

SLEAFORD MUSEUM TRUST

Reports for the year ended February 28, 2022

BACKGROUND OF SLEAFORD MUSEUM TRUST

We have six trustees

Chairman	Mark Bamford
Vice chairman	Jan Spooner
Secretary	Evelyne Bryant
Treasurer	Jonathan Smith
	David Marriage
Town Council	John Parry

We deal with the Charity Commission doing the formal paperwork making sure they know what the trust is doing with activities and finances.

We then have a main committee of 12 who run the museum on a monthly basis.

Chairman	Mark Bamford
Secretary	Evelyne Bryant
Treasurer	Jonathan Smith
Vice chairman	
& publicity co-ordinator	Jan Spooner
Curator	Jacqui Cleaver
Archivist	Heather Jenvey
Volunteer co-ordinator	Faith Hopkins
Outreach	Mark Bamford
Premises and maintenance	David Marriage
Research	Nigel Ogden
Town council	John Parry
Civic Trust	Garry Titmus
Co-opted	Geoffrey Dyer (legal)

Chairman's report

On the 2nd April this year we celebrated our 7th Birthday - pause for a suitable musical response! We have welcomed over 17,000 visitors to the Museum in that time and, as we recover from the disruption of the previous two years, I am delighted to report that our visitor numbers are recovering well and the Museum remains in rude health.

The reports from my colleagues which follow give you a clear indication of the effort they have put in to power this recovery. The Museum is now open and operating exactly as pre-pandemic and this is full testament to their activities, and particularly those of our wonderful team of volunteers.

The Museum participated in a number of the recovery events in the Town, including the opening of the William Alvey Air Raid Shelter, the 2021 Classic Car Show, the September Heritage Weekends and the superbly organised Riverlight Festival in March 2022. This festival saw us install an artefact trail in the shops and businesses of the Town, host a series of Town walks, and welcome 140 visitors in a single day!

Again, the Christmas Window was masterminded by Janice, ably supported by Emma, and the public were able to view the festive scene, thanks to a team of elves who opened and closed the window right up until Christmas Eve! We also participated in the Christmas Tree Festival, thanks again Emma, which returned to the High Street once more.

The Museum has continued a very productive collaboration with the Sleaford and District Civic Trust, which has seen the installation of a partner dedication to Harry Gregson alongside the Les Gostick commemorative mural on the wall of the Museum. We also supported the Civic Trust in the refurbishment of the bench on Gregson Green, which celebrates the story of this well-known historian and conservationist who served our Town with distinction.

Look for the Museum's "Sharing Our Stories" page in your Local Lincs (now bi-monthly) for more tales of Sleaford's history and contact details.

I would like to thank all of the Committee for their support during this recovery phase. In particular, a glance at our accounts will show that special thanks are due to our esteemed Treasurer who, once again, has successfully pursued every avenue of support funding which has presented itself. Finally, I look forward to meeting you all in person at our AGM on 31st May.

Mark Bamford

Secretary's report

I am the official contact and point of call for the museum which involves –

1. Dealing with telephone calls and emails and general correspondence including general enquiries from the public and fielding them to the team where necessary.
2. Taking the Minutes at monthly Committee meetings due to Covid restrictions only a few were able to take place this year and organising the venue for the meetings.
3. Running the Facebook page.
4. Talks – organising the dates and arranging the venue for the talks.
5. Keeping the monthly diary for forthcoming events.
6. Booking any outside activities, Heckington Show and Lincolnshire Heritage Open Day.
7. Collecting donations from the museum together with other monies received (from talks, events etc). and banking the money into the museum Barclays bank account.

Evelyne Bryant

Treasurer's report

I am delighted to present my twelfth treasurer's report. It seems hard to believe how far the Trust has come over that time with a hardworking committee under the chairmanship of David Marriage and now Mark Bamford. I would like to take this opportunity to thank Mark, David, the rest of the committee and members for their continued support, in particular Evelyne for collecting, sorting and banking money from the museum, talks and events.

Although we were under Covid-19 lockdown during the early part of the year, transactions were back up to the normal level. The year also saw us open a community account with Barclays UK plc and close the original HSBC account when we were notified charges would be introduced. This meant a change in how we paid invoices – payments are now made by bank transfer rather than cheque, with a second authorisation required.

Copies of the accounts can be found on pages 11 (General Fund) and 12 (Museum Fund).

GENERAL FUND

Receipts

Membership subscriptions	DOWN	£25
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At £200 this is down on 2020-21's figure of £225. Most of those members who had not renewed their subscriptions in 2020-21 renewed in 2021-22. The committee had agreed those subscription paid in 2020-21 would cover the 2021-22 membership year. (In 2009/10 subscriptions raised just £171).

Donations	DOWN	£719
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Donations at the museum were up £242 at £398 (£156) – the museum opened once Covid restrictions were lifted, starting one day a week, and building up to our normal three days. Donations from members totalled £250, Mark Bamford gave two talks, receiving £80 and took our Museum On The Road out to Cranwell raising £35.50. We also received £325.27 via the Charities Aid Foundation. My thanks to all those committee members, members and others who gave donations.

Meeting and fund raising income	UP	£576
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Because of Covid-19 our talks programme was cut to two events, including the AGM, which raised £187. We sold books to a total of £351, plus £36 of pens and keyrings and received £6 from the NK Lottery.

Interest	DOWN	£38
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In 2017-18 the committee agreed to invest its reserves (including the museum fund) into an interest bearing account, This account tracks the Bank of England base rate at the end of the year it was earning 0.1%.

Grants	DOWN	£307
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We received Government Covid-19 grants for the museum via North Kesteven District Council. (See also Museum Fund).

Gift Aid

No Gift Aid was claimed during the year. Gift Aid remains to be claimed for 2018-19, 2019-20, 2020-21 and 2021-22).

Total receipts	DOWN	£507
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Payments

Meeting and fund raising expenses	UP	£499
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Books for resale £278 (£100); Pens and keyrings for sale £215; Advertisement in Your Local Lincs magazine £18 (£12); talk expenses £53 (£2).

Postage, stationery & printing	UP	£23
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Website and office expenses	DOWN	£84
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Insurance	UP	£7
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Memberships	UP	£3
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In 2020-21 the Trust continued to be members of Lincolnshire Heritage Forum (LHF suspended membership fees in 2021) and the Association of Independent Museums.

Collection expenses	UP	£52
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Electricity £221 (£251) at the storage container; magnifying lamp £38; Apple lightening adapter £35; memory stick £20; replacement fluorescent tube lamp £11.

Museum running costs	DOWN	£909
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We pay a peppercorn rent to Sleaford Town Council £1.20 for the lease on the museum and storage container. Other costs included fire extinguisher servicing £33; £670 (£584 2020-21) for electricity; committee and volunteer meetings £174; cleaner £154; lanyards and badges £30; replacement heater timer £20; Covid -19 masks etc £20.

Sundry	UP	£15
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Outreach	DOWN	£60
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Total payments	DOWN	£452
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The day-to-day museum costs were paid for from the General Fund.

MUSEUM FUND (Figures on reverse of General Fund accounts)

Receipts

Government Covid-19 Grants £11,763 (£17,600)

Expenditure

Displays – Colour printer for creating displays £303.

Fitting-out – Zoning screens £520; Harry Gregson plaque £110; A-Board £35; New museum phone (for card machine and emergencies) £50; new chairs £44.

Outreach – Mobile Presentation System (transmitter and earpieces) £190.

This has been another positive year has put the Trust in a very sound financial position. Funders and supporters want to see that the Trust can continue to operate the museum and keep costs under control. I think the last ten year's figures have proved that. Reserves at the end of the year were split as follows: General fund - £11,975.81 (inc £619 Sandford Cascade) – at February 28, 2011 £2,872; museum fund £32,455.12.

I would like to thank John Saunders for examining the accounts so promptly and efficiently once again.

Jonathan Smith

Vice-chairman and PR report

- * A further lockdown affected footfall until reopening in August.
- * The interior of the museum was reorganised with zoning divisions.
- * Christmas 2021 showcased a lovely ‘Decorating the Tree’ scene by Janice Smith, which was displayed in the window until Christmas Eve.
- * A Christmas tree was decorated by Emma for the Sleaford Methodist Church [reduced] display
- * Another name of a past supporter of the museum was added to the exterior of the building - Harry Gregson
- * An attractive window display of 19th century costumes was the first eye-catching scene on re-opening with the Bass Maltings exhibition zoned inside.
- * A bi-monthly article on the museum, “Sharing Our Stories”, continues to be produced for Your Local Lincs magazine reaching over 23,000 homes. Also gives contact information and museum updates.
- * We supported the new RiverLight Festival [March 2022] in several ways.
- * Talks and Walks are popular fund-raising events; Hough-on-the-Hill History Group thoroughly appreciated a walk led by our Chairman, declaring, “We didn’t realise Sleaford had such an interesting past!”

Jan Spooner

Curator's Report

It has been another successful year despite the operating restrictions of COVID, good visitor numbers and changing content have ensured the Museum remains a valuable contributor to local heritage and culture.

Museum Rearrangement

- The museum has now been zoned with colour coordinated screens to create a dedicated space for each exhibition. This has enabled a more enriching experience for visitors.
- Also the reception area has been rearranged to incorporate a book and merchandise sales area.

Exhibitions

- The major display for the year was the Bass Maltings with accompanying booklet for sale and related talk.
- Another delightful illuminated Christmas window and themed tree was created.
- The November Remembrance Day display acknowledged 100 years of the British Legion.
- 'How We Used to Dress' - window display showcases Victorian Costumes and accessories.
- Sleaford library cabinet - displays artefacts used by local people and in buildings of the town.

Research/Reference

- A project is underway to index and electronically record local information from the Morton's directories which date from the late Victorian period to the 1930s.
- An oral history project is collating local memories and stories.
- Local historic information continues to be added to our reference library files providing an easily accessible research tool.

Working with other groups.

- The museum continues to work in partnership with other groups in the town such as the Civic Trust, local historians, the library, Town Council, Navigation House, clubs and societies to share and promote our local history for all to benefit.
- We answer all enquiries from the public supplying information as available.
- Stands at local shows and 'Museum on the Road' displays continue to engage new audiences and allow objects from our expanding collection to be seen.

Jacqui Cleaver

Archivist's Report

The aim of the archivist department is to care for and record each artefact belonging to Sleaford Museum Trust collection and to be able to produce those artefacts on request.

Over the last seven years the museum has received many items donated by the public and Trust members. At the present time we are being more careful about what we can and cannot accept as available storage space is very limited.

New items continue to be received into the collection. 2021 saw 34 donations which added 49 artefacts to the museum's catalogue and in 2022 so far, 13 items have been added by 7 donations.

The main collection currently has 3,200 items. Reference books, display items and memory box items are now listed separately.

Heather Jenvey

Research

With the easing of lockdown, we were finally able to install the Bass Maltings display which was accompanied by an illustrated talk and booklet. Work has been ongoing for a series of displays detailing the history of the entertainment venues in the town. The first of these will cover the history of the Playhouse Theatre and will hopefully be installed in the summer. This will be followed by further displays on the Corn Exchange and the Mabern Club with a booklet detailing the buildings' histories.

During closure a presence on social media was maintained which continues to be a valuable source of additional research material. Queries from the public have also been answered as necessary.

Another of my roles is to maintain Visitors Statistics and I can report that in December we welcomed our 17,000th visitor since opening in April 2015.

There are always new avenues to research as past stories are told. A wealth of information is available and my job is to make sense of it all and present it in a logical and interesting format. Long may it continue.

Nigel Ogden

Building upkeep, maintenance and development

We need to note the Town Council is responsible for the external aspects of the building and the Museum Trust for the internal layout and condition.

With footfall severely reduced due to Covid restrictions until recently the building wear has been much less. Both the external and internal conditions are acceptable.

The **interior** was refurbished in 2017 remains smart. The Museum interior humidity is kept at 40/45RH. Power consumption readings are sent across to the Council.

Covid protection measures have been very much reduced, leaving only the desk screens and floor markings in place.

Additional plinth show area -we have a basic design for the far end wall. Guide costings are being sought.

The building **external** aspects which have not been touched since 2015 are acceptable, but the Town Council should budget (from their existing Museum budget) for a repaint. The Town Council need to be requested now, to ensure it is in their 2023 programme.

Sleaford in Bloom along with the Town Council continue to keep the surrounding walkways and flower beds tidy.

The **Town Hall Loft Artefact Store** - space has been squeezed by the Council needs but is being kept neat & tidy as needed.

The **Artefact Store** continues in good condition with minor maintenance on an as needed basis. Again the temperature and RH are controlled.

Power consumption readings are sent across the Town Council by our Treasurer.

Additional Artefact Storage Space - With the existing store now virtually full, a programme for the new container needs to be set up with the Town Council for an additional container at the Cemetery site.

We have the basic data of the outline proposal along with quotations for an additional container and mounting points etc needed to re-start the discussion with our partners the Sleaford Town Council to get "agreement in principle". Having this will enable the detail work to be started.

David Marriage

Volunteer representative

The past year has once again been a challenge where we have had to cope with ever-changing covid restrictions and uncertainties but we are now, finally able to enjoy a degree of stability and the Museum is open for the full three days a week once again.

During the year we have gained a few new Volunteers who are a great addition to our Volunteer Team and we have returned to holding regular Team Meetings once again. This helps to keep the Team integrated and is a way of highlighting any empty slots on the rota calendar. We continue to look for new Volunteers and to recruit where possible.

Margaret Ray (Rota Manager) and myself have regular keeping in touch telephone calls and meetings and we liaise regarding future rota planning and logistics.

We have busy Museum times ahead where it is hoped that the Volunteers can become even more involved with Museum events. The Team remain very enthusiastic about the future of the Museum and the return of as much normality as is possible.

Faith Hopkins

Outreach

The Sleaford Museum continues to offer and operate a comprehensive Outreach and Talks Programme for local schools, caring organisations, charitable groups and other interested bodies.

The pandemic restrictions and various lockdowns certainly curtailed our activities at the beginning of this reporting period but we have now returned to full operation perhaps less the Care Homes who for obvious reasons do not wish to engage with non-relative visitors. We hope we can return to this sector in due course.

We have worked extensively with local schools, particularly the William Alvey, Church Lane and St Botolph's Primary Schools. We engage in a range of projects which are at the request of the school's staff to meet their curriculum priorities and objectives. In particular we have used our expertise to partner with the Sleaford & District Civic Trust to deliver the school outreach elements of the Harry Gregson Memorial project. We also provided support to the William Alvey's Year 6 river study work on the Slea.

Bookings for our talks to external groups are now picking up as they re-establish their programmes and our own series began in March. We have taken "Museum On The Road" to a number of events including the Heckington Show, a first attendance at the Sleaford Classic Car Show and the St Andrew's, Cranwell Coffee Morning!

A vital part of our mission is to "Share Our Stories" in the community by taking the Museum to them and after such uncertain times, I am delighted to report that we are able to do so once more.

Mark Bamford

**SLEAFORD MUSEUM TRUST
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING FEBRUARY 28, 2022**

RECEIPTS	2021/22	2020/21
Membership subscriptions	£200.00	£225
Donations	£1,088.70	£1,808
Meeting and fund raising income	£580.57	£4
Bank interest	£37.65	£75
Grants	£1,000.00	£1,307
Gift Aid	£0.00	£0
Sundry income	£5.00	£0
TOTAL RECEIPTS	£2,911.92	£3,419

PAYMENTS		
Meeting & fund raising expenses	£614.43	£115
Postage, stationery & printing	£146.48	£123
Website & office expenses	£0.00	£84
Insurance	£96.00	£89
Memberships	£65.00	£62
Collection expenses	£328.17	£276
Museum running costs	£1,175.23	£2,084
Sundry expenses	£15.12	£0
Outreach – Sanford Cascade	£39.45	£99
TOTAL PAYMENTS	£2,479.88	£2,932

Surplus/deficit for period	<u>£432.04</u>	<u>£487</u>
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ASSETS AS AT FEBRUARY 28, 2022

Balance brought forward		
HSBC Community A/c	£1,037.29	
Virgin Money Charity A/c	£32,422.72	
Cash in Hand & stamps	£37.86	
		£33,497.87
Surplus/deficit for period		£432.04
MUSEUM FUND (Ring fenced)		£10,501.02

HSBC Community A/c	£0.00	
Barclays Community A/c	£44,380.31	
Virgin Money Charity A/c	£0.00	
Cash in Hand & stamps	£50.62	
		£44,430.93

SLEAFORD MUSEUM TRUST

ACCOUNTS FOR THE YEAR ENDED FEBRUARY 28th 2022

REPORT OF THE INDEPENDENT EXAMINER

I have examined the accounts of the Sleaford Museum Trust for the year ending February 28th 2022, although a full audit is not required and has not been undertaken.

In my opinion proper accounting records have been kept and the accounts agree with these records. I find that the accounts have been properly prepared, and in my opinion represent a true and fair view of the financial assets of the Trust at February 28th 2022, and of the receipts and payments for the year ending February 28th 2022.

J.C. Saunders

J.C.SAUNDERS BA, Dip Ed, DMS

Mellstock, Bourne Road, Essendine, Rutland. PE9 4LH.

April 3rd 2022

SLEAFORD MUSEUM TRUST

MUSEUM FUND (Restricted funds)

RECEIPTS MARCH 1, 2021 – FEBRUARY 28, 2022

Grants and donations

HM Government Covid-19 grants received via NKDC	£11,763.00
Total received in 2021/22	£11,763.00
Funds received prior March 1, 2021	£127,536.21
Total receipts to February 28, 2022	£139,299.21

PAYMENTS MARCH 1, 2021 – FEBRUARY 28, 2022

Displays	£303.00
Fitting out	£768.98
Outreach	£190.00
Total payments made in 2021/22	£1,261.98
Payments made prior to March 1, 2021	£105,582.11
Total payments to February 28, 2022	£106,844.09
Cash balance as at February 28, 2022	£32,455.12

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