



BURFORD TOLSEY
MUSEUM & ARCHIVE

Mr D Cohen – Chairman
Swan Lane
Burford, OX18 4SH
Email: chairman@burfordtolsey.org

16 February 2026

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

A handwritten signature in black ink, appearing to read 'D Cohen'.

D Cohen



Trustees' Annual Report for the period

From 1/11/2024 To 31/12/2025

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 11,039 visitors during the 2024-25 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 £62,000 at our year end.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves covering one year's unavoidable expenses in case some unforeseen circumstance prevents our normal income generation.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
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: 01993822288 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	David Nathan Cohen	Chair		
2	Peter Edward Martin			
3	Janice Cohen	Secretary		
4	Nigel Nathaniel Goodlad Barraclough	Treasurer		
5	Susan Ashton			
6	Carol Anderson			
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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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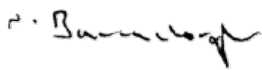
Other optional information

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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)		
Full name(s)	David Nathan Cohen	Nigel Nathaniel Goodlad Barraclough
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	16 February 2026	

**BURFORD TOLSEY MUSEUM & ARCHIVE
STATEMENT OF RECEIPTS & PAYMENTS
FOR THE 14 MONTHS ENDING 31 DECEMBER**

2024	RECEIPTS	2025
	General	
3636.94	Supporters	3796.12
1047.73	Tours	824.00
1320.73	Gift Aid	1671.58
-	Interest	1321.96
9.44	Walk App - Sales	-
21.07	Other Income	39.50
	Museum	
3642.05	Visitor Donations	4104.21 (1) Bottle £1778.83
3987.49	Sales	7696.70 SumUp £3236.79
	Archive	
7212.74	Donations	1706.53
3500.00	FHC Grant	3500.00
4250.00	Other Grants	3500.00 (2) Lord Lieutenant £2500
374.88	Website Sales	509.93 Festival £1000
598.71	Events	739.64
50.00	Research	49.07
140.00	Room Hire	165.00
<u>29791.78</u>	TOTAL INCOME	<u>29624.24</u>
	PAYMENTS	
	General	
802.98	Insurance	772.75
196.00	Room hire	220.00
285.31	Stationery, printing, postage, etc	202.19
55.18	Website	95.98
401.00	Societies Membership	257.00
842.66	Other Expenses	1224.13
	Museum	
3159.93	Stock for sale	4465.37
629.18	Acquisitions	52.26
300.00	Rent	-
3586.05	Building Works	3141.87
	Archive	
1713.89	Equipment	159.99
1381.47	Archiving Materials	1974.53
1250.19	Software	1237.56
1542.76	Electricity	1640.52
1049.50	Building Works	188.00
50.00	Rent	50.00
936.03	Rates	714.54
1040.64	Telephone	1159.86
101.21	Water	123.83
363.60	Alarm/Fire Service	381.60
<u>19687.58</u>	TOTAL EXPENDITURE	<u>18061.98</u>
10104.20	Surplus/(Loss) for Year	11562.26
41680.20	Balance brought forward	50498.16
<u>51784.40</u>		<u>62060.42</u>
10459.98	Bank A/c	10738.46
38.18	Cash in Hand	-
40000.00	Dudley BS	51321.96
<u>50498.16</u>		<u>62060.42</u> (3) Acquisitions fund £11543.91 Reserves fund - £6600

5 The Leaze
Barns Lane
Burford
Oxon
OX18 4NE

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18th January 2026

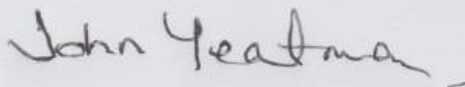
Burford Tolley Museum & Archive Charity
126 High Street
Burford
OX18 4QU

**Independent Examiner's Report on the accounts of
The Burford Tolley Museum & Archive - Registered charity 309176
For the period 1 November 24 to 31 December 2025**

To the Trustees of the BTMA

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