

# Sittingbourne Heritage Museum

## Annual Report 2018

www.sittingbourne-museum.co.uk



Registered charity 1070698

### Our mission:

To preserve and promote the town's heritage and to educate.  
In practice: provide a museum, care for the collection, and reach out.  
Growth for survival.

For the survival of the museum, we depend upon :

- Benefactors
- Public donors
- Volunteers and active researchers
- Deliverers
- Committee and subcommittee members
- Partners
- Members - subscribers
- Visitors and users

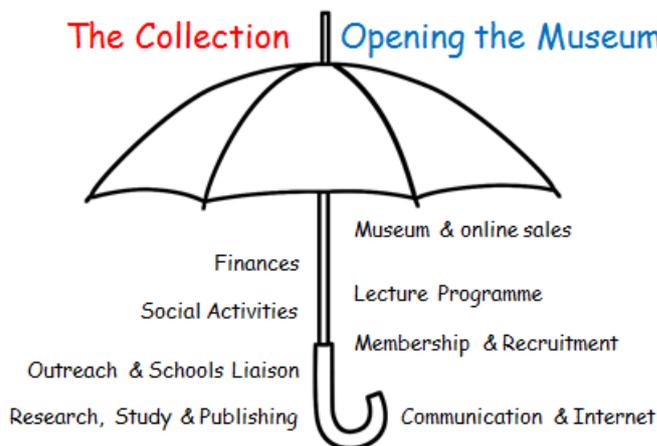
A BIG thank you to all of those people



*The Museum, 67 East Street*

## The Many Facets of the Museum

The Collection | Opening the Museum



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There are many facets to the running of the museum, which centres around the care of the collection, and the operation of the museum itself. This is all supported by other activities.

## Focus 2017 - 2019

- The Search for New Premises
- Display and Museum Exhibits
- Marketing & Recruitment
- Collection Activities
- East Kent Gazette Archive
- Communications and Publications

Our focus has been and will be in these areas

# THE TREASURER'S REPORT

This last financial year of the Sittingbourne Heritage Museum has seen a small increase in our finances by £131.04 but this may not be the case in future years as day to day costs are rising at the same time as memberships etc seem to be slowing down.

The majority of our income during 2017/18 was spent on the day to day running of the museum although money was found to publish one of our own books 'A Sittingbourne Miscellany'. Grants were sought from Swale Borough Council and The Allen Grove Fund to help finance photographic conservation/preservation.

**Subscriptions/Donations.** £3,600.75 was received during the last financial year, a small drop on the previous year. Donations were made up of those added to subscriptions amounting to £542, private donations of £1125.00, museum donations of £310 and £106 from outside events and group visits.

**Repairs/Maintenance.** The annual servicing of fire equipment cost £226.30, a reasonable increase as batteries had to be replaced in the Fire Alarm system. A collection of photographs were conserved at a cost of £180 but this was paid for by the grant from 'The Allen Grove Local History Fund'. The remainder of the costs were taken up by the maintenance purchases.

**Equipment/Display.** Conservation costs of £690 are responsible for a large amount of the costs for this year although £375 have been paid for by a grant from Swale Borough Council. A small grant from SBC of £80 was also granted to purchase a DVD from the BBC in which the Museum contributed information and photographs. A large picture for display at a cost of £68 was paid for by a previous grant and Map tubes costing £69 was bought out of a £225 donation from The Rotary Club. The rest of the money was spent on general everyday items.

**Printing/Postage.** The total for the last year amounted to £1059.90. The Journal cost £525.00, stamps/envelopes totalled £376 and computer paper and ink cost an additional £138. An extra amount of £20 spent on postage was reimbursed along with £65 of the journal costs.

**Sales.** Sales figures were down on the previous year by nearly £1400. Our sales figures are affected each year by the number of books the museum publishes and sells in that period. The new 'Sittingbourne Miscellany' book has not had time to contribute towards our figures yet.

**Power/Water.** Our electricity consumption has risen sharply recently with the museum being open for longer during the year and the need to maintain the minimum heating requirements during the year to help with the preservation of the artefacts. I feel this will increase even more!

**Museum.** Visitor numbers were up by 305 to 722 during 2017, with an extra 154 visitors from schools and other groups, making a total of 886. The Museum joining the Wheels of Time scheme has been very worthwhile and contributed to the numbers. Sales were down by £547 to £721.

**Sundry.** Two trips to Audley End in April and Down House/Eltham Palace in August made a profit of £50. Ten lectures and 1 social event were held jointly with HRGS amounting to a loss for the museum of around £30. 2017 Calendar sales with HRGS made a profit of £627 amounting to £313.50 for each group. Gift Aid for 2017 came to £322.70.

Jen Whibley - Treasurer

# Accounts 2017-2018

## Income

Subscriptions	1,517.50
Donations	2,083.25
Sales	2,387.80
Interest	3.22
Sundry	3,953.15
Grant	660.00

## Expenditure

Repairs/Maintenance	516.20
Equipment/Display	1,092.26
Printing/Postage	1,059.90
Museum Power	1,167.00
Museum Water	104.89
Insurance	637.12
Stock	2,952.36
Sundry	2,944.15

Total	<u>10,604.92</u>	Total	<u>10,473.88</u>
<i>Income 2016-17</i>	<i>10,227.80</i>	<i>Expenditure 2016-17</i>	<i>10,920.74</i>

## Balance Sheet

Brought Forward 01/04/17	16,172.74	Current Account	3,647.28
Income	10,604.92	Reserve Account	12,500.00
Expenditure	<u>10,473.88</u>	Cash in Hand	<u>156.50</u>
Balance as at 31/03/18	<u>16,303.78</u>	Balance as at 31/03/18	<u>16,303.78</u>
Profit on Year	131.04		

## Breakdown of Sales

Museum Sales	729.06
Other Sales	1658.74
Totals	<u>2,387.80</u>

- Interventions made:
- Use of email for out of town members where possible - reducing postal costs
- Increase of subs to £12.50 (emp) and £7.50 (concess)

## Databases

- **Collection database**
  - (over 2500 items so far)
- **Images database**
  - Over 5000 photos / negs
- **Maps & Charts**
  - (over 300 charts)
- **Documents**
  - Nearly 1000 receipts, invoices, certificates etc
- **Servicemen**
  - POW lists for WWII



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Museum displays have been updated, and maintenance work undertaken, including a new back door.

We continue to work towards Museum accreditation and incorporate standards of best practice in all our work.

Our web site has been enhanced, making First World War separation claims and Workhouse admissions records available to members.

## Other activities

- the "Wheels of Time" Scheme
- Association of Independent Museums
- Participated in Christmas Tree events at Tunstall, St Michaels and Bobbing
- Library themed events



Publishing has continued with the publication of our "A Sittingbourne Miscellany" and another title this year to be announced.

## The Journal 2017-18

- Rhode House
- Glovers House / Hospital
- Sittingbourne Street Names
- Tunstall Farm Life
- Swift Family, Milton
- Kent Farm Institute
- Children in the Milton Workhouse

Our Journal feature essays on these topics over the last year.

Once again thank you to everyone who has helped in any way, especially our members. Please tell your friends and relatives about us so that they might also help us to keep a museum in Sittingbourne.

This report was compiled and edited by members of the executive committee of Sittingbourne Heritage Museum.

For any enquiries, please contact the secretary via the museum or by e-mail at [secretary@sittingbourne-museum.co.uk](mailto:secretary@sittingbourne-museum.co.uk)

## Website:

**WWW.SITTINGBOURNE-MUSEUM.CO.UK**