



BURFORD TOLSEY
MUSEUM & ARCHIVE

Brigadier C Daukes – Chairman
Swan Lane
Burford, OX18 4SH
Email: chairman@burfordtolsey.org

10 February 2025

I confirm there were no serious incidents during the previous financial year that should have been reported to the Commission but were not.

C Daukes

Brig C Daukes



Trustees' Annual Report for the period

From 1/11/2023 To 31/10/2024

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. Is in the process of cataloguing and digitising records in a dedicated archive building to make items 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 60 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 8700 visitors during the 2023-24 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 secure financial position. We held funds of £50,000 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	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	Carol Anderson		July 2024 -	
7	Janice Cohen	Secretary		
8				
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20				

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	10 February 2025	

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

2023	RECEIPTS	2024
	General	
1982.83	Supporters	2790.42
673.21	Tours	1047.73
2633.51	Gift Aid	1320.73
107.92	Walk App - Sales	9.44
32.77	Other Income	21.07
	Museum	
1773.56	Visitor Donations	3499.31
755.53	Sales	2397.75
102.08	Other Income	-
	Archive	
1505.87	Donations	7257.74
3500.00	FHC Grant	3500.00
3578.00	Other Grants	4000.00
32.37	Website Sales	167.88
455.93	Events	562.88
120.00	Room Hire	120.00
<u>17253.58</u>	TOTAL INCOME	<u>26694.95</u>
	PAYMENTS	
	General	
630.74	Insurance	802.98
30.00	Room hire	136.00
95.46	Stationery, printing, postage, etc	274.42
665.00	STQRY Walk App	-
40.79	Website	55.18
168.00	Societies Membership	230.00
147.00	Other Expenses	-
	Museum	
60.00	Stock for sale	2910.79
1261.31	Acquisitions	629.18
300.00	Rent	300.00
-	Building Works	3586.05
-	Other Expenses	893.06
	Archive	
2577.17	Equipment	1713.89
149.96	Archiving Materials	1027.05
618.90	Software	936.58
434.27	Electricity	1177.73
5813.67	Fitting Out	1049.50
-	Rent	50.00
570.94	Rates	804.03
770.28	Telephone	886.14
115.79	Water	101.21
295.20	Alarm Service	313.20
50.00	Other Expenses	-
<u>14794.48</u>	TOTAL EXPENDITURE	<u>17876.99</u>
2459.10	Surplus/(Loss) for Year	8817.96
39221.10	Balance brought forward	41680.20
<u>41680.20</u>		<u>50498.16</u>
41653.50	Bank A/c	10459.98
26.70	Cash in Hand	38.18
-	Dudley BS	40000.00
<u>41680.20</u>		<u>50498.16</u>

5 The Leaze
Barns Lane
Burford
Oxon
OX18 4NE

07968 019813

21st November 2024

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

**Independent Examiner's Report on the accounts of
The Burford Tolsey Museum & Archive - Registered charity 309176
For the period 1 November 23 to 31 October 2024**

To the Trustees of the BTMA

I have provided an independent examination of the records and accounts for the charity for the year ending 31st October 2024

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.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn.



John Yeatman