleries host high quality exhibitions, bring art of national significance to Lymington for the benefit of the wider community.

The charity is organised so that all trustees meet regularly to manage its affairs and review matters considered by the individual committees.

ST BARBE MUSEUM AND ART GALLERY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

There have been no material changes since the last Annual Report in the policies adopted by the Trust in the furtherance of the objectives.

Public Benefit

The museum is for the use and benefit of all members of the public.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charities Commission for England and Wales.

Financial Review

The Statement of Financial Activities shows a deficit of £102,843 (2022 – surplus of £21,044).

Grants and donations of £188,069 (2022 - £402,866) were received together with exhibition and admission income of £65,190 and £32,739 respectively, so contributing to the majority of income for the year of £306,551.

From an operational point of view the museum has generated a deficit of £62,517 (2022 – surplus of £24,191).

Policy on Reserves

Total balances sheet reserves at 31 March 2023 amount to £1,624,352, of which £1,389,792 is restricted. The largest restricted fund is the 'The Future for St Barbe Fund' of £1,319,354. This relates to funds (after providing for depreciation) which have been spent on the major capital refurbishment project completed in July 2017. These appear on the Balance Sheet as Fixed Assets under the heading Leasehold.

Of the total reserves, only £148,554 relates to unrestricted funds available to the charity. This level of funding is deemed to be at the minimum level required to support the continuation of the museum's activities. Day-to-day maintenance and operational requirements place considerable demands on the charity's resources and do not allow it to build up significant unrestricted reserves. Any further developments will require additional funding from donors. The position is kept under close review to ensure day-to-day administration costs can be met as they fall due.

Risk Management

The Trustees maintain a risk register with risks assessed for the likelihood of crystallising and impact on the charity should they do so. The principal risks and uncertainties are shortage of income, a major incident, failure to attract sufficient volunteers or systems failure. Each risk has mitigation activities associated with it and an identified lead or leads to pursue these activities.

The trustees (who are also directors of St Barbe Museum and Art Gallery for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Policies) and applicable law and regulations.

ST BARBE MUSEUM AND ART GALLERY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

Select suitable accounting policies and apply them consistently;

- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- There is no relevant information of which the charitable company's independent examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to ensure that the independent examiner is aware of that information.

It is not a requirement that the charity be audited but the Trustees have agreed that the charity will be audited every three years with independent examinations in the intervening periods. The last audit was 2022 and the next audit will be 2025.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The trustees' report was approved by the Board of Board Of Trustees.

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Sir J H de Trafford
Trustee

Date:

ST BARBE MUSEUM AND ART GALLERY

INDEPENDENT EXAMINER'S REPORT

TO THE BOARD OF TRUSTEES OF ST BARBE MUSEUM AND ART GALLERY

I report to the board of trustees on my examination of the financial statements of St Barbe Museum and Art Gallery (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the board of trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Adam Buse ACA
Fiander Tovell Limited

Stag Gates House
63/64 The Avenue
Southampton
Hampshire
SO17 1XS

Dated:

ST BARBE MUSEUM AND ART GALLERY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
<u>Income and endowments from:</u>									
Grants, donations & legacies	2	137,153	50,916	-	188,069	181,256	206,691	14,919	402,866
Charitable activities	3	142,952	-	-	142,952	86,388	-	-	86,388
Investments	4	-	-	140	140	9	-	-	9
Other income	5	16,202	-	-	16,202	2,715	-	-	2,715
Total income and endowments		296,307	50,916	140	347,363	270,368	206,691	14,919	491,978
Fundraising and publicity		-	2,306	-	2,306	-	-	-	-
Investment management		-	-	214	214	-	-	167	167
Charitable activities	6	358,824	85,739	-	444,563	246,177	233,627	-	479,804
Total expenditure		358,824	88,045	214	447,083	246,177	233,627	167	479,971
Net gains/(losses) on investments	10	-	-	(3,123)	(3,123)	-	-	9,037	9,037
Net movement in funds		(62,517)	(37,129)	(3,197)	(102,843)	24,191	(26,936)	23,789	21,044
Fund balances at 1 April 2022		211,071	1,426,921	89,203	1,727,195	186,880	1,453,857	65,414	1,706,151
Fund balances at 31 March 2023		148,554	1,389,792	86,006	1,624,352	211,071	1,426,921	89,203	1,727,195

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

ST BARBE MUSEUM AND ART GALLERY

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	12		1,474,318		1,519,237
Investments	13		85,772		88,969
			<u>1,560,090</u>		<u>1,608,206</u>
Current assets					
Debtors	14	51,847		106,080	
Cash at bank and in hand		137,864		141,088	
		<u>189,711</u>		<u>247,168</u>	
Creditors: amounts falling due within one year	15	(125,449)		(128,179)	
Net current assets			64,262		118,989
Total assets less current liabilities			<u>1,624,352</u>		<u>1,727,195</u>
Capital funds					
Endowment funds		86,006		89,203	
	17		86,006		89,203
Income funds					
Restricted funds	18		1,389,792		1,426,921
Unrestricted funds			148,554		211,071
			<u>1,624,352</u>		<u>1,727,195</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board Of Trustees on

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Sir J H de Trafford
Trustee

Company registration number 02793965

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

St Barbe Museum and Art Gallery is a private company limited by guarantee incorporated in England and Wales. The registered office is St Barbe Museum, New Street, Lymington, Hampshire, SO41 9BH.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the board of trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the board of trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

The Statement of Recommended Practice (SORP) for Accounting and Reporting by Charities defines reserves as income which becomes available to the charity and is to spend at the Trustees' discretion in furtherance of any of the charity's objects, but which is not yet spent, committed or designated. This definition of reserves therefore excludes restricted and designated funds and income funds which could only be realised by disposing of fixed assets held for charity use.

Unrestricted reserves are held for three specific reasons:

- 1 To protect the charity in the event of a loss of income for a period of up to three months;
- 2 To safeguard the charity from an unexpected but essential one-off cost; or
- 3 To provide sufficient funds to enable the charity to be able to pay both salary and overhead costs for a period of three months.

This would require minimum reserves of £60,000. The amount of reserve held at 31 March 2023 is £9,754 (2022: £70,462) as per note 20. This reduction is due to the end of our five year National Heritage Lottery Funding and we will be working hard in future years to build our reserves back up to our required minimum.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are long term investments managed by LGT Wealth Management via the Charities Aid Foundation allowing income drawdown for a specific number of year after which the capital will become available.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants receivable are recognised when the three following conditions are met:

- Entitlement - control over the rights or other access to the economic benefit has passed to the charity.
- Probable - it is more likely than not that the economic benefit has passed to the charity.
- Measurement - the monetary value or amount of the income can be measured reliably and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

Membership income is recognised when received on the basis that the museum will incur no further costs in relation to this against which the income would normally be deferred.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	2% Straight line basis
Fixtures and fittings	15% Straight line basis
Office equipment	25% Straight line basis
Gallery equipment	15% Straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Grants, donations & legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Endowment funds general	Total
	2023	2023	2023	2022	2022	2022	2022
	£	£	£	£	£	£	£
Donations and gifts	77,394	-	77,394	19,568	53,842	-	73,410
Grants received	59,759	50,916	110,675	148,142	152,849	14,919	315,910
Reimbursement of staff costs	-	-	-	13,546	-	-	13,546
	<u>137,153</u>	<u>50,916</u>	<u>188,069</u>	<u>181,256</u>	<u>206,691</u>	<u>14,919</u>	<u>402,866</u>

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3 Charitable activities

	2023 £	2022 £
Patrons & Friends of St Barbe	34,936	32,388
Admission income	32,739	21,342
Sponsorship	4,500	5,000
Workshops	480	1,479
Exhibitions	65,190	19,297
Exhibitors entry fees	804	5,859
Education	4,303	1,023
	<u>142,952</u>	<u>86,388</u>

Exhibition income is high in 2023 as a consequence of £51,669 received on sale of artists works. Included within exhibition costs (note 7) is £35,637 paid to exhibitors in respect of these sales.

4 Investments

	Endowment funds general 2023 £	Unrestricted funds 2022 £
Income from listed investments	138	-
Interest receivable	2	9
	<u>140</u>	<u>9</u>

5 Other income

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Other income	16,202	2,715
	<u>16,202</u>	<u>2,715</u>

Other income in 2023 includes £7,520 which was charged to the café for rent and utilities compared to £1,250 in 2022, being abated in recognition of COVID lockdowns. Also included is £6,330 of finance charges to NFDC for parking clock sales which included a catch up for prior periods.

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

6 Charitable activities

	2023 £	2022 £
Depreciation and impairment	61,112	-
Share of support costs (see note 7)	368,250	467,700
Share of governance costs (see note 7)	15,201	12,104
	<u>444,563</u>	<u>479,804</u>
Analysis by fund		
Unrestricted funds	358,824	246,177
Restricted funds	85,739	233,627
	<u>444,563</u>	<u>479,804</u>

In the prior year restricted depreciation was included in support costs. In the current year restricted depreciation has been posted directly to restricted charitable activities.

7 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Staff costs	152,740	-	152,740	200,053	-	200,053
Depreciation	2,481	-	2,481	63,823	-	63,823
Establishment costs	52,139	-	52,139	37,800	-	37,800
Finance costs	7,141	-	7,141	5,649	-	5,649
Administration costs	22,644	-	22,644	22,401	-	22,401
Information technology	6,568	-	6,568	9,881	-	9,881
Other support costs	5,344	-	5,344	3,899	-	3,899
Human resources	1,928	-	1,928	3,888	-	3,888
Exhibition costs	117,265	-	117,265	120,306	-	120,306
Audit fees	-	4,600	4,600	-	3,875	3,875
Accountancy	-	9,601	9,601	-	8,229	8,229
Legal and professional	-	1,000	1,000	-	-	-
	<u>368,250</u>	<u>15,201</u>	<u>383,451</u>	<u>467,700</u>	<u>12,104</u>	<u>479,804</u>
Analysed between						
Charitable activities	<u>368,250</u>	<u>15,201</u>	<u>383,451</u>	<u>467,700</u>	<u>12,104</u>	<u>479,804</u>

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Support costs

(Continued)

Staff costs for 2023 include £14,523 funded by grants (2022: £91,487).

Governance costs includes payments to the auditors of £4,600 in respect of independent examination (2022 - £3,875 for audit fees).

8 Board Of Trustees

No trustees were reimbursed expenses from the charity during the year. In the prior year three trustees received a total of £723 of reimbursed expenses relating to costs incurred on behalf of the charity in relation to an event. No additional benefits were received in the current and prior year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the current or prior year.

The charity arranges cover of £1,000,000 for the trustees against liabilities in relation to the charity (2022 - £1,000,000).

Donations made by the trustees without any conditions attached totalled £1,000 for the year (2022 - £920).

9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	7	10
	<u>7</u>	<u>10</u>
Employment costs	2023	2022
	£	£
Wages and salaries	143,010	187,221
Social security costs	7,017	9,905
Other pension costs	2,713	2,927
	<u>152,740</u>	<u>200,053</u>
	<u>152,740</u>	<u>200,053</u>

Wages and salaries in the current year include £14,523 funded by grants (2022 - £91,487). The full payroll cost is shown above.

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	51,682	50,417
	<u>51,682</u>	<u>50,417</u>

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

10 Net gains/(losses) on investments

	Endowment funds general 2023 £	Endowment funds general 2022 £
Revaluation of investments	(3,123)	9,037

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Office equipment £	Gallery equipment £	Total £
Cost					
At 1 April 2022	1,560,841	189,176	20,097	610	1,770,724
Additions	-	121	550	18,003	18,674
At 31 March 2023	1,560,841	189,297	20,647	18,613	1,789,398
Depreciation and impairment					
At 1 April 2022	124,868	112,961	13,170	488	251,487
Depreciation charged in the year	31,217	28,388	2,128	1,860	63,593
At 31 March 2023	156,085	141,349	15,298	2,348	315,080
Carrying amount					
At 31 March 2023	1,404,756	47,948	5,349	16,265	1,474,318
At 31 March 2022	1,435,973	76,215	6,927	122	1,519,237

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Fixed asset investments

	Listed investments £	Other investments	Total £
Cost or valuation			
At 1 April 2022	88,869	100	88,969
Additions	29,153	-	29,153
Valuation changes	(2,859)	-	(2,859)
Disposals	(29,491)	-	(29,491)
	<u>85,672</u>	<u>100</u>	<u>85,772</u>
At 31 March 2023	85,672	100	85,772
Carrying amount			
At 31 March 2023	<u>85,672</u>	<u>100</u>	<u>85,772</u>
At 31 March 2022	<u>88,869</u>	<u>100</u>	<u>88,969</u>

	Notes	2023 £	2022 £
Other investments comprise:			
Investments in subsidiaries	20	<u>100</u>	<u>100</u>

The listed investments relate to the endowment fund.

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	6,915	2,873
Other debtors	34,226	95,773
Prepayments and accrued income	10,706	7,434
	<u>51,847</u>	<u>106,080</u>

Other debtors include £17,116 of grant income relating to 2023 but not received until after the year end (2022 - £66,792) and £2,093 of exhibition tax credit also received after the year end (2022 - £11,492).

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	5,075	3,784
Trade creditors	9,488	28,394
Amounts owed to subsidiary undertakings	86,268	80,519
Other creditors	1,797	2,275
Accruals and deferred income	22,821	13,207
	<u>125,449</u>	<u>128,179</u>

16 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £2,713 (2022 - £2,927).

Contributions which are unpaid as at the balance sheet date total £809 (2022 - £677).

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Endowment funds

Endowment funds represent long term investments held with the Charities Aid Foundation for a specific number of years after which drawdown of the capital sum will be available. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Movement in funds				Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Revaluations gains and losses	Balance at 1 April 2022	Incoming resources	Resources expended	Revaluations gains and losses	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Expendable endowments									
Endowment fund	65,414	14,919	(167)	9,037	89,203	140	(214)	(3,123)	86,006
	<u>65,414</u>	<u>14,919</u>	<u>(167)</u>	<u>9,037</u>	<u>89,203</u>	<u>140</u>	<u>(214)</u>	<u>(3,123)</u>	<u>86,006</u>
	<u><u>65,414</u></u>	<u><u>14,919</u></u>	<u><u>(167)</u></u>	<u><u>9,037</u></u>	<u><u>89,203</u></u>	<u><u>140</u></u>	<u><u>(214)</u></u>	<u><u>(3,123)</u></u>	<u><u>86,006</u></u>

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds				Balance at 31 March 2023 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	
The Future of St Barbe (Leasehold improvements)	1,437,709	147,613	(206,594)	1,378,728	-	(59,374)	-	1,319,354
Coin Hoard Fund	16,148	-	-	16,148	-	-	-	16,148
Celtic Coin Hoard Fund	-	47,342	(27,033)	20,309	-	(2,306)	(18,003)	-
Can't see the Arts for the Trees (Arts Council)	-	11,736	-	11,736	33,800	(7,511)	-	38,025
Gallery Equipment	-	-	-	-	-	(1,738)	18,003	16,265
National Lottery Heritage Fund	-	-	-	-	17,116	(17,116)	-	-
	<u>1,453,857</u>	<u>206,691</u>	<u>(233,627)</u>	<u>1,426,921</u>	<u>50,916</u>	<u>(88,045)</u>	<u>-</u>	<u>1,389,792</u>

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Restricted funds

(Continued)

The Future of St Barbe Fund (Leasehold improvements)

This fund is in respect of the 'Future of St Barbe Project' to improve public services and enhance the St Barbe venue, enabling the organisation to be more resilient in the long term.

Coin Hoard Fund & Celtic Coin Hoard

Monies donated specifically for the acquisition and display of Roman coin collections.

Can't see the Arts for the Trees

This fund is in respect of Arts Council funding to help the museum broaden and diversify its audience and to develop an enthusiasm for the museum and all cultural experiences in the New Forest. The fund will help to deliver a wide range of physical and virtual events, activities and workshops in full consultation with our partners and our visitors.

Gallery Equipment

Monies transferred from the Celtic Hoard Fund for the acquisition of display case and graphics equipment.

National Lottery Heritage Fund

This funding relates to a project to connect communities with their heritage and strengthen community ownership of collections. The aim is to actively encourage participation by outreach work in the community settings and targeted events at the Museum.

19 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Endowment funds	Total	Unrestricted funds	Restricted funds	Endowment funds	Total
	2023	2023	2023	2023	2022	2022	2022	2022
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:								
Tangible assets	138,700	1,335,618	-	1,474,318	140,509	1,378,728	-	1,519,237
Investments	100	-	85,672	85,772	100	-	88,869	88,969
Current assets/(liabilities)	9,754	54,174	334	64,262	70,462	48,193	334	118,989
	<u>148,554</u>	<u>1,389,792</u>	<u>86,006</u>	<u>1,624,352</u>	<u>211,071</u>	<u>1,426,921</u>	<u>89,203</u>	<u>1,727,195</u>

ST BARBE MUSEUM AND ART GALLERY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

20 Subsidiaries

Details of the charity's subsidiary at 31 March 2023 is as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held	
				Direct	Indirect
The St. Barbe Trading Company Limited	St Barbe Museum New Street Lymington Hampshire SO41 9BH	Running gift shop at St Barbe Museum	Ordinary	100.00	

The aggregate capital and reserves and the result for the year of subsidiaries excluded from consolidation was as follows:

Name of undertaking	Profit/(Loss)	Capital and Reserves
	£	£
The St. Barbe Trading Company Limited	5,799	1,345