Trustees Annual Report

for period 1st April 2025 to 31st March 2026

Woodbridge Museum registered charity number 1194042.

Address:

Whisstock's Place,

Tide Mill Way,

Woodbridge,

Suffolk

IP12 1FP

The Charity is now a CIO having been entered on Charity Register 9th April 2021. The charity was previously an unincorporated charity called Woodbridge Museum Trust. In accordance with Arts Council recommended best practice the trustees took the decision to become a CIO. The original charity opened the museum in 1982 in its previous location on the Market Hill, Woodbridge. The museum has a 99-year lease of its building on a peppercorn rent. Our landlord is Woodbridge Town Council. The ground floor houses our permanent display which is open to the public. It had been intended to utilise the first floor as exhibition space, office and storage area. Unfortunately, the difficulty in obtaining insurance cover and health & safety issues have made the use of the area for exhibition space non-viable. The area is now used for storage and office space which we plan to open to local and family historians on an appointment basis. The Collections Team work in the office usually at least two days a week so a large, dedicated space where 5 or 6 people can work together has proved very successful.

Our visitors' numbers have continued to be good since we moved to Whisstock's Place. In the current year we had 26,182 visitors to the museum.

Our aims are set out in our CIO constitution and our main aim is "To advance the education of the public by the provision and maintenance of a museum in or near Woodbridge for the exhibition to the public of specimens of fine and useful arts, ethnology, archaeology, geology, botany and natural history with particular reference to Woodbridge and the surrounding area".

We are fully accredited by The Arts Council, achieving reaccreditation on 22nd July 2022.

The Charity is now managed by ten trustees who meet regularly to discuss museum business and where we receive reports from sub-committees including Front of House and The Collections Team both of whom include trustees and other volunteers.

None of our volunteers, including trustees, receives any remuneration although we offer stewards reimbursement of parking fees.

It is our policy to not charge for admission to the museum, so we are reliant on donations and profit from our shop to cover annual running costs. We have introduced a card terminal for donations as well as ability to make donations through the till on the Front Desk. We can accept card and cash payments and encourage donors to complete a gift aid form. We are entirely reliant on volunteer stewards to open the museum which we do seven days a week through the summer period and at weekends during the Winter. On some occasions we have had to close through lack of stewards, but this is infrequent. Without the support of our volunteer stewards the museum could not function. Many of our stewards are drawn from The Friends of Woodbridge Museum is now part of Woodbridge Museum CIO although still operates to support the aims of Woodbridge Museum. The “Friends” activities, particularly monthly talks and social events for volunteers will continues as before but the administration, particularly financial matters, is now easier as the two former charities are run as one organisation.

The museum continues to receive objects donated by members of the public. In particular, we have been pleased to accept the donation of two large portraits of James Burness and his wife. James funded the building of the Burness Parish Rooms which is still in regular use as the village hall for Melton. We have received several paintings by Thomas Churchyard and his family as well as two model boats made by local men. We also now hold a comprehensive collection of Ordnance Survey Maps covering Suffolk. These maps date from 1905 to 1960s and complement our existing map collection including maps drawn by Isaac Johnson & Benjamin Moulton. The Collections Team also monitor local auction websites and social media and have purchased some items for the museum.

Although the Collections Team have now completed the inventory of the permanent Collections work continues, including trying to locate and contact individuals and organisations who have lent items to the museum on “permanent loan”. We, in common with all accredited museums, no longer accept items on this basis. Most of these loans date back to when the museum was first founded in 1982 and shortly thereafter. It has been quite a task to contact donors; many of whom no longer live at the addresses we hold and sadly some of them will have died. However, we have been able to contact a high proportion of these donors and in many cases the donor has chosen to gift the item to us. Work will continue in this area but most of the “long term loan” cases have now been resolved.

Our main project during this period has been the development of a new website. The trustees appointed local website designers to work on the new website which is now up and running. Further work is needed to improve the website but this and our improved presence on social media will we hope to encourage more people to visit

the museum. We received a substantial donation from a local person which has been put towards the cost of the website design.

Our largest expenditure is the cost of energy particularly as we must keep dehumidifiers running most of the time. We need to heat the building throughout the Winter months, even when we are closed to the public, to ensure the air temperature stays within the recommended level of not less than 14 degrees. When our volunteers are in the building the temperature needs to be higher for their comfort. In 2024 the Trustees decided to install solar panels on the southeastern side of the roof together with batteries/inverters within the building to store electricity. We now sell surplus electricity back to the grid particularly during the summer months. This is now offsetting the cost of energy in the Winter and overall, substantially reducing our annual energy costs. There are environmental benefits to this installation as well which improves the museum's environmental footprint. We were fortunate to be able to fund the installation from our capital reserves and we are sure reducing our energy costs now and into the future will be of great benefit, not least to the museum's financial viability.

Our shop continues to be a substantial source of income, and we are grateful to our volunteer who has put in many hours of work to source new stock and display it. The aim is to have stock that reflects the local area and history and where possible is designed and produced locally.

We are also grateful to our volunteer stewards as without their work we could not function. We hope to increase our number of volunteers during the coming year as we can only remain open to visitors if we have sufficient stewards to cover. Our existing stewards do a great job, and we have many compliments from our visitors about how friendly and knowledgeable our stewards are.

We are pleased to be supported by our museum mentor Claire Wallace, Curator of Suffolk & Cambridgeshire Regiments Museum.

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's trustees

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Martin Sylvester, Chair

Date 12th day of June 2026

Woodbridge Museum Charity No. 1194042

Profit & Loss account - Year ending 31/03/2026

31/03/25		£	£	£	£	£	Budget Current	Budget Next	Notes
	Income								
17,391.06	Shop income (T1)	19,748.27							See Table 1
	Friends income (T2)	2,544.50							See Table 2
121.52	Miscellaneous sales	0.00							
1,061.61	Sold energy	1,295.75							Paid February
18,574.19	**Turnover**		23,588.52						
10,888.05	Donations (general)		10,171.88						
20,000.00	Donations for development		0.00						
7,270.25	Gift Aid		2,607.81						
1,409.00	Grants (listed below)		0.00						
2,645.22	Interest		3,007.56						BS pays on 30/11
60,786.71	**Net income**				**39,375.77**				
	Outgoings								
	Operating Expenses								
2,704.27	Energy	1,634.14							
260.58	Water	266.48							
441.17	Communications	519.10							
770.30	WTC service charge	814.18							
1,147.53	Building maintenance	709.38							
0.00	Website maintenance	1,048.74							
1,155.28	Other mtce, licences, fees	1,466.94							inc replacement eqpt
517.86	Admin	431.00							
0.00	Volunteer expenses	253.70							
434.99	Card & Bank fees	503.22							
363.92	Building insurance	382.11							
1,386.76	Contents insurance	1,518.36							
180.00	Security (intruder & fire)	180.00							
2,389.93	Preservation (Curatorial)	775.85							
6,500.00	Xfr to Maintenance Fund (T3)	6,500.00							See Table 3
18,252.59				**17,003.20**					
	Other Expenses								
275.00	Marketing	396.00					2,500.00		
329.06	Acquisitions	2,204.92					1,000.00		
0.00	Courses, Conferences	416.80							
267.79	Miscellaneous	272.85							
8,760.65	Shop outgoings (T1)	11,323.25							See Table 1
	Friends outgoings (T2)	1,248.40							See Table 2
25,000.00	Donation Xfr to Dev Fund	0.00							Including GA
500.00	Yearly Xfr to Dev Fund	500.00					500.00		Annually, for changes
35,132.50				**16,362.22**					
	Development								
10,334.14	New Assets	67.49							Not replacements
2,560.53	Infrastructure	1,110.63							
0.00	Web build	6,922.84					10,000.00		
622.94	Display changes	289.79							
13,517.61	Total development costs		8,390.75						
13,517.61	Xfr from Development fund		8,390.75						
0.00				**0.00**					
	Maintenance Fund								
0.00	Total expenditure			**0.00**					
53,385.09	**Net Outgoings**				**33,365.42**				
7,401.62	**Excess/Deficit**					**6,010.35**			

Restricted Grants & Donations

Ref	Date	Amount	Category	Details	From
24/25 M008	05/12/24	10,412.00	Web build	Web build balance	Benefactor
	Total	10,412.00			

Treasurer:
Mike Cullington
M D Cullington

Independent Examiner:
Richard Hanley
R J Hanley

Table 1: Shop Profit & Loss - Year ending 31/03/26

31/03/25		£	£	£	£	Notes
	Income					
17,265.40	Turnover		17,091.10			
8,542.87	Opening stock @ cost	8,668.53				
8,668.53	Closing stock @ cost	11,325.70				Database stock @ 31/03/26
125.66	Stock increase/decrease @ cost		2,657.17			
17,391.06				**19,748.27**		
	Outgoings					
8,675.21	New stock purchases		11,156.33			
44.39	Replacement of stock losses		77.83			Known after stocktaking
0.00	Design work		84.00			
41.05	Sundries		5.09			
8,760.65				**11,323.25**		
8,630.41	**Profit**				**8,425.02**	

Table 2: Friends P&L & Balance - Year ending 31/03/26

31/03/25		Income £	Outgoing £	Total £	Notes
	Subs				
135.00	Subs prepayments B/F	160.00			
460.00	Subs this financial year	455.00			
595.00	Total			**615.00**	
	Talks				
1,484.50	Income	1,794.50			
-1,203.92	Outgoings		-1,046.22		
280.58	Profit/Loss			**748.28**	
	Events				Garden party only
435.00	Prepayments B/F	0.00			
215.00	Income	135.00			
-734.79	Outgoings		-202.18		
-84.79	Profit/Loss			**-67.18**	
-2,785.79	**Transferred to Museum**		0.00	**0.00**	For equipment
	Summary				
2,729.50	Income	2,544.50			
-4,724.50	Outgoings		-1,248.40		
-1,995.00	Excess/Deficit			**1,296.10**	
	Balance				
	Reserve B/F		4,324.31		
-1,995.00	Excess/Deficit		1,296.10		
4324.31	Reserve C/F			**5,620.41**	
0.00					

Table 3: Maintenance Sinking Fund

This Year*:	2025	138.0						
Item	Installed Year	CPIH Index	Cost	Current Cost	Lifespan**	Replace	Annual Cost	Sinking Fund rqd
Cladding	2018	106.0	60,000	78113	20	2038	3,906	27,340
iPad	2020	108.9	509	645	7	2027	92	461
Office Computers	2021	111.6	2,700	3339	7	2028	477	1,908
Solar panels	2023	128.6	5,929	6362	25	2048	254	509
Solar inverters	2023	128.6	3,808	4086	15	2038	272	545
Solar Batteries	2023	128.6	14,603	15670	15	2038	1,045	2,089
Solar Annual subtotal							1,572	
						Total Sinking Fund required:		32,900
						Sinking Fund B/F:		26,400
						Xfr to Sinking Fund:		6,500

Period	CPIH INDEX***	Released mid January
2015	100.0	
2016	101.0	
2017	103.6	
2018	106.0	
2019	107.8	
2020	108.9	
2021	111.6	
2022	120.5	
2023	128.6	
2024	132.9	
2025	138.0	

Notes:
* The year in which these accounts commence.
** Anticipated lifespan. Reassess accordingly.
*** CPIH Source: https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/l522/mm23

Woodbridge Museum Charity No. 1194042

Balance Sheet - Year ending 31/03/2026

31/03/25		£	£	£	Notes
	Funds & Non liquid assets				
	General fund				
49,511.64	Reserve B/F	61,237.57			
7,401.62	Excess/Deficit	6,010.35			
61,237.57	Reserve C/F		67,247.92		Including Friends reserve
	Development fund				New items & display changes
18,897.09	Reserve B/F	30,879.48			
25,500.00	Xfr from General Fund	500.00			Agreed yearly amount
-13,517.61	Xfr to General Fund	-8,390.75			
30,879.48	Reserve C/F		22,988.73		
	Maintenance fund				ring-fenced sinking fund
19,900.00	Reserve B/F	26,400.00			
6,500.00	Xfr from General Fund	6,500.00			See Table 3
26,400.00	Reserve C/F		32,900.00		
	Non liquid assets				
9,554.55	Value B/F	20,454.59			
12,772.91	New assets	176.49			
-1,872.87	Depreciation	-3,924.83			18% pa on value (100% if written off)
20,454.59	Value C/F		16,706.25		
138,971.64	**Sum of all funds & fixed assets**			**139,842.90**	
	Assets				
	Liquid assets				
135.47	Lloyds current acct	3,368.06			0% Interest rate
26,022.77	Lloyds savings acct	0.00			0.6% Interest rate
6.00	CAF cash acct	0.00			0.2% Interest rate, £5 monthly fee
14.00	CAF gold acct	0.00			1.56% Interest rate
83,599.23	Suffolk BS (Charity Saver)	15,767.83			3.1% Interest rate, 15k min
0.00	HTB Easy Access Saver	42,500.00			3.61% Interest rate
231.05	Petty cash	225.06			
-160.00	Sub prepayments accrual	-50.00			
0.00	Event prepayments accrual	0.00			
0.00	Other accruals	0.00			
109,848.52			61,810.95		
	Non liquid assets				
0.00	HTB 2yr Fixed	50,000.00			3.9% Interest rate
20,454.59	Non liquid assets value	16,706.25			
8,668.53	Shop stock @ cost	11,325.70			
29,123.12			78,031.95		
138,971.64	**Sum of all assets**			**139,842.90**	

Treasurer:
Mike Cullington

Independent Examiner:
Richard Hanley