

COWPER & NEWTON MUSEUM

AGM – Chair of Trustee's Report 19th June 2023 / Meeting held in Olney Church Hall – 7-7:30pm

This February I took over as Chair of Trustees at the Cowper & Newton Museum. We're now about a year out of the pandemic and we are in a surprisingly strong position and I'd like to pay credit and give thanks to my predecessor Paul for leaving the museum in a stronger position than many other heritage institutions around the country at present and less fragile than when he began.

We have continued to be very active. We have a timetable of events and activities that our office staff Paula and Linda compile which could be anything from visiting tour groups to coffee mornings to outreach walks, and talks, gallery bookings etc and the list for this year stands in excess of 130 of which around 25 are group tours, bringing people into the town who otherwise would not be coming in. And we always take full part in the town events such as pancake day, Dickens of a Christmas, Riverfest, Open Gardens, National Garden Scheme so have become a very a very active and visible part of town life.

We are not huge, but we are not only a local museum, and we can be quite edgy in our subject matter, touching on slavery, poverty, melancholy (depression), and have broader national and international connections. The international significance has been brought home by our Amazing Grace 250 anniversary events which brought in significant Heritage Lottery, Arts Council and other funding again. That's not easy to acquire and it takes some clout. You may be aware we were all over the BBC, on Songs of Praise soon afterwards and also on CBS on Christmas Day in the US. We have had several other TV documentary makers here. There are still more events still to come over the next few months and, in particular, watch out for the upcoming performance by the Chineke Orchestra of *Forever?* by Rommi Smith and Roddy Williams, a new work commissioned by the Museum and The Stables, responding to the different meanings Amazing Grace has for people in the 21st century.

More than half of our visitors are day trippers, many drawn by the museum and for others we extend their stay in the town and we point them in the direction of the various tea and coffee shops and restaurants around the town. Some are quite distinguished: The Lord Lieutenant, High Sheriff, Mica Paris on History of Gospel music for the BBC, the Sierra Leone High Commissioner, David Harper/Irita Marriot from Antiques Road Trip and Clare McCollum from Songs of Praise. A few weeks ago, we had Victoria & Albert Museum and Hampton Court Palace experts looking at Cowper's coat, one of only 3 in the country (and the best).

You are probably aware that we are a charity and receive no subsidy towards our running costs, so we operate as a lean business but with a very expensive building to maintain. Income is from admission, shop sales, cottage rental, gallery rental, donations, fund raisers like courtyard refreshments and a host of other smaller sources. We could not do this without our fantastic, dedicated volunteers, who are of course, already holders of the Queen's Award for Voluntary Service. Like other heritage institutions we are coming out of the pandemic with fewer visitors than immediately before. And we don't know the propensity of our core visitor demographics to come back again but numbers are increasing steadily. We've now also joined the Historic Houses Association (HHA) which is starting to pay dividends, and which provide us with revenue after a few months lag. Some visitors go to Costa but completely miss the Museum.

Finally, I'd like to thank all those who work at the museum. We have 1.2 permanent paid individuals, thank you Paula and Linda, our Trustees and the 120 plus other volunteers who enable the museum to operate, manning the shop, maintaining the garden, bookkeeping and administration, applying for grants, social media publicity, curating and looking after the collection, managing art exhibitions, baking cakes, running coffee mornings, making costumes, researching talks, acting as tour guides, maintaining the structure, maintaining IT, woodworking, etc. etc.

We will continue to look for ways of increasing visitor numbers by making the Museum even better; more accessible, useable, and visible. Please keep volunteering, sign up if you are not already a volunteer and keep giving us your ideas for how we can further improve Olney's star attraction. **BY TOM JONES**

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

TO THE TRUSTEES OF COWPER MEMORIAL MUSEUM

OLNEY, BUCKINGHAMSHIRE

AS AT 31ST JANUARY 2023

I report on the unaudited accounts of the charity for the year ended 31st January 2023 which are set out in pages 2 to 5.

COWPER MEMORIAL MUSEUM

Respective responsibilities of the trustees and the independent examiner

ACCOUNTS FOR THE YEAR ENDED

The charity's trustees are responsible for preparing the accounts for the year ended 31st January 2023 in accordance with the Charities Act 2011 (the Charities Act) and that an independent examination is required. The charity's trustees consider that an audit is not required for this year.

31ST JANUARY 2023

It is my responsibility to:

- examine the accounts under **CHARITY NUMBER: 310521**
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 146(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement


My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 independent examination.

I 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.


M A Baromisy ACA
Cofelt Hulance Accountants Limited
Chartered Certified Accountants
40 Kimbolton Road
Bedford
MK40 2BW

14 March 2023

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

TO THE TRUSTEES OF COWPER MEMORIAL MUSEUM

OLNEY, BUCKINGHAMSHIRE

AS AT 31ST JANUARY 2023

I report on the unaudited accounts of the charity for the year ended 31st January 2023 which are set out in pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

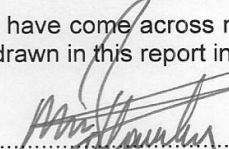
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40 Kimbolton Road
Bedford
MK40 2NR

1st March 2023

COWPER MEMORIAL MUSEUM
YEAR ENDED 31ST JANUARY 2023
RESTORATION AND IMPROVEMENT FUND

	<u>2023</u>	<u>2022</u>
	£	£
<u>RECEIPTS</u>		
Donations/Grants	75,482.42	16,600.37
National Heritage Grant	49,380.00	-
ODHS Charity Takeover	5,702.14	-
	130,564.56	16,600.37
Surplus on Saleable Goods	33,998.77	3,912.06
	164,563.33	20,512.43
<u>PAYMENTS</u>		
National Heritage	59,452.51	-
Sundry	37,113.28	12,688.31
Printing, Postage and Consumables	96,565.79	12,688.31
Advertising and Web Support	-	-
Stationery	-	-
Insurance	-	-
	193,131.58	12,688.31
Surplus/(Deficit) for Year	33,998.77	3,912.06
Accumulated Fund Brought Forward	116,034.91	112,122.85
	150,033.68	116,034.91
<u>Accumulated Fund Carried Forward</u>	<u>150,033.68</u>	<u>116,034.91</u>
Maintenance - Buildings	135.00	400.56
Subscriptions	1,434.82	1,563.95
Other Fees and Expenses - Training	1,334.82	1,695.95
Finance Fees including Credit Card	1,238.00	1,101.00
Cottage	-	175.00
	41,658.98	39,421.72
Surplus for Year	12,644.41	15,973.32
Accumulated Fund Brought Forward	108,594.82	92,621.50
	121,239.23	108,594.82

COWPER MEMORIAL MUSEUM

YEAR ENDED 31ST JANUARY 2023

MUSEUM FUND

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
		£	£
<u>RECEIPTS</u>			
Admissions		19,928.75	11,433.93
Rents and Dividends		11,649.89	11,624.96
Donations		6,205.89	6,335.19
Other		10,880.23	6,131.72
HMRC JRS and Business Grants		-	14,299.32
		<hr/>	<hr/>
		48,664.76	49,828.12
Surplus on Saleable Goods	(1)	5,638.63	5,566.92
		<hr/>	<hr/>
		54,303.39	55,395.04
<u>PAYMENTS</u>			
Salaries		22,128.53	20,889.60
Printing, Postage and Consumables		600.11	373.24
Advertising and Web Support		1,643.86	393.36
Stationery		299.24	197.31
Insurance		3,936.55	3,769.47
Electricity		1,491.01	1,358.64
Gas		1,172.85	1,439.70
Water		-	416.00
Cleaning		1,020.69	1,037.34
Telephone		671.58	641.73
Maintenance – Buildings		4,551.49	3,968.87
Maintenance – Exhibits, etc.		135.00	400.56
Subscriptions		1,434.85	1,563.95
Other Fees and Expenses - Training		1,334.62	1,695.95
Finance Fees including Credit Card		1,238.60	1,101.00
Cottage		-	175.00
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		41,658.98	39,421.72
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Accumulated Fund Carried Forward		121,239.23	108,594.82
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COWPER MEMORIAL MUSEUM
YEAR ENDED 31ST JANUARY 2023
NOTES TO THE ACCOUNTS

	<u>2023</u>	<u>2022</u>
	£	£
1) <u>Saleable Goods Trading</u>		
Income for Year	12,381.40	7,291.41
Less: Cost of Sales	6,742.77	1,724.49
	5,638.63	5,566.92
	=====	=====
 2) <u>Cash in Hand and on Deposit</u>		
House Manager's Float/Imprest	46.75	35.82
COIF Deposit (Endowment Fund)	27,461.12	27,195.79
Barclays Business Premium Account	173.48	173.32
Barclays Current Account	108,863.48	36,150.12
PayPal Account	210.73	210.73
Buckinghamshire Building Society	20,105.25	20,000.00
Cambridge & Counties Bank	80,000.00	80,000.00
Hampshire Trust Bank	-	25,000.00
	236,860.81	188,765.78
	=====	=====

3) COIF Investment

The value of this investment as at 31st January 2023 was £29,578.95 (2022 £29,785.71).

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

TO THE TRUSTEES OF COWPER MEMORIAL MUSEUM

OLNEY, BUCKINGHAMSHIRE

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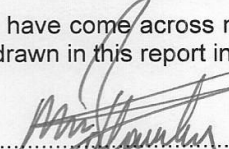
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