



Registered Charity No.1171756

Herefordshire Museum Service Support Group

Protecting our Heritage, Enriching our Life!

ANNUAL REPORT FEBRUARY 2017 – APRIL 2018

Herefordshire Museum Service Support Group (HMSSG) registered as a Charitable Incorporated Organisation (CIO – Association Model) in February 2017. This Report covers 6th February 2017 to 1st April 2018 and will be presented to the AGM on 24 April 2018.

HMSSG works to support and develop the Museum Service, which comprises:

- the County's History and Art Collections held in trust for Herefordshire's people)
- the Museum and Art Gallery in Broad Street
- the Museum Resource and Learning Centre where the Collections are stored
- the Black and White House in High Town
- and the professional staff team

Charitable Objects: 1. *To advance the education of the public by supporting the maintenance and development of Herefordshire county museum and art collections and promoting public access to those collections.* 2. *To advance the arts, culture, heritage and science,... by promoting public appreciation and understanding of the archaeology, history, heritage, culture, natural science and visual arts of Herefordshire through those collections, and related use, preservation, curation, interpretation, exhibitions and activities.*

An Inaugural General Meeting on 6th February 2017 adopted the CIO Constitution and elected Trustees. This Report covers 6th February 2017 to 1st April 2018.

The Trustees of HMSSG during the period were:

Elected at IGM February 2017: Miriam Griffiths (Chair); Jane Adams (Secretary); Jacqueline Addis (Treasurer); Kate Seekings (Trustee).

Co-opted during the year: Nichola Geeson (Membership Secretary) April 2017; Fleur Messer (Website) November 2017.

(All Trustees will stand down at the Charity's first AGM; they can stand for re-election.)



From the Chair

HMSSG's first year as a registered Charity has been very busy: thank you to voluntary Trustees and professional Museum Service Staff for their commitment. Thank you to HMSSG Members, as supporters of the Museum now and champions for its future. We hope you will continue your vital support to the Museum Service through HMSSG membership.

The year has seen ongoing challenges for the Museum Service : continued reductions to Staffing due to Herefordshire Council's budgetary decisions have had a significant impact. HMSSG would prefer to see Museums invested in as a resource for community and public benefit, which motivated our involvement in the HLF-funded 'Resilient Heritage' Review of future sustainable options for the Service – more details below. The Council also rebranded the Old House as the commercialised Black and White House; we are watching to see how charging impacts for a previously free museum.

There have also been developments for HMSSG: becoming a CIO increases administration, but advantages include better transparency, development of good practice, and enhanced fund-raising potential. We need volunteers to help support the Museum Service – if you have time or ideas, please contact us on herefordmuseumgroup@gmail.com or via our website.

I hope you find this Report interesting as a summary of our very active year, and look forward to seeing you at the AGM on 24th April. *Miriam Griffiths (Chair)*

The Year's Activities for HMSSG

Strategic Developments and Projects

Charity Commission Registration and associated Policies: Supported by Annabelle Elletson, Revenue Development Consultant funded by Herefordshire Council's 'Libraries & Museums Support Fund', and co-ordinated by Miriam Griffiths, our CIO Constitution and Objects were registered. We also have Policies for Equality, Privacy, Conflict of Interests.

Volunteering: Supported by Alex Fitzpatrick, joint Volunteer Co-ordinator between HMSSG and HLUG, funded by the Council's 'Libraries & Museums Support Fund', a project led by Jane Adams produced volunteering procedures to underpin ongoing volunteer development.

Website: <https://herefordshiremuseumsupport.org.uk/> which went live in January, will aid communication; and publicity; you can now join and pay online. An Association of Independent Museums grant funded Nepeta Consulting to help build the site and provide training, with voluntary effort from Trustees – especially Fleur Messer and Nicky Geeson.

The Future of the Museum Service: HMSSG and Herefordshire Council in partnership achieved £39,400 HLF 'Resilient Heritage' funding, mainly for an expert Review of options for a viable future for the Service, and for Income Generation support. Museum Consultants Prince + Pearce produced a major Report on the Museum Service's future, which HMSSG endorses as a roadmap towards non-profit Trust status which could bring the Museum Collections and Service the investment they deserve. For more information and links to the Report, see <https://herefordshiremuseumsupport.org.uk/>.

The future of the Museum, Library and Archives Services were the subject of a 'Soft Market Test' by the Council. MLA Services are being discussed at the Council's General Scrutiny Committee on April 9th, and at the May full Council Meeting: both are open to the public.

Fundraising and Grants:

As part of the HLF Resilient Heritage Project, Annabelle Elletson was appointed as Revenue Development Consultant. Her achievements are summarised below and demonstrate the value of specialist fundraising expertise to maximise resources for the service. Grants totalling £35,142 will be processed via HMSSG, demonstrating the importance of charitable status in furthering support for the museum service. The remaining grants were paid directly to Herefordshire Council.

Date approved	Grant Donor	Purpose	£ Received
Feb 2017	Hereford City Council	Restore Brian Hatton paintings	£2,218
May 2017	Arts Council / MUPI	University partnership projects	£2,860 (Paid to HC)
Jun 2017	HLF, with Herefordshire Council	Review of options for Resilient future for Museum Service	£39,300 (Paid to HC)
Aug 2017	Association of Independent Museums	HMSSG Website development and training	£1,645.00
Sept 2017	Herefordshire Community Foundation	Schools visits to B&W House	£1,100
Feb 2018	Pilgrim Trust	Conservation of wall paintings, B&W House	£10,500.00
Feb 2018	W. Midlands Museums Development Ready to Borrow	Collections Display cases	£16,799.40
		Total:	£74,422.40
		Total Excluding HLF Grant	£35,142

Membership

Thanks to the hard work and commitment of our membership secretary, Nicky Geeson, membership numbers grew from 51 in May 2017 to 80 in March 2018. It is hoped that all of these will renew for 2018/19, and that new members will be recruited at forthcoming events and through the website.

Members were kept regularly informed of news, events and developments by email, or by post if they do not use email. To encourage further interest and new membership, news bulletins were printed and distributed from the Library, MRLC and the Black and White House in June, August and October 2017, and January 2018. The collection and storage of membership details is described in our Data and Privacy Policy (January 2018), and is in accordance with GDPR legislation.

Events

Members were invited to the following events run by HMSSG:

Talks by Robin Thorndyke to accompany the Brian Hatton exhibition in Spring 2017.

A guided tour of the Black and White House led by Charles Kightley designer of the display and the new guidebook to the museum.

A private tour of works by John Ward held in MRLC led by Catherine Willson.

HMSSG's Christmas party and entertainment by Merrie Noyse in December 2017.

HMSSG helped with several events organised by the Museum Service including the popular re-enactment weekends held at the Black and White House. We also publicised events to members and the public via our website and newsletter.

HMSSG Financial Summary for the year to 31 March 2018 (draft)

Financial Summary 2017/2018 Herefordshire Museum Services Support Group (HMSSG)	Cash at 1/4/17	Actual 2017 / 2018			Approved Cash Movements	Cash at 31/3/18
		Income	Expenditure	Net		
Maintenance & development of museum and art collection						
Revenue Development	864.00	6,159.40	(7,023.40)	(864.00)		0.00
Conservation of Brian Hatton Paintings	2,218.00		(2,218.00)	(2,218.00)		0.00
Promotion of public access to collections						
Developing Volunteering Project	2,120.00	3,664.88	(5,784.88)	(2,120.00)		0.00
Website Development		1,645.00	(1,685.00)	(40.00)	40.00	0.00
Advance arts, culture, heritage & science appreciation and understanding						
Herefordshire Community Foundation Schools Visits Access		1,100.00		1,100.00		1,100.00
Subscriptions & General Donations	794.58	877.70	(178.86)	698.84	(40.00)	1,453.42
Donations received in Museum Collections		345.85		345.85		345.85
Profit / (Loss)		13,792.83	(16,890.14)	(3,097.31)		
Total Balance Sheet Reserves	5,996.58				0.00	2,899.27

Notes to the Financial Summary

1) The financial summary is based on cash accounting. As grant funding can be a multi-year activity, cash movements have been highlighted to provide greater clarity around each project. Two grants approved in February 2018 (Pilgrim Trust and West Midlands Museums Development Ready to Borrow) are not included in the above figures. These grants will increase income by £27,300 during the next financial year.

2) The Charity Commission does not require an independent examiner to review the above figures. However, it is intended to find a qualified individual to review both the above figures and the accounts going forwards.

3) HMSSG registered for GIFT Aid during 2017/18 which is a scheme that will enable us to reclaim tax on a donation made by a UK taxpayer, effectively increasing the amount of our donations. Processes and documentation will be put in place during the next financial year to enable HMSSG to reclaim on relevant subscriptions and donations.

4) Treasurer roles and responsibilities have been drafted during 2017/18. Further policies will be drafted during the next financial year to address cash handling, approval limits, grant approvals and transfer arrangements with the Museum Service.

5) A bank account was set up for the newly created Charitable Incorporated Organisation during 2017/18. The old bank account is in the process of being closed down and outstanding funds will be transferred to the CIO Account. This statement reflects transactions in both accounts for the year to 31 March 2018.

HMSSG trustees 8 April 2018
herefordmuseumsupportgroup@gmail.com