

BUDLEIGH SALTERTON ARTS CENTRE AND MUSEUM (FAIRLYNCH) 2019-20 TRUSTEES' REPORT TO CHARITY COMMISSION

The Trustees of the Budleigh Salterton Arts Centre and Museum present their annual report and audited accounts for the year ended 31 January 2020.

Our Aims

Opened in 1967, Budleigh Salterton Arts Centre and Museum (Fairlynch) is an educational charity administered by Trustees. The Museum aims to display imaginatively archaeological and geological objects, documents, photographs, art works and other information relating to the history of the town of Budleigh Salterton and the parishes of the Lower Otter Valley as far as Newton Poppleford and Harpford. Fairlynch was Fully Accredited by Arts Council England in 2013. Accreditation was reviewed in 2018 and Full Accreditation re-confirmed in February 2019.

Objectives and Activities

Fairlynch is committed to providing the residents and visitors to Budleigh Salterton and Parishes of the Lower Otter Valley with exhibitions that are attractive, interesting and informative. It is also committed to providing educational opportunities about the history of the area for people of all ages, through outreach to schools, colleges, and the community.

The Museum is open from April through October for two and a half hours each day six days a week, Tuesday to Sunday and on Bank Holiday Mondays. Unfortunately, due to the Coronavirus Pandemic, the Museum has been unable to open for the 2020 season.

When planning our activities for the year, the Trustees have considered the Charity Commission's public benefit guidance and aim to put on exhibitions that are directly linked to local and/or national events that are relevant to the area and judged to be of interest to the local community.

Achievements and Performance

Exhibitions

Devon's new world explorers

Following the series of successful events in 2018 marking 400 years since the execution of Sir Walter Raleigh the museum staged a display highlighting the achievements of other 16th and 17th century navigators. The exhibition looked forward to the (now postponed) Mayflower 400 celebrations in 2020, which would commemorate the historic voyage of the Pilgrim Fathers and the founding of modern America. However, the Fairlynch's exhibition made the point that Devon men such as Sir Walter Raleigh and Sir Humphrey Gilbert established English colonies in North America decades before the Pilgrim Fathers sailed.

Items on display included a large model of Sir Francis Drake's ship the Golden Hinde, kindly lent by Dartmouth Museum, and Fairlynch's recently acquired portrait thought to be of Sir Walter Raleigh.

The Changing Face of the High Street

The exhibition was designed to show how the town's shop fronts evolved over the years. Forming part of the display were paintings by local artist, Ken Walker, which are recognised as an important archive of the town's architectural heritage. A number of artefacts and photos of many long-gone businesses on the High Street dating back to 1867 were also on display. We are very grateful to the many businesses and local residents who lent the Museum items to include in the exhibition.

Visitor numbers fell below 4,000 for the first time in four years. Donations from visitors were also lower than previously received.

Children from St Peter's Church of England Primary School provided a display about what they had learned in school about Vikings and their forays in the local area. Volunteers from the Museum continued to work with the Head Teacher on strengthening links between the school and Fairlynch.

Coffee Time Talks

We introduced a series of public talks to fulfil, in part, our commitment to provide educational opportunities about the history of the area. Held on the first Wednesday of the month from September 2019 until April 2020 (although the final talk was cancelled due to the lockdown imposed by the Government), the programme, arranged by Tony Venning, covered subjects from canals, to railways, to painters, to detectorists, to pebblebed heaths. The series attracted average audiences of 50 and contributed some welcome funds to the Museum, as well as several new members. Subject to social distancing restrictions, this programme will become a permanent part of the Museum's outreach activities.

Teddy Bears Picnic

An event for children (of all ages), this picnic was held on one of the hottest August Bank Holiday Weekends on record. Unfortunately, the beach was a much more attractive draw for visitors and numbers attending the picnic were lower than hoped. However, those who did attend seemed to enjoy the games, as well as the cream tea on offer.

Participation in Local Events

Fairlynch actively participated in a number of locally organised events during the year, including the Lions Club Gala Week and table-top sales, as well as late night Christmas shopping in December.

Collections

A fine watercolour of Budleigh Salterton beach by local artist Cecil Elgee (1904-84) was purchased from a Canadian art dealer in 2019 through the generosity of a Friend of the museum. This acquisition and other paintings by Elgee in the museum's collection will be exhibited in 2020-21.

Fairlynch's costume and lace collections contain items of National Importance. In 2019 a world-renowned lace historian confirmed that an East Devon trolly-lace bobbin dated 1662 is the oldest known lace bobbin in England.

The museum was also pleased to loan a wedding dress and items of lace for the Royal Albert Memorial Museum's 2020 exhibition *By Royal Appointment*.

Membership

In 1969 the FRIENDS OF FAIRLYNCH was formed to support the development of the Museum and to be a fundraising arm of the Charity. The minimal annual subscription is £15.00 per individual or £20.00 per family/household at one address.

As of 31 January 2020, there were 381 subscribed members, with 28 new members joining during the year. 22 members left due to resignation or death and a further 28 members were removed from the membership list, due to non-payment of subscriptions and after several unsuccessful efforts to correspond with them. The Membership Secretary made significant progress in encouraging members to bring their subscriptions in line with

the 2017 resolution to increase the annual subscriptions and change the bank account into which the payments were made.

The Primrose

The Primrose is the Museum's magazine and is distributed three times a year to all Friends of Fairlynch. It is also available for sale in the Museum's shop for a nominal sum. A glossy A5 sized booklet of some 30 pages, it provides a selection of articles about the Museum's exhibitions and exhibits, as well as features on local interest subjects. It is self-funded through the selling of advertising space.

Shop

The Museum operates a shop within the building, selling cards, posters, books, and collectables. It generates a small financial surplus.

Website

Following a generous donation from a Friend, work began towards the end of the year on creating a new website for the Museum, with the aim of providing a vibrant and informative website with up to date information about our collections, exhibitions and events.

Buildings

Trustees are acutely aware of their responsibility for the maintenance and upkeep of the Grade 2 Listed building Fairlynch and adjacent Linhay. Located close to the sea, the humid, salt-laden environment presents a maintenance challenge requiring frequent attention. The thatched roof, last renewed some 9 years ago, is inspected annually by a professional thatcher. Renewal of the main thatch will be needed in a decade or so and will present a significant item of expenditure in the balance sheet.

The need to provide a year-round optimum environment for the collections is achieved through humidity-controlled dehumidifiers and temperature-controlled gas central heating in Fairlynch and adjacent Linhay.

Financial Review

The Trustees are pleased to report that in the financial year ended 31st January 2020 the audited accounts of the Museum recorded a profit of £4,903 compared to a loss in the previous year of £4,025. However, most of the profit (£4,755) was due to the unrealised increase in the book value of the Museum's investments with the Bank of Montreal. Nevertheless, if the investment profit is excluded, there is still a small profit of £148 from operating the Museum.

Income from Grants and Exhibitions was much lower than the previous year, as was expenditure, due to the lack of a major exhibition to rival the Raleigh 400 Exhibition in 2018/19. Regular Income in the year increased by £2,245 and Operating Costs reduced by £1,198.

The Treasurer set out four initiatives for the year to ensure that the Museum's minimum target was breakeven. The results from implementing these initiatives were:

- Tight control of expenditure was achieved.
- Recruitment of more "Friends of Fairlynch" achieved an extra £740 in subscriptions plus £275 in gift aid.
- Better investment of the Museum's financial assets was in progress at the year-end and the appointment of an external Financial Adviser was in its final stage.
- The re-introduction of admission charges in 2020/21.

While restrictions imposed because of Covid-19 meant that the Museum would have to remain closed to visitors in 2020, and therefore not receive any income from admission charges, the Trustees remain confident that the income generated from Friends' subscriptions (and gift aid) together with a £10,000 government grant and generous donations from benefactors would be sufficient to cover the fixed running costs of the Museum while it remained closed.

Reserves Policy

It is our policy that reserves are invested in low risk, income generating funds. Discussions took place during the year with representatives of wealth management companies in order to identify and appoint a financial advisor with knowledge of and experience in advising smaller charities like the Fairlynch. A decision on the final selection of a advisor was pending at the end of the year under report.

Volunteers

Fairlynch is managed and run entirely by volunteers. The Trustees wish to express their deep appreciation and grateful thanks to all the volunteers, without whom Fairlynch Museum would cease to exist.

Some 50 volunteers, including all the Trustees, are involved in the multiple activities that are required to keep the Museum operating.

Personnel

At the AGM on 2 May 2019, four new Trustees were appointed, including a new Treasurer, and one Trustee stood down at the end of his term of office, maintaining the number of Trustees at seven.

It is becoming increasingly difficult to find volunteers to take on leadership roles, as well as the day to day operational tasks that need to be undertaken to keep the Museum viable. Despite significant efforts, a new Chairman has not been identified to replace the existing Chairman, who has been in office for five years. Using www.reachvolunteering.org and the Museum's Facebook page, a search to find someone to take on the role of publicity lead for the Museum generated just one expression of interest.

Stewards

A key group of volunteers is the Stewards, without whom the Museum would be unable to open to the public. A Stewards Committee meets at least three times a year to manage the recruitment, training and oversight of these volunteers. A minimum of two duty stewards each day is needed and they play a vital role in engaging with visitors and safeguarding the collections on display. The stewards meet annually, usually just prior to the Museum opening, to be briefed on the exhibitions, given an appraisal of the previous year and overview for the forthcoming season. New volunteer stewards are initiated by shadowing an experienced steward until they feel competent in the role. Most begin upstairs where there are fewer responsibilities. Large files explaining the exhibits, duties and management of the museum are located on the upstairs desk and at Reception. These are updated regularly. Stewards sign up for duty in the diary held at Reception and these duties are confirmed by email. The Trustees are especially grateful to all the stewards for their continuing commitment.

Gardening

We have a small group of volunteers who look after the Fairlynch gardens. Located as we are in close proximity to the beach at Budleigh, the garden frames the beauty of this thatched property and provides visitors with a welcome spot to enjoy local flora.

Collections

Several volunteers are involved in collecting, conserving, interpreting and displaying the Museum's collection. Some changes in the lead volunteers took place in the reporting period with the costume curator relocating away from the area and being replaced by a former assistant.

Structure, Governance and Management

Fairlynch Museum is set up and managed in accordance with its Constitution.

The Trustees meet monthly, the General Committee every quarter and Stewards at least three times annually.

The Annual General Meeting of all members was held on 2 May 2019.

The Trustees carried out a review of the Constitution during the reporting year and a revised version will be presented to the membership at the 2020 AGM (currently postponed due to the Coronavirus pandemic and Government restrictions – a virtual AGM is planned for September 2020).

Rural Proofing Resilience

The Trustees continued to participate in South West Museums Development Programme (SWMDP) Rural Proofing Resilience Programme.

SWMDP, in collaboration with Cornwall Museum Partnership (CMP), secured funding from the Heritage Lottery Fund to develop and deliver a unique collaborative programme of leadership and skills development for rural museums in Cornwall, Devon, Dorset and Somerset. The Resilience Programme aims to tackle four key areas of museum practice to enable museums to embrace the opportunities presented by a changing political and economic environment: strategic fundraising, finance, marketing, and business planning.

These topics form the basis for E-learning pilots that are available nationally for museum staff and volunteers, as well as workshops and a mentoring scheme that work with selected museums in the South West. The Trustees held two very useful workshops with mentors during the year.

External Relationships

Fairlynch is a member of the Devon Museums Group and the East Devon Museums Group, where members exchange information and ideas and report on their current exhibitions. The Museum is also a member of the SWMDP, which funds the services of a Community Museums Officer and a Conservation Development Officer to provide professional advice.

The Museum is a member of the Budleigh Salterton Chamber of Commerce and makes every effort to support community activities. Fairlynch is represented, often in historic fancy dress, at annual events such as the Lions Gala, the Carnival, and Christmas Late Night Shopping.

Administration Information

The Fairlynch Museum is situated at 27 Fore Street, Budleigh Salterton, Devon EX9 6NP.

Trustees who served from 1 February 2019 to the date that this report was approved by the Trustees are:

Trevor Waddington OBE	Chair
Christopher Searle	Treasurer (to 2 May 2019)
David Brittain	Treasurer (from 2 May 2019)
Michael Downes	Minutes Secretary (to 2 May 2019)
Christine Fry	
Bernard Hadley	(from 2 May 2019)
Rosalind Hickman	
Ian Lacey	(from 2 May 2019)
Susan Lacey	Secretary and Membership Secretary (from 2 May 2019)

Others:

Membership Secretary: Maureen Sherriff (to 2 May 2019)

Approved by the Trustees on 19th July 2020 and signed on behalf of the Trustees on 23rd September 2020 by:



Trevor Waddington OBE
Chairman

Budleigh Salterton Arts Centre & Museum - Income and Expenditure Account
For the Year to 31 January 2020

INCOME:	2018/19		2019/20	
Grants Etc	£	£	£	£
: BS Town Council	0		400	
: Heritage Lottery Fund re Raleigh 400	5726		0	
: Raleigh 400, Exhibition Takings	7183		0	
: Raleigh 400, Grants and Donations	13237		0	
: BS Chamber of Commerce	0		75	
: Clinton Estates Ltd	0		500	
: Legacy	0		1000	
: Sale of Costumes	0	26146	226	2201
Regular Income				
: Donations	2620		4143	
: Friends Subs etc.	4493		5233	
: Gift Aid	976		1251	
: Interest Received	439		588	
: Shop Profits	1778		1141	
: Sundry Income/Talks	320	10626	515	12871
Investment Growth (not Realised)		-566		4755
Total Income		36206		19827
EXPENDITURE:				
Capital & Major projects				
: Costume Review	884		0	
: Exhibition Costs	0		1009	
: Picture Purchase	0		191	
: Linhay	1186		0	
: Textiles	2434		0	
: Raleigh 400	20805	25309	0	1200
Operating Costs				
Bursary	0		100	
Curation	335		0	
Friends (Recruitment & Newsletter)	765		596	
Insurance	3173		3298	
Office Costs, IT, Post & Phone	1017		1061	
Property: Alarm Maintenance	1147		1717	
: Council Tax	1154		1439	
: Garden	248		1181	
: Gas & Elec	2320		2120	
: General Maintenance	2128		531	
: Water	530		648	
Publicity: Advertising	1402		197	
Subscriptions	268		158	
Sundries	435		678	
Total Expenditure		14922		13724
Net Income/(Expenditure)		-£4,025		£4,903

**Budleigh Salterton Arts Centre & Museum - Balance Sheet as at
31 January 2020**

	<u>31/01/19</u>		<u>31/01/20</u>	
	£	£	£	£
Funds Brought Forward	139481		135456	
Surplus/(Deficit) for the Year	-4025		4903	
Total Resources		<u>135456</u>		<u>140359</u>
Represented by:				
Lloyds Current Account	26724		24796	
Nat West (Friends)	4552		7600	
Nat West Business Reserve (Friends)	893		0	
Virgin Money	78227		78815	
<i>Total Bank Balances</i>		110396		111211
Investments		24327		29081
Shop Stock		422		597
<i>Year End Provisions</i>				
Gift Aid	800		250	
Electricity & Gas	-580		-580	
Water	-200		-200	
Raleigh 400 (donations in advance)	0		0	
Provisions & prepayments	291	311	0	-530
Total Resources		<u>£135,456</u>		<u>£140,359</u>
Movement on Reserves				
		£		£
General Funds		85895		90798
Restricted Funds		49561		49561
Total		<u>£135,456</u>		<u>£140,359</u>

NB. The assets of the Museum consist mainly of the Property and the collections held therein.

It is considered that significant costs would be involved in attributing a value to these historical fixed assets and this would be onerous compared to the additional benefit derived by users of the accounts in assessing the Trustees stewardship of the assets.

David Brittain. Hon Treasurer. March 2020

**BUDLEIGH SALTERTON ARTS CENTRE & MUSEUM
INDEPENDENT EXAMINER'S REPORT**

To the Trustees of the Budleigh Salterton Arts Centre & Museum.

I report to the trustees on the examination of the accounts of the Budleigh Salterton Arts Centre & Museum (the Centre) for the year ended 31st January 2020

Responsibilities and basis of Report: -

As the charity trustees of the Centre's accounts you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of the Centre's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act.

Independent Examiners Statement:

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Centre as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the forms 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 examination.

I have no concerns and 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.



Signature

Date

30th March 2020

Brian Leveridge C.A.
Viewpoint, 44 Honey Park Road, Budleigh Salterton, EX9 6EG