WITNEY AND DISTRICT MUSEUM CIO

Registered Charity No: 1203635

Address: 75 High Street, Witney, Oxfordshire OX28 6JA

Trustees' Report for year ended 30th November 2025

1. Objectives and activities

Witney and District Museum CIO ("The Museum") was set up 19th June 2023 to receive the assets of The Witney Museum and Historical Society (Registered Charity 1006722) and to continue its work. The transfer took place on 30th November 2023. The old charity was officially closed by the former trustees during 2025.

The objective of the Museum is to maintain a collection of items and documents which record the history of Witney and the surrounding district, to celebrate that history and to educate the public about it.

The Museum has done this during the past year by (a) continuing to organise and record its collection (b) opening to the general public on four days per week between April and October (c) arranging special events and exhibitions.

2. Achievements, Performance and Public Benefit

The Museum has been visited by 1586 adults and 478 children during the past 12 months. It has welcomed 10 school and community groups and arranged various talks and guided walks. Our volunteers carried out a total of 6477 hours of work for the museum.

In 2024, with the aid of a grant and advice received from Museum Development South East, the Witney and District Museum successfully negotiated with the National Lottery Heritage Fund a £198,096 grant for an agreed program to enhance the professionalism of the Museum and the variety and quality of its presentations. Work started on this program, entitled "Witney's got Wool and What Else?" in September 2024 and is due to be completed by October 2026.

During the year, the Museum used the NLHF grant to engage a consultant Project Manager, a Collections and Exhibition consultant, and a consultant Volunteer Coordinator. These have worked well to raise the number of volunteers and to increase their confidence and competence. They have also enhanced the running of the museum, developed new procedures and activities and increased the involvement of the local community. The grant also enabled the adoption of an eHive online collection cataloguing system, and work is well under way to rationalise the Museum's collections and to transfer them to the new system. All this work was independently assessed and received a very satisfactory Interim Evaluation Report in November 2025.

The Museum provides a public benefit by:

- Recording, preserving and interpreting the history of the local community
- Educating local residents and visitors about their heritage
- Providing opportunities for volunteers to work, share and develop new skills.

3. Financial Review

Funding is by entrance charges, donations and grants from charities and other public bodies. The Museum has no employees and was staffed during the year by volunteers, with the guidance and assistance from the freelance professionals paid for by the NHLF grant as described above.

The Museum began the year with £12,884 and ended the year with £14,210. Receipts were £12,302 including £4,684 from entry fees and donations, and £6,250 from grants other than the NLHF grant. Expenditure was £10,976. Major items were utilities and insurance, and a £3,465 contribution to NLHF project expenditure.

Total expenditure on the NLHF project was £63,922 during the year. As agreed, approximately 95% of disbursements for this project were immediately repaid to the Museum by the NLHF and so have not been included in the core accounts for the Museum.

Our Reserves Policy is to hold sufficient cash to cover 12 months running costs, and broadly this was achieved. Funds beyond those required for day-to-day operation are invested in a Lloyds Business Banking interest-paying deposit account.

The Museum remains very grateful to the Bartlett Taylor Charitable Trust who on 12th September 2024 granted a 30 year lease on the Museum premises at a peppercorn rent, and have assisted in maintaining the building in a sound condition.

4. Structure, Governance and Management

The Museum is run by a board of between 3 and 12 unpaid Trustees who met 5 times during the year to set policy and exercise oversight of the Museum, its finances and its statutory responsibilities. The day-to-day operation is run by a Management Committee appointed annually by the Trustees.

5. Trustees and their appointment

Potential Trustees are chosen for relevant skills, knowledge and experience, and appointed by the existing Trustees for a term of 3 years (with special terms for the initial Trustees).

The Trustees during the year, with their terms of appointment, were:

	Appointed	Initial Term	Reappointed
Keith Early Crawford	19.6.23	3 years	
Gillian Fettes	19.6.23	2 years	Reappointed 12.5.25 for further 3 years
Jean Marion Greenway	19.6.23	4 years	
Michael Anthony French	15.1.24	3 years	
Christopher William Hopkins	12.8.24	3 years	
Sally Rees Watson	2.12.24	3 years	

6. Management of Risk

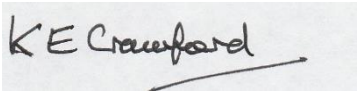
The Museum's finances are monitored through monthly accounts presented by the Treasurer to the Management Committee. No commitment to any expenditure is made without knowing from where the funds will come. All payments require dual authorisation.

The Museum has insurance giving protection to its assets and for public liability claims.

The Trustees and the Management Committee are jointly responsible for ensuring that the museum is a safe and secure place for the collection, for volunteers and for visitors. Any breaches or complaints would be brought to the attention of the Trustees.

7. Declaration

This report was approved by the Trustees and signed on their behalf by:

Signature:  Keith Early Crawford, Chair of Trustees

Date: 17th September 2026

with accompanying Accounts + Examiner's Report

Witney and District Museum CIO

Accounts for the Year ended 30th November 2025

INCOME		EXPENDITURE	
Entry fees (to Aug 2025)	1653.00	Electricity	1199.11
Donation station (Sept on)	714.30	Water	315.24
General donations	2256.80	Council rates	0.06
General sales	346.05	Telecommunications	776.29
Proprietary sales	95.00	Website	360.00
Grants (excluding NL Heritage Fund)	6250.00	Insurances	2327.28
Royalties	124.65	Security (fire, intruder, electronic)	1155.84
Other income (Events etc.)	766.50	Consultancy fees (not NLHF)	1000.00
Deposit account interest	96.37	Conservation and display	20.86
		Subscriptions	143.00
Total income (ex NL Funding)	12302.67	Proprietary Stock cost	65.00
		Admin expenses	124.82
		Event expenses (refund)	-130.72
		Sundries	96.68
		General maintenance	57.60
		NLHF Project – W&DM contribution*	3465.22
		Total expenditure (ex NL Funding)	10976.28
		Surplus for period	1326.39
			12302.67

Balances		Represented by:	
Total funds at 30th November 2024	12884.46	Lloyds deposit account	11017.87
Add: Surplus for period	1326.39	Lloyds current account	3316.38
			14334.25
Total funds at 30th November 2025	14210.85	Less: Payments in transit	123.40
			14210.85

* The Notes and Additional Information in page 2 relate to analysis of Project transactions qualifying for support from the National Lottery Heritage Fund and are part of these accounts.

Signed: _____ (Chairman) Date: 11/5/26

Signed: _____ (Treasurer) Date: 11/5/26

Examiner's certificate.

I have examined these Receipts and Payment accounts together with the Books, Bank Statements and Vouchers presented by the Museum and received full and satisfactory explanations of any queries.
In my opinion the Museum has kept proper financial records and these accounts give a true and fair view of the Transactions of the Witney and District Museum CIO for the year ended 30th November 2025 and of the Balances at that date.

Signed: _____ Date: 30/4/26

Witney Book-Keepers Ltd
19 Viner Close
Witney, Oxon OX28 1EP
Tel: 01993 702298

Witney and District Museum CIO Accounts for the Year Ended 30th November 2025
Notes and Additional Information.

National Lottery Heritage Fund award.

In 2024 the Museum received the award of finance towards a development project - "Witney's got Wool and What Else?" - from the NL Heritage Fund. The total value of the award is £198,096 of which about one third has so far been received. The Museum is required to provide match funding of approximately 5.26% of the qualifying expenditure as well as a target of volunteer hours. A self-employed consultant Project Manager oversees its implementation and verifies claims to the NLHF. There are two or three further self-employed consultants and various other providers paid on an ad hoc fee basis. The Project commenced in September 2024 to run for 2 years, now granted a short extension.

The following analysis of Qualifying Expenditure incurred and payments received represent only activity reflected in the accounts of the Museum for the reported year. There may be some timing differences compared to the submission and acceptance of the project manager's claims to the NLHF which are accounted on a seamless basis for the duration of the project.

Qualifying Expense	**£**
Manager and retained consultants	45,718.34
External consultant fees	4,252.00
Activity facilitators and materials	4,673.93
Volunteer training	1,244.27
Display costs	557.31
Logo design	240.00
Promotional expenses	188.74
Travel costs	72.50
Catering for events and volunteers	692.45
Preservation measures	879.73
On-line Gallery	1,977.31
Recording equipment etc	195.96
Cataloguing system (e-Hive)	1,020.00
Office equipment	2,051.48
Additional email registrations	158.11
Total Qualifying expenses	63,922.13
Less: NL Funding received	60,456.91
Balance from Museum's own funds	3,465.22 #

This figure is carried to the expenditure column of the accounts in page 1.

Note: All transactions have have been managed through the Museum's accounts. This presentation, which keeps specific Project expenditure largely separate from the normal Museum running costs, has been adopted to give a good comparative picture against former and ongoing Museum Income and Expenditure.