LEOMINSTER MUSEUM

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

Trustees' Annual Report and Accounts for the year from 1st December 2024 to 30th November 2025



LEOMINSTER MUSEUM

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Leominster Museum CIO: Registered Incorporated Charity Number 1162600
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Trustees' Annual Report for the period from 1st December 2024 to 30th November 2025

Section A: Objectives and activities

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

The objects of Leominster Museum 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 over 50 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, staffed and managed entirely by an enthusiastic team of volunteers under the careful guidance of the Hon. Curator Malcolm Mason, is open to the public without charge six days a week. The volunteer team now includes several new faces, alongside a good number who have been with us from before the pandemic (some for a good many years before that).

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

Section B: Achievements and performance

Summary of main achievements of the charity during the year

In 2025, the museum welcomed 2773 visitors, averaging 87 per week, despite a shortened season. This represents a similar number compared to the previous year. Visitor contributions however averaged just over 109p per adult, the highest level in a decade. Feedback recorded in the Visitors' Book and on TripAdvisor continues to commend both the quality of our displays and the exceptional dedication of our volunteer team.

To strengthen public engagement, the museum expanded its media presence. A dedicated volunteer now manages social media, posting regularly on local forums, while another contributes a monthly feature to the local magazine. Additionally, we retained an IT professional to maintain our website, email systems, and cloud-based records. The website has been significantly enhanced with new features, updated content, and additional articles, resulting in improved user experience. Interactions through our Google Business listing now average between 100 and 150 per month, demonstrating increased digital visibility.

Our seasonal exhibition explored Leominster's celebrations of VE and VJ Days, featuring uniforms and memorabilia generously donated by two local families. These items highlighted the service of two local men in the RAF and Royal Navy. Drawing on items from our permanent collection, complementary displays showcased the vital role of women in sustaining the Home Front.

A major conservation project was completed following a grant from the Association of Independent Museums. John Scarlett Davis's self-portrait was professionally restored and now benefits from museum-grade acrylic protection, ensuring its long-term preservation. Two additional works by Davis enriched our collection this year: a watercolour of the interior of *Église St Roche, Paris* (donated) and *A Street Scene in Calais* (purchased from museum funds). These acquisitions broaden the representation of Davis's continental works and illustrate the diversity of his artistic style.

We were also privileged to receive an early sculpture by renowned Herefordshire artist Walenty Pytel, which the artist personally restored after donation. In addition, the museum accepted a watercolour by Hereford artist David Cox, generously provided by The Nina Drucker Charitable Trust. Given its relevance to the Hereford Museum Service collection, this work was transferred to their care, ensuring its appropriate contextual display.

The trustees would like to pay tribute to two long standing trustees who have given sterling service to the museum and are now leaving the district. Chris Jarman served as treasurer and expertly guided the charity through its transition to a CIO; in her role as Education and Outreach Officer Deborah Jarman was responsible for several innovative projects. The Museum is indebted to both, and we wish them well for the future.

Section C: Financial review

The accounts show a net surplus for the year of payments over receipts, amounting to £3,125 (compared to a deficit of (£2,240) for 2023-24) The surplus is explained in Section A Receipts and Payments account. During the year, we received a further grant of £1,700 from AIM/ Pilgrim Trust (see note 2 Grants received) and continuing support from the Croft Trust.

Year-end summary

The net monetary assets of the Charity in Unrestricted Funds at 30th November 2025, and the fund/reserves to which they are allocated, were as follows (see also note 7 to the Accounts). As will be seen, some specific reserves have been set aside for anticipated expenditure. The Designated Fund earmarked towards the proposed building upgrade has been increased by £2,000 to £47,000.

	30.11.2025	**30.11.2024**
Designated Fund (future building upgrade)	£47,000	£ 45,000
General reserve	£11,935	£ 11,496
Total net monetary assets (after allowing for debtors & creditors)	**£58,935**	**£ 56,496**

Brief statement on the charity's policy on reserves

As a prudent measure the CIO aims to hold a general reserve 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 have reviewed the level of general reserves required in the light of a general increase in costs and a reserve for this year would be around £9,000-£18,000 in all. At £11,935 (the present level of general reserve though within this range), is nearer the lower limit; however, our view is that this level will be sufficient to meet the museum's requirements for this year.

Ongoing viability

In the circumstances described above, the charity trustees have no doubts as to the ongoing financial viability of the Charity.

Section D: Structure, governance and management

Description of the charity's trusts

The charity's governing document is its Constitution, initially 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. Amendments to the Constitution were made at the Annual General Meeting held on 13th June 2018 and took effect on registration by the Charity Commission on 18th June 2018.

Following those amendments,

- charity trustees, up to a maximum of 15, are elected by the members of the CIO or appointed (co-opted) by the charity trustees, and

- no outside body has power to appoint any charity trustee. (None of the current charity trustees holds office by virtue of an appointment made before the constitutional amendments mentioned in the previous paragraph.)

Charity trustees are subject to retirement by rotation and are eligible for re-election. Those who retired by rotation at the Annual General Meeting on 27th July 2025 were Geoffrey Croft and Lean Kee both of whom were re-elected. A full list of those in office during the financial year is given in section E below.

Risk management policy

The Museum holds a Risk Register, which is presented to each meeting of the charity trustees for review. The categories are a) Governance b) Operations c) Financial d) External and e) Compliance with law and regulation. The Register shows the various risks and their mitigating factors, and it is based on the Charity Commission framework CC26. Ratings are given to both the probability of an event, and the severity of its impact if it were to occur, and these are multiplied together to produce an overall risk score.

Section E: Reference and administration details

Leominster Museum CIO's principal address and registration number are shown at the top of this Report. 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 as charity trustee (if not for the whole period)
1. Mr Geoffrey Crofts	Chair	
2. Mr Malcolm Mason	Hon. Curator	
3. Mrs Deborah Jarman	Hon. Education & Outreach Officer	Retired 24 July 2025
4. Ms Sue McKenzie		
5. Mr Ted Rogers		
6. Ms Lean Kee	Hon Treasurer	
7. Mr Stuart Currie		
8. Mr David Llewellin		

The Hon. Secretary, who is not a charity trustee, is Mr Andrew Parsons.

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

Section F: Declaration

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

Signed on behalf of the charity's trustees:

Full name(s)	Geoffrey Crofts	David Llewellin
Position	Chairman of Charity Trustees	Charity Trustee
Date signed	24 March 2026	24 March 2026

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A — Independent Examiner's Report

Report to the trustees (Charity Name): Leominster Museum CIO

On accounts for the year ended: 30-11-2025 — **Charity no (if any)**: 1162600

Set out on pages: 8 to 13 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/11/2025

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

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

Signed: [signature] **Date:** 18.3.2026

Name: S.E. Glynas

Relevant professional qualification(s) or body: Association of Accounting Technicians; Association of Chartered Certified Accountants

(if any):	
Address:	99 Ridgemoor Road, Leominster, HR6 8UH

Section B	Disclosure

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

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

LEOMINSTER MUSEUM CIO

(Registered Charity No. 1162600)

Financial Statements for Year to 30th November 2025

Receipts and Payments Accounts and

Statement of Asserts and Liabilities

A: RECEIPTS & PAYMENTS ACCOUNTS	Unrestricted Funds *to the nearest £*		Restricted Income Funds *to the nearest £*		This Year Total *to the nearest £*		*Last Year Total* *to the nearest £*	
RECEIPTS								
Voluntary Receipts								
Grants (note 2)	6,160		0		6,160		*6,700*	
Friends/other membership subscriptions	983		0		983		*1,123*	
Donations	5,170		0		5,170		*5,640*	
Gift Aid	1,170		0		1,170		*1,255*	
Total Voluntary Receipts		13,483		0		13,483		*14,718*
Activities for Generating Funds								
Sales of books and merchandise	1,146		0		1,146		*1,279*	
Admission charges charitable events	0		0		0		*2,280*	
Other fundraising receipts	0		0		0		*1,257*	
Total Activities for Generating Funds		1,146		0		1,146		*4,816*
Investment Interest		2,045		0		2,045		*2,024*
Other Receipts		0		0		0		*62*
Total of above Receipts		16,674		0		16,674		*21,620*
TOTAL RECEIPTS		**16,674**		**0**		**16,674**		***21,620***
PAYMENTS								
Costs of generating voluntary receipts		118		0		118		*387*
Fundraising costs (trading activities)		529		0		529		*490*
Costs of charitable activities								
Museum collections expenses	895		3,400		4,295		*958*	
Museum premises expenses	5,879		0		5,879		*7,267*	
Other Museum expenses	1,482		200		1,682		*2,353*	
Other charitable activities expenses	0		200		200		*8,613*	
Total Costs of charitable activities		8,256		3,600		11,856		*19,191*
Governance costs		1,046		0		1,046		*2,082*
Total of above Payments		9,949		3,600		13,549		*22,150*
TOTAL PAYMENTS		**9,949**		**3,600**		**13,549**		***23,860***
NET RECEIPTS / (PAYMENTS)		**6,725**		**(3,600)**		**3,125**		***(2,240)***
TRANSFERS BETWEEN FUNDS		(1,700)		1,700		0		*0*
CASH FUNDS AT LAST YEAR END		53,629		1,900		55,529		*57,769*
CASH FUNDS THIS YEAR END		**58,654**		**0**		**58,654**		***55,529***

LEOMINSTER MUSEUM CIO

(Registered Charity No. 1162600)

Financial Statements for Year to 30th November 2025

Receipts and Payments Accounts and

Statement of Asserts and Liabilities

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

Categories, and Details

	Unrestricted Funds,	**Restricted Income Funds**,
Cash funds	*to the nearest £*	*to the nearest £*
Cash at banks and in hand	58,654	0
Total cash funds	*58,654*	*0*
check balances	OK	OK

OK

	Unrestricted Funds,	**Restricted Income Funds**,
Other monetary assets	*to the nearest £*	*to the nearest £*
Debtors	627	0

Investment assets	**Fund to which asset belongs**	**Cost** *(optional)*	**Current value** *(optional)*

Assets retained for the charity's own use	**Fund to which asset belongs**
Museum buildings (freehold)	Unrestricted
Scarlett Davis Sketch Book	Permanent endowment
J Scarlett Davis painting restoration work	Permanent endowment
Remainder of Museum collection	Unrestricted
2019 digital display equipment	Restricted Income
Other museum display equipment	Unrestricted
Furnishings, office & computer equipment	Unrestricted

Remainder of museum collection includes acquisition: Peter Holliday archives, Eglise St Roche, Paris by JS Davis, Huddlestone Hall near Leeds by JS Davis, On the Sand Dunes by Harry Ernest James, A Street scene in Calais by JS Davis Walenty Pytel sculpture

Liabilities	**Fund to which liability relates**	**Amount due**	**When due**
Miscellaneous Creditors	Unrestricted	346	< 1 year

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

24 March 2026 — 24 March 2026

G Crofts — D Llewellin

Chairman of Charity Trustees — Charity Trustee

1 Basis of Accounts

These accounts are prepared on a receipts and payments basis. The detailed categories of receipts and payments used in maintaining the underlying records are summarised in the published accounts by showing only the totals for each heading/sub-heading of receipts or payments as the case may be. A copy of the detailed version of the receipts and payments account is available on application to the Treasurer.

2 Grants received

(a) Restricted

(NOTE: Grants whose purpose is restricted but which are not received until after the stated purpose has been paid for, in whole or in part, out of unrestricted funds, are to that extent accounted for as being for unrestricted purposes when the grant money is in fact received.)

	Year to 30.11.2025	*Year to 30.11.2024*
Leominster Town Council - "Community Concert" (part of Ella Mary Leather project)		1,000
The Elmley Foundation - Ella Mary Leather project		1,000
Vaughan Williams Foundation - Ella Mary Leather project		2,000
Association of Independent Museums/Pilgrim Trust - Conservation of Scarlett Davis self-portrait	1,700	1,700
Private donor - Ella Mary Leather project and/or purchase of Scarlett Davis etchings		500
Private donor - JSD Watercolour Street scene in Calais	300	
Herefordshire Council Levelling up fund (UKSPF) Ella Mary project re previous year	3,460	
	5,460	6,200

(b) Unrestricted

	Year to 30.11.2025	*Year to 30.11.2024*
The Croft Trust	1,000	1,000
	1,000	1,000

3 **Other Significant Donations received**

	Year to 30.11.2025	*Year to 30.11.2024*
EasyFundraising re online shopping	39	34
SSE Energy Small Business Support Fund		500
Total of donations in response to a charity trustee's fundraising solicitations		1,150
Total of other significant donations listed in last year's equivalent of this note	300	200

Totals are not given here for Other Significant Donations, because they do not correspond directly to any distinct figure in the Receipts & Payments Account. They comprise only some of the donations received, and may fall under more than one heading in the detailed version of that Account.

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**

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

	30.11.2025	*30.11.2024*
Association of Independent Museums/Pilgrim Trust - Conservation of Scarlett Davis self-portrait		1,700
Leominster Town Council Ella Mary Leather		200
	0	1,900

6 Transfers Between Funds

The transfer from Unrestricted Funds to Restricted Income Funds comprised the excess cost of handling boxes and contents over and above the remaining balance of the Museum Development West Midlands Reset grant, as follows:

	Year to 30.11.2025	*Year to 30.11.2024*
Association of Independent Museums/Pilgrim Trust - Conservation of Scarlett Davis self-portrait	1,700	
	1,700	0

7 Unrestricted Funds

Net monetary assets of unrestricted funds are comprised as follows:

	30.11.2025	*30.11.2024*
Cash funds	58,654	53,629
Add Debtors (note 8)	627	3,487
Deduct Miscellaneous Creditors (note 9)	(346)	(620)
	58,935	56,496
Comprising:		
Designated Fund (note 11)	47,000	45,000
Reserve for short-term building repairs	0	0
General Reserves (note 10)	11,935	11,496
	58,935	56,496

8 Statement of Assets & Liabilities: Debtors

The amounts owed to the CIO at the year-end but as yet unpaid (and so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2025	*30.11.2024*
HM Revenue & Customs: Gift Aid (including gift aid small donations scheme), to be claimed at end of tax year	627	1,037
The Street Foundation - agreed & invoiced grant to reimburse roof repairs		2,450
	627	3,487

9 Statement of Assets & Liabilities: Miscellaneous Creditors

The amounts owed by the CIO at the year-end but as yet unpaid and in most cases unbilled (so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2025	*30.11.2024*
Electricity supply	0	159
Water & sewerage supply	0	71
Uncrystallised (contingent) sale or return liabilities	346	370
Miscellaneous other creditors	0	20
	346	620

10 Reserves

As a prudent measure the CIO aims to hold general reserves of between one and two times normal annual expenditure. Taking account of recent trends and increasing costs, the charity trustees consider a prudent reserve on this basis in a typical year to be around £9,000-£18,000 in all.

The general reserve at 30.11.25 recorded at note7 is within that range.

11 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. In view of the planned maintenance etc. work for specific reserves have been identified in note 7; £2,000 addition to the Designated Fund is proposed this year.

	30.11.2025	*30.11.2024*
Designated Fund at start of year	45,000	40,000
Payments out during the year		0
	45,000	40,000
Addition to Designated Fund	2,000	5,000
	47,000	45,000