



Trustees' Annual Report for the period

From 1/11/2021 To 31/10/2022

Charity name: Burford Tolsey Museum and Archive

Charity registration number: 309176

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Tolsey Museum & Archive exists to serve the interest of the people of Burford and the general public in the in the cultural heritage of the Town and neighbourhood, by preserving and exhibiting collections that aim to convey its unique and remarkable history.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Operates the Tolsey Museum presenting a comprehensive record of local history to the public and is in the process of setting up a dedicated archive building to store records. Over time these will be catalogued, digitised and made available to scholars.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No policy
Policy on social investment including program related investment	Para 1.38	No policy
Contribution made by volunteers	Para 1.38	The operation is run entirely by volunteers and Trustees recruited from the town and surrounding area. At present there around 30 volunteers.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The museum provides the only place in town where residents, academics, school children and tourists can learn, at first hand, about the history of Burford. It provides an archive centre which is used for research, not only by Burford residents, but by historians worldwide. It provides a programme of talks on local history and a focal point for tourists to the area. The policy of using knowledgeable local volunteers provides a valuable resource for visitors to the town. The fact that the museum attracted 5700 visitors during the 2021-22 season is a valid indicator of its importance as a tourist attraction – bringing in visitors who will benefit the economy of the High Street.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a period of considerable change due to acquisition of a separate premises to house our archives. We had funds of £39,000 at our year end.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We do not yet explicitly hold reserves.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	Were some contingency to arise, we are confident that resources would be found within the local community.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust deed
How is the charity constituted?	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees are appointed by the existing chairman and trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Burford Tolsey Museum and Archive
Other name the charity uses	Tolsey Museum
Registered charity number	309176
Charity's principal address	Barn Office Rear of Swan Lane Burford OX18 4SH Phone: 01993823533 Email: chairman@burfordtolsey.org Website: https://www.burfordtolsey.org/

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Clendon Daukes	Chair		
2	Peter Edward Martin			
3	David Nathan Cohen			
4	Nigel Nathaniel Goodlad Barraclough	Treasurer		
5	Susan Ashton			
6	Christopher Walker			
7	Janice Cohen	Secretary		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>C Daukes</i>	<i>J Cohen</i>
Full name(s)	Clendon Daukes	Janice Cohen
Position (eg Secretary, Chair, etc)	Chair	
Date	31 January 2023	

**BURFORD TOLSEY MUSEUM & ARCHIVE
STATEMENT OF RECEIPTS & PAYMENTS
FOR THE YEAR ENDING 31 OCTOBER**

2021	RECEIPTS	2022
	General	
150.00	Supporters-direct	1055.00
-	Supporters-Stripe	867.85
-	Tours	72.00
-	Walk App-Stripe	56.27
-	Walk App-Apple	35.16
-	Walk App-Sponsor	350.00
-	Amazon Smile	9.67
1.14	COIF interest	11.81
	Museum	
530.00	Donations-bottle	1633.89
401.81	Donations-SumUp	313.60
77.00	Sales-cash	438.16
-	Sales-SumUp	63.04
173.77	Gift Aid	366.85
-	Other Income	925.00
	Archive	
-	Donations-direct	32850.00
-	Donations-Stripe	2679.59
-	FHC Grant	923.00
-	Books-Stripe	156.70
-	Events-Stripe	845.41
-	Other Income	47.41
1333.72	TOTAL INCOME	43700.41
	PAYMENTS	
	General	
725.76	Insurance	645.00
-	Room hire	30.00
-	Stationery, printing, postage, etc	12.00
-	STQRY Walk App	782.00
-	Website	297.58
62.00	Assoc Independent Museums	65.00
-	Oxford Museums Council	100.00
	Museum	
231.50	Stock for sale	48.00
-	Acquisitions	-
300.00	Rent	300.00
88.50	Other Expenses	743.69
	Archive	
-	Equipment	6898.80
-	Software	238.42
-	Building Works	636.75
-	Electricity	181.00
-	Fitting Out	2582.32
-	Rates	-
-	Telephone	328.76
-	Water	-
-	Other Expenses	248.40
1407.76	TOTAL EXPENDITURE	14137.72
(74.04)	Surplus/(Loss) for Year	29562.69
9732.45	Balance brought forward	9658.41
9658.41		39221.10
950.21	Bank A/c	39210.93
8603.03	COIF	-
105.17	Cash in Hand	10.17
9658.41		39221.10

5 The Leaze
Barns Lane
Burford
Oxon
OX18 4NE

18th November 2022

Burford Tolsey Museum & Archive Charity
126 High Street
Burford
OX18 4QU

To the Trustees of the BTMA

I have provided an independent examination of the accounts for the BTMA Charity for the year ending 31st October 2022

I confirm that appropriate books of accounts have been properly kept throughout the year, year end accounts have been prepared and supported by an adequate audit trail from underlying records, and reconciliation of funds have been prepared and agreed.

A handwritten signature in black ink that reads "John Yeatman". The signature is written in a cursive style with a large initial 'J'.

John Yeatman