

BUDLEIGH SALTERTON ARTS CENTRE AND MUSEUM (FAIRLYNCH) 2021-22 TRUSTEES' REPORT TO CHARITY COMMISSION

The Trustees of the Budleigh Salterton Arts Centre and Museum present their annual report and audited accounts for the year ended 31st January, 2022.

Our Aims

Opened in 1967, Budleigh Salterton Arts Centre and Museum (Fairlynch) is an educational charity administered by Trustees. The Museum aims to display imaginatively archaeological and geological objects, documents, photographs, art works and other information relating to the history of the town of Budleigh Salterton and the parishes of the Lower Otter Valley as far as Newton Poppleford and Harpford. Fairlynch was Fully Accredited by Arts Council England in 2013. Accreditation was reviewed in 2018 and Full Accreditation re-confirmed in February 2019.

Objectives and Activities

Fairlynch is committed to providing the residents and visitors to Budleigh Salterton and Parishes of the Lower Otter Valley with exhibitions that are attractive, interesting and informative. It is also committed to providing educational opportunities about the history of the area for people of all ages, through outreach to schools, colleges, and the community.

The Museum is open from April through October six days a week, Tuesday to Sunday and on Bank Holiday Mondays. Following the Coronavirus pandemic, the Museum re-opened at Easter 2021. The two-shift system for stewards remains in place and the online booking system for stewards has also proved successful.

Contactless payment introduced last year has proved popular for payment of the admission fee, shop sales, and payment for entry to Coffee Time talks in Peter Hall.

When planning our activities for the year, the Trustees have considered the Charity Commission's public benefit guidance and aim to put on exhibitions that are directly linked to local and/or national events that are relevant to the area and judged to be of interest to the local community.

Achievements and Performance

Exhibitions

The Lower Otter Restoration Project (LORP)

The exhibition was opened by Fairlynch Patron Lord Clinton. It is expected to remain in place for two to three years and will be updated as the project progresses. Entirely funded by AONB, CDE and EA, the exhibition includes a six-minute purpose-made video. A full programme of visits by local schoolchildren has been planned by the CDE Education Officer.

Jubilee Exhibition

The exhibition displays memories and memorabilia from past jubilees and coronations. The sheer number of exhibits on show gives credit to our museum volunteer forebears and the wisdom of their collections policy.

Coffee Time Talks

Fairlynch continues to present a series of public talks to fulfil, in part, our commitment to provide educational opportunities about the history of the area. Held on the first Wednesday of the month the programme covers a variety of subjects. The series attracts an average audience of about 50 and contributes some welcome funds to the Museum, as well as several new members. This programme will become a permanent part of the Museum's outreach activities.

Membership

In 1969 the FRIENDS OF FAIRLYNCH was formed to support the development of the Museum and to be a fundraising arm of the Charity. The minimal annual subscription is £15.00 per individual or £20.00 per family/household at one address.

Overall numbers have declined slightly over the year as people have left so others have joined. Membership currently stands at 347 compared with 367 last year.

The Primrose

The Primrose is the Museum's magazine and is distributed three times a year to all Friends of Fairlynch. It is also available for sale in the Museum's shop for a nominal sum. A glossy A5 sized booklet of some 30 pages, it provides a selection of articles about the Museum's exhibitions and exhibits, as well as features on local interest subjects. It is self-funded through the selling of advertising space.

Shop

The Museum operates a shop within the building, selling cards, posters, books, and collectables. It generates a small financial surplus.

Buildings

Trustees are acutely aware of their responsibility for the maintenance and upkeep of the Grade 2 Listed building Fairlynch and adjacent Linhay. Located close to the sea, the humid, salt-laden environment presents a maintenance challenge requiring frequent attention. The thatched roof, last renewed some 9 years ago, is inspected annually by a professional thatcher. Renewal of the main thatch will be needed in a decade or so and will present a significant item of expenditure in the balance sheet.

The buildings are in a good material state as a result of money spent on repairs and upkeep in recent years. Double-glazed aluminium windows and new doors have been fitted in the accommodation flat giving improved living conditions, reduced heating costs, and reduced maintenance.

The need to provide a year-round optimum environment for the collections is achieved through humidity-controlled dehumidifiers and temperature-controlled gas central heating in Fairlynch and adjacent Linhay.

Financial Review

The year was a challenging one for the Museum but it resulted in a net excess of income over expenditure of £4,468.

Friends' subscriptions and general donations showed a slight decrease over the previous year. We received over £9,000 in Covid-related grants and £14,500 in donations towards building costs.

Expenditure was largely in line with the previous year with the exception of £29,804 spent on building repairs. The £12,500 cost of printing the Joyce Dennys book was covered by donations.

The investments with St James' Place Wealth Management and Bank of Montreal remain fairly stable in an uncertain market.

Reserves Policy

It is our policy that reserves are invested in low risk, income generating funds and these are kept under review.

Volunteers

Fairlynch is managed and run entirely by volunteers. The Trustees wish to express their deep appreciation and grateful thanks to all the volunteers, without whom Fairlynch Museum would cease to exist.

Some 50 volunteers, including all the Trustees, are involved in the multiple activities that are required to keep the Museum operating.

Personnel

It is becoming increasingly difficult to find volunteers to take on leadership roles, as well as the day to day operational tasks that need to be undertaken to keep the Museum viable. A new Chairman has not been identified to replace the existing Chairman, who has been in office for seven years.

Stewards

A key group of volunteers is the Stewards, without whom the Museum would be unable to open to the public. A Stewards Committee meets at least three times a year to manage the recruitment, training and oversight of these volunteers. A minimum of two duty stewards each day is needed and they play a vital role in engaging with visitors and safeguarding the collections on display. The stewards meet annually, usually just prior to the Museum opening, to be briefed on the exhibitions, given an appraisal of the previous year and overview for the forthcoming season. New volunteer stewards are initiated by shadowing an experienced steward until they feel competent in the role. Most begin upstairs where there are fewer responsibilities. Large files explaining the exhibits, duties and management of the museum are located on the upstairs desk and at Reception. These are updated regularly. Stewards sign up for duty on line or in the diary held at Reception and these duties are confirmed by email. The Trustees are especially grateful to all the stewards for their continuing commitment.

Gardening

We have a small group of volunteers who look after the Fairlynch gardens. Located as we are in close proximity to the beach at Budleigh, the garden frames the beauty of this thatched property and provides visitors with a welcome spot to enjoy local flora.

Collections

Several volunteers are involved in collecting, conserving, interpreting and displaying the Museum's collection.

Structure, Governance and Management

Fairlynch Museum is set up and managed in accordance with its Constitution.

The Trustees meet monthly, the General Committee every quarter and Stewards at least three times annually.

The Annual General Meeting of all members was held on 4 May 2022.

Rural Proofing Resilience

The Trustees continued to participate in South West Museums Development Programme (SWMDP) Rural Proofing Resilience Programme.

SWMDP, in collaboration with Cornwall Museum Partnership (CMP), secured funding from the Heritage Lottery Fund to develop and deliver a unique collaborative programme of leadership and skills development for rural museums in Cornwall, Devon, Dorset and Somerset. The Resilience Programme aims to tackle four key areas of museum practice to enable museums to embrace the opportunities presented by a changing political and economic environment: strategic fundraising, finance, marketing, and business planning.

These topics form the basis for E-learning pilots that are available nationally for museum staff and volunteers, as well as workshops and a mentoring scheme that work with selected museums in the South West. The Trustees held two very useful workshops with mentors during the year.

External Relationships

Fairlynch is a member of the Devon Museums Group and the East Devon Museums Group, where members exchange information and ideas and report on their current exhibitions. The Museum is also a member of the SWMDP, which funds the services of a Community Museums Officer and a Conservation Development Officer to provide professional advice.

The Museum is a member of the Budleigh Salterton Chamber of Commerce and makes every effort to support community activities.

Administration Information

The Fairlynch Museum is situated at 27 Fore Street, Budleigh Salterton, Devon EX9 6NP.

Trustees who served from 1st February 2021 to the date of this report are:

Trevor Waddington OBE Chair
Mark Hazell
Christine Fry
Rosalind Hickman
Ian Lacey
Tony Venning
Bernard Hadley



Trevor Waddington OBE
Chairman

Income and Expenditure Account for the year ended 31st January, 2021.

INCOME:	2021	2021	2020	2020
Grants etc.	£	£	£	£
Covid Business Support Grants	11,334		0	
Budleigh Salterton Town Council	500		400	
Budleigh Salterton Chamber of Commerce	-		75	
Clinton Devon Estates Ltd.	-		500	
Legacy	-		1,000	
Sale of costumes	-		226	
		11,834		2,201
Regular income				
Donations	5,565		4,143	
Friends' subscriptions etc.	5,851		5,233	
Gift Aid	1,999		1,251	
Shop profits	317		1,141	
Book sales	71		-	
Sundry income/ talks	442		515	
Interest received	84		588	
		14,329		12,871
TOTAL INCOME:		26,163		15,072
EXPENDITURE:				
Capital and major projects				
Thatching- restricted fund	9,294		-	
Exhibition costs	-		1,009	
Picture purchase	-		191	
		9,294		1,200
Operating costs				
Friends recruitment and newsletter	814		596	
Insurance	3,277		3,298	
Office costs, IT, postage and telephone	1,356		1,161	
Alarm maintenance	1,424		1,717	
Council tax	1,372		1,439	
Garden	617		1,181	
Gas and electricity	2,169		2,120	
General maintenance	1,032		531	
Water	562		648	
Advertising	-		197	
Talks	142		-	
Subscriptions	25		158	
Sundries	447		678	
		13,237		13,724
TOTAL EXPENDITURE:		22,531		14,924
NET INCOME:		3,632		148

**Balance Sheet at 31st January,
2021,**

	2021	2021	2020	2020
	£	£	£	£
CURRENT ASSETS:				
Investments				
St James' Place	81,654		-	
BMO	29,081		29,081	
		110,735		29,081
Shop stock		497		597
Gift Aid debtor		-		250
Dividends debtor		84		-
Bank balances				
Lloyds Current Account	31,242		24,796	
NatWest (Friends)	159		7,600	
Virgin Money	3,815		78,815	
		35,216		111,211
TOTAL CURRENT ASSETS:		146,532		141,139
LESS: CURRENT LIABILITIES:				
Accrued expenses	587		-	
Provision for gas and electricity	200		580	
Provision for water	100		200	
		887		780
NET ASSETS:		145,645		140,359
REPRESENTED BY:				
Funds brought forward		140,359		135,456
Net income for the year		3,632		148
Increase in investment valuation (unrealised)		1,654		4,755
FUNDS CARRIED FORWARD:		145,645		140,359
General funds		105,378		90,798
Restricted funds		40,267		49,561
		145,645		140,359

The assets of the Museum consist mainly of the Property and the collections held therein. It is considered that significant costs would be involved in attributing a value to these historical fixed assets and this would be onerous compared to the additional benefit derived by users of the accounts in assessing the Trustees' stewardship of the assets.

Independent Examiner's Report

To the Trustees of the Budleigh Salterton Arts Centre & Museum.

I report to the Trustees on the examination of the accounts of the Budleigh Salterton Arts Centre & Museum (the Centre) for the year ended 31st January, 2021.

Responsibilities and basis of Report:-

As the charity Trustees of the Centre's accounts 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 Centre'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:

I have completed my examination. I confirm that no material 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 Centre as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do 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 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.

Signature: Brian Leveridge 7th October, 2021

Brian Leveridge CA, Viewpoint, 44 Honey Park Road, Budleigh Salterton EX9 6EG.

Budleigh Salterton Arts Centre & Museum
Income and Expenditure Account
Year ended 31 January 2022

	2022	2022	2021	2021
	£	£	£	£
INCOME:				
Covid Business Support Grants		9,207		11,334
Donations towards Joyce Dennys books		12,500		0
Large donations		6,000		500
Donations towards building costs		14,500		0
Sales of Joyce Dennys books		6,075		0
		<u>48,282</u>		<u>11,834</u>
Admission charges	1,192		0	
Friends' subscriptions	5,032		5,851	
General donations	4,639		5,565	
Gift Aid	1,988		1,999	
Shop sales and talks	2,195		482	
Contributions to electricity	432		432	
		<u>15,478</u>		<u>14,329</u>
Total income:		63,760		26,163
EXPENDITURE:				
Major repairs and maintenance	29,804		9,294	
Joyce Dennys books printing	12,500		0	
		<u>42,304</u>		<u>9,294</u>
Friends' newsletter	1,065		814	
Insurance	3,430		3,277	
Office, IT, postage and telephone	1,397		1,356	
Alarm maintenance	953		1,424	
Council tax	1,710		1,372	
Garden and general maintenance	3,205		1,649	
Gas and electricity	3,078		2,169	
Water	573		562	
Talks	130		142	
Subscriptions	187		25	
Shop costs	313		0	
Volunteers' party	245		0	
Sundries	702		447	
		<u>59,292</u>		<u>22,531</u>
Total expenditure:		59,292		22,531
Net surplus for the year:		<u><u>4,468</u></u>		<u><u>3,632</u></u>

BUDLEIGH SALTERTON ARTS CENTRE & MUSEUM

INDEPENDENT EXAMINER'S REPORT

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2. The accounts do not accord with those records; or
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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.

Signature Brian Leveridge



16 April 2022

Brian Leveridge CA, Viewpoint, 44 Honey Park Road, Budleigh Salterton EX9 6EG