

BUDLEIGH SALTERTON ARTS CENTRE AND MUSEUM (FAIRLYNCH) 2018-19 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 2019.

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.

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

The main exhibition from May through October 2018 was 'Raleigh 400', a tribute to East Devon's greatest historical figure, Sir Walter Raleigh, on the 400th anniversary of his execution. A highlight of the exhibition was undoubtedly the original painting *The Boyhood of Raleigh* by Sir John Everett Millais. We are very grateful to Tate Britain for loaning the painting to Fairlynch for the third time in 50 years.

We exhibited a second work by Millais entitled *The Boyhood – A Study of the Child*. On loan from a private collection, it was of special interest as it shows the artist's son Everett, one of the models in *The Boyhood of Raleigh*. It is believed to be the first time that the paintings had been exhibited together. Additionally, various items from Raleigh's period were exhibited. A highlight was a pair of 1590s beautifully embroidered doeskin gloves associated with Sir Walter loaned by Dents, Warminster. These and the other items were loaned from a variety of sources, including the Royal Albert Memorial Museum, Tuckers Hall and St Nicholas' Priory in Exeter, and Elizabethan coins from a private collection.

The Raleigh 400 Exhibition was a once-in-a-lifetime opportunity but also a challenge. It would not have been possible without the many grants and donations from private individuals and corporate sponsors, including the Heritage Lottery Fund (HLF) and the Budleigh Salterton Town Council. There were specific security requirements that we had to meet in order to secure the loan of *The Boyhood of Raleigh*, including upgrading the

alarm system, procuring additional insurance cover, and transporting the painting from and to London by special courier.

Manning the Exhibition Room required the duties of an extra steward from the Museum's small but very willing group of volunteers, and an invigilator, kindly provided by the Budleigh Salterton Art Club.

Visitor numbers were in excess of 7,000 - a 40% increase on previous years. While entry to the museum is free, we charged a £3.00 entrance fee to the Exhibition for each adult.

Education outreach exceeded the HLF's target of reaching over 2,000 local schoolchildren. This was achieved through one of the Trustees dressed as Sir Walter Raleigh, supported by an education outreach specialist. They visited schools to describe the life and times of Sir Walter and hosted visits by groups of school children to the Raleigh 400 exhibition. The outreach visits resulted in additional visitors as children brought their families to view the exhibition.

Acquisitions

A significant acquisition for Fairlynch's collection in 2018 was a hitherto unknown Old Master portrait of Sir Walter Raleigh believed to date from the 17th Century. Provenance of the painting is still under investigation but it appears to have an association with William Drake Gould (1719-1766) of Lew Trenchard Manor near Tavistock.

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.

For the 2018/19 membership year, ending on 31 January 2019, there were 394 subscribed members, with 19 new members joining during the year and 13 members leaving due to resignation or death. The 2017 AGM approval to increase membership subscription rates and change bank account details was still causing some confusion in the payment of subscriptions and is an area that will be addressed in the next reporting year.

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.

Financial Review

Finance

The audited accounts showed that in the financial year 2018/19 expenditure exceeded income by £4,025. This was, nevertheless, an improvement of nearly £800 on the previous year. The 'Raleigh 400' exhibition gave a financial boost to museum funds with income of £26,146 exceeding expenses of £20,805. Regular income, however, was down by £4,577 due to fewer donations by visitors and reduced return on investments which

showed a negative £566 compared with a positive in 2017/18 of £2,441. Operating cost reduced by just over £3,200 and offset the downturn in investment growth.

In 2019/20 every effort will be made to further reduce the deficit with the objective of breaking even in 2020/21. To achieve this Trustees plan to implement the following:

- Tighter control of all expenditure.
- Better investment of the Museum's financial assets.
- Recruitment of more Museum Friends.
- Re-introduce admission charges in 2020/21, as approved by the 2019 AGM.

Reserves Policy

It is our policy that reserves are invested in low risk, income generating funds. Currently, reserves are invested in a fund that has not performed well and Trustees are looking at alternative investment opportunities as a matter of priority.

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

During the 2018/19 period one of the Trustees resigned for personal reasons, a particular loss due to this individual's extensive professional experience in museum management. By the end of the reporting year, additional trustees had been identified to join the Board at the next AGM in May 2019, maintaining the number of Trustees at seven. However, succession planning, in particular for the Chairman who will stand down in 2020, as well as building resilience in fundraising, finance and museum management are areas that the Board will need to focus on in 2019/20.

Stewards

A key group of volunteers is the Stewards, without whom the Museum would be unable to open to the public. A minimum of two duty stewards each day are needed and they play a vital role in engaging with visitors and safeguarding the collections on display. The 'Raleigh 400' exhibition placed an additional load on the stewards, not only because a third steward was needed to man the exhibition but the influx of visitors meant the Museum was much busier overall. 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. A new curator was recruited for the toys and dolls collection.

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 twice yearly.

The Annual General Meeting of all members was held on 5 April 2018. As the 2017/18 accounts were not ready to be presented for approval at that meeting, a Special General Meeting was held on 13 September 2018 in order to approve them.

Rural Proofing Resilience

The Trustees were invited to participate in South West Museums Development Programme (SWMDP) Rural Proofing Resilience Programme in 2018.

SWMDP, in collaboration with Cornwall Museum Partnership (CMP), secured funding from the HLF 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 potential benefits to Fairlynch of being a mentored museum include:

- Transformational programme that will be driven by museum's needs
- Quick wins, e.g., development budget, combined with practical support to deliver impact
- Hands on support through processes that can build towards accreditation and the organisation's development
- Tangible benefits that build accessibility and reach of heritage e.g., business plan → diversified income streams → more funds towards exhibitions and research or effective marketing → increased visitor numbers → increased unrestricted funds
- Work with other museums and across sectors to develop networks of support and access to professional advice and support

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 2018 to the date that this report was approved by the Trustees are:

Trevor Waddington OBE	Chair
Christopher Searle	Treasurer (to 2 May 2019)
Michael Downes	Minutes Secretary (to 2 May 2019)
Rosalind Hickman	
Christine Fry	
Martyn Brown	(to 31/10/18)
David Brittain	Treasurer (from 2 May 2019)
Ian Lacey	(from 2 May 2019)
Susan Lacey	Minutes & Membership Secretary (from 2 May 2019)

Others:

Membership Secretary: Maureen Sherriff (to 2 May 2019)

Approved by the Trustees on 3 July 2019 and signed on behalf of the Trustees on 5 July 2019 by:



Trevor Waddington OBE
Chairman

Budleigh Salterton Arts Centre & Museum - Income and Expenditure Account

For the Year to 31 January 2019

INCOME:	2017/18		2018/19	Inc/(Dec)
Grants Etc				
: BS Town Council	550		0	
: Heritage Lottery Fund re Raleigh 400	0		5726	
: Raleigh 400, Exhibition Takings	0		7183	
: Raleigh 400, Grants and Donations	0		13237	
: B/S Rotary Club	235		0	
: OVA	235		0	
: EDDC	1380		0	
: Norman Family Trust	2000		0	
: SW Museum Development	495		0	
: Textile Society Grant	<u>2550</u>	7445	<u>0</u>	26146
				18701
Regular Income				
: Donations	7699		2620	
: Friends Subs etc.	4663		4493	
: Gift Aid	800		976	
: Interest Received	1093		439	
: Shop Profits	754		1778	
: Sundry Income/Talks	<u>194</u>	15203	<u>320</u>	10626
				-4577
Investment Growth (not Realised)		2441		-566
				-3007
Total Income		<u>25089</u>		<u>36206</u>
				11117
EXPENDITURE:				
Capital & Major projects				
: Circular Pathway	2520		0	
: Costume Review	3779		884	
: Display Cabinets	1894		0	
: Kitchen Renovation	1350		0	
: Linhay	2224		1186	
: Textiles	0		2434	
: Raleigh 400	<u>0</u>	11767	<u>20805</u>	25309
				13542
Operating Costs				
Bursary	100		0	
Curation	1758		335	
Friends (Recruitment & Newsletter)	1016		765	
Insurance	2961		3173	
Office Costs, IT, Post & Phone	371		1017	
Property: Alarm Maintenance	1202		1147	
: Council Tax	1320		1154	
: Garden	295		248	
: Gas & Elec	2471		2320	
: General Maintenance	1668		2128	
: Water	740		530	
Publicity: Advertising	2819		1402	
Subscriptions	298		268	
Sundries	<u>1119</u>		<u>435</u>	
		18138		14922
				-3216
Total Expenditure		<u>29905</u>		<u>40231</u>
				10326
Net Income/(Expenditure)		<u>-£4,816</u>		<u>-£4,025</u>
				£791

**Budleigh Salterton Arts Centre & Museum - Balance Sheet as at
31 January 2019**

	<u>31/01/2018</u>	<u>31/01/2019</u>
Funds Brought Forward	144297	139481
Surplus/(Deficit) for the Year	-4816	-4025
Total Resources	<u><u>139481</u></u>	<u><u>135456</u></u>

Represented by:

Lloyds Current Account	37237	26724
Nat West (Friends)	1285	4552
Nat West Business Reserve (Friends)	892	893
Virgin Money	<u>77789</u>	<u>78227</u>
Total Bank Balances	117203	110396

Investments	24892	24327
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Shop Stock	482	422
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Year End Provisions

Gift Aid	800	800
Electricity & Gas	-785	-580
Water	-200	-200
Raleigh 400 (donations in advance)	-3035	0
Provisions & prepayments	<u>124</u>	<u>291</u>
	-3096	311

Total Resources	<u><u>£139,481</u></u>	<u><u>£135,456</u></u>
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Movement on Reserves

			Movement
General Funds	87218	85895	-1323
Restricted Funds	49561	49561	0
Piano Restoration Fund (added to General Funds)	2702	0	-2702
Total	<u><u>£139,481</u></u>	<u><u>£135,456</u></u>	<u><u>-£4,025</u></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.

Chris Searle. Hon Treasurer. April 2019

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 2019

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

26th April 2019

Brian Leveridge C.A.

Viewpoint, 44 Honey Park Road, Budleigh Salterton, EX9 6EG