

2019

# Bampton Heritage and Visitor Centre

## 6<sup>th</sup> Annual Report.



## CHAIRMAN’S INTRODUCTION by Katrina Munro

### Chairman’s Report

The trustees of the Bampton Heritage & Visitor Centre are delighted to report on another successful and busy year. During 2019 we welcomed 1605 visitors from all over the world – bringing our total visitors since we opened in 2013 to in excess of 13,000.

In addition to the residents and visitors we welcome throughout the year, and from all over the world, we have welcomed arranged visits for guided walks and talks from a number of groups including U3A groups; Chumleigh History Society; Tangent Ladies group; Bampton School and the local Beavers group.

In April we held our first Annual Heritage Lecture which was attended by around 70 people. The fascinating subject was how the bible story of the Flight to Egypt has been depicted in art over the centuries. A fine example appears in Bampton church.



We have enjoyed having a presence at various community events including Spring Fair, Charter Fair and the church and Community Christmas events and have developed some new material including a fun children’s snakes and ladders game which was unveiled at the Spring Fair.



*Spring Fair*

Around 70 people enjoyed fund-raising quiz and supper in the Riverside Hall in September.



*Fund raising quiz*

Our monthly Guided Town Trails have been well attended and our trustees Wendy Boothroyd and Rachel MacDonald have been working throughout 2019 to develop a range of short-medium length circular walks starting in the town and we look forward to the publication of our new booklet of walks in early 2020.

So, things have certainly been busy at the Centre and behind the scenes and we have various exciting new plans and products planned for 2020. We rely solely on volunteers to keep the Centre open and running successfully and are always keen to hear from anyone who might be interested in joining our happy band of volunteers!

My thanks to Trustees Judi Thomas (secretary), Rachel Macdonald (treasurer), Ken Mills (curator), Liz Redfern, Wendy Boothroyd and our associate Trustee Alison Brooker. Indeed, all our volunteers for their commitment throughout the year. Rachel took over the role of Treasurer from Barney Hopkinson to whom we extend our thanks for his hard work over many years as a trustee and treasurer and we are very pleased that he has remained with us a volunteer. The support and understanding of Rev Kevin Chandra and Church Wardens Sue Leach and Tony Mount, is also invaluable in the successful co-existence of the Centre within St Michaels and All Angels church.





### **OUR BUILDINGS PROJECT by Katrina Munro**

Not wishing to rest on our laurels we developed an idea from one of our volunteers into a project to take forward during 2018/19 that would involve Bampton residents and our volunteers.

As a volunteer run community organisation we are delighted to have worked with the pupils and teachers from Bampton School, and had the support of home - owners, the town council, church and LARC during this project. The results have been important in helping us to achieve our aim of attracting more visitors to the town and publicising the Centre.

Volunteers spent many hours visiting local buildings and researching the history behind them: when they were built, why and who by and who has lived in them. As a result of the project which was part financed by a grant from the National Lottery Heritage Fund, a new mobile exhibition was launched in September and new displays were erected in the church.



*The new Our Buildings exhibit at the launch*

In late November the exhibition was moved to the Tiverton Museum where it has been seen by many hundreds more. During the next few years, this mobile exhibition can help us to reach out to new communities and groups. During 2020, the exhibition will be displayed in the Dulverton Heritage Centre and South Molton Museum.

As part of the project, we have not only added to our historical archive but have published new material to help residents and visitors to have a better understanding of the town and how it has developed over past centuries. In addition to the interpretation boards and a free booklet about the buildings we studied, we have made new oral history recordings and developed a self-guided Family Town Trail and Guide to the Church – both of which are available in the Centre and on-line.



*New publications and Tiverton Gazette article*

## OUR VOLUNTEERS by Liz Redfern

This is a completely volunteer run organisation and the Trustees (also volunteers) are continually grateful for the commitment our volunteers show in keeping the Centre open and welcoming to visitors. The publicity about 'Our Buildings' Project and an article in Signpost about volunteering have brought further interest from new volunteers. We have welcomed four new volunteers this year.

We record the hours our volunteers do and are encouraged by the Heritage Lottery Fund to calculate their time in monetary terms using a nationally recognised formula. We are sure this is an underestimate of the time everyone gives to the continuing success of the Centre.

### Calculation of Volunteer Hours 2019

<b>HLF categories of volunteer contribution values</b>		
<b>Skilled tasks £150 per day or £20 per hour</b>		
<b>Activity</b>	<b>Hours</b>	<b>Value £</b>
Volunteers events and training	162	3,240.00
<b>Sub Total</b>	<b>162</b>	<b>3,240.00</b>
<b>Professional £350 per day or £46 per hour</b>		
Trustees meetings	129	6,063.00
Trustees additional hours	600	40,636.00
Our Buildings Project	500	10,000
Town Trails	30	600.00
Developing new walks booklet	100	4600
<b>Sub Total</b>	<b>1683</b>	<b>61899</b>
<b>GRAND TOTAL</b>	<b>1845</b>	<b>65,139</b>

The volunteers are invited to observe the Trustee meetings and following each of our meetings they receive a volunteer's newsletters to keep them up to date with decisions and plans for changes or Centre developments.

There are 3-4 events each year when we bring volunteers together to share ideas and hear their views, and to socialize with other volunteers.

Bampton is a town that has many opportunities for people to volunteer. We remain continually grateful to those that choose to volunteer in the Centre.

**CENTRE ACTIVITY**

Our volunteers have overseen a lot of visitor activity as can be seen in the table below.

2019	VISITOR NUMBERS		TOWN TRAIL NUMBERS	
	2018	2019	2018	2019
JANUARY	37	52		5
FEBRUARY	59	104		6
MARCH	65	105		5
APRIL	177	93		11
MAY	180	231		27
JUNE	186	119	8	10
JULY	183	180		5
AUGUST	226	235		2
SEPTEMBER	163	146	14	4
OCTOBER	99	248	9	3
NOVEMBER	141	60	5	0
DECEMBER	72	32	4	6
<b>TOTAL</b>	<b>1551</b>	<b>1605</b>	<b>40</b>	<b>84</b>

For a relatively small facility the numbers of visitors we have is very motivating and encouraging. But the numbers on their own do not reflect the visitor experience which is often illustrated by the comments they leave in our visitors book.



## **CURATOR'S REPORT by Ken Mills**

The exhibit marking the centenary of the end of World War 1 was replaced by a small exhibit pertaining to the Our Buildings project – that showed the materials used to build Bampton's houses and some of the tools that would have been used to design them.

Thanks to Katrina, a new exhibit covering leatherworking in Bampton was installed in the large display case. This resulted in a re-organisation of our "permanent collection", now located on the bottom shelves of each cabinet, and the removal of many items to our store.

Items added to our collection include the following:

- a framed map (thanks to Denise Hill);
- a Cobb bottle (thanks to Sandra Kapnisi);
- a YHA handbook, showing the Bampton Youth Hostel (thanks to Frank Connor);
- a chemical balance and set of veterinary pipettes which used to be in Bampton secondary school (thanks to Lucy Bull);
- a set of large framed historical photographs of Bampton (thanks to Sarah Backhouse). These will be hung in the Riverside Hall.
- copies of maps of the Bampton – Tiverton Turnpike and the proposed route of the Bampton – Minehead Turnpike (Exebridge – Timberscombe section); (thanks to John Carr). The former of these resulted in the creation of a snakes and ladders board game by Wendy Mills.

The Curator has collaborated with the new Bampton Motte & Bailey Group, with advice and the drawing up of a number of information boards, based upon the children's trail mentioned above.

The automatic notification system set up on EBay has resulted in the identification of a number of new photographs and postcards of early Bampton. Where low cost they have been purchased by the Curator, digitised by Humphrey Berridge and donated to the Centre. Our membership of the Devon Museums Group continues to be a useful source of ideas and information.

## **LINKS WITH BAMPTON SCHOOL and CHILDRENS INVOLVEMENT by Judi Thomas**

### **Bampton Primary School**

A key element this year was the involvement of Bampton Primary School in Our Buildings Project and the development of our new Family Town Trail quiz. Judi contacted the school head, Gary Bladon who was, as always, keen to work with us. This was especially relevant for the school summer term curriculum theme of Bampton.

A group of volunteers met to plan two visits from children from Years 3 and 4 in June. We devised a range of activities in which the children would become Bampton detectives for the day – searching for key aspects of Bampton's past.



The first visit was on 11<sup>th</sup> June when we met in the church and welcomed the children and staff who then worked in small groups for each activity. We had a slide show of key buildings in Bampton and their history, the railway model and railway history, a typical school day in Victorian times with a school mistress (thanks to Alison Brooker for really getting into the part!) and a look at the rock formations and stones in the church and Bampton's geological past.

The second visit, on 18<sup>th</sup> June was a town trail and despite a persistent drizzle, everyone had fun. Our volunteers took up positions through town to talk about Bampton's history as the groups of children and staff followed the route around town. Many different aspects of Bampton's past featured in the trail – boot scrapers outside the school in Station Road, fossils in house walls, photos of the explosion next to Spar, the Shuttern brook, the former farm in the middle of Brook Street, chimney stacks, dipping places for water and public taps and much more. This part of the visit helped us as a first trial of our Family Town Trail.

At the end of the two visits we left the children with some research questions. We were invited to the end of term assembly when we watched a presentation showing us how they found out more about Bampton's past and the answers to our questions. Every young detective received a certificate and every child in school received an 'I love Bampton' badge.

Following this collaboration, we have created our new Family Town Trail – a town trail route with quiz questions. The quiz is available free at the Centre and free to download and print from the Bampton website. The quiz answers are on the website and accessed by a password with a certificate available to download and print.

### **Bampton Beavers**

We were contacted by the Bampton Beaver Colony leader to ask for a visit for the Beavers who are the youngest members of the scouting movement. Volunteers welcomed 11 children aged 6-8 and their leader on a Friday evening in November. We split into three groups and together explored parts of Bampton's history using the Touch and Feel box, the new Packhorse Way board game and some unusual artefacts. After a break for squash and biscuits, we then took the children on a tour of the church inside and then, with warm coats and torches, a tour of the churchyard in the dark. The evening was fast paced and fun with high levels of excitement and short attention spans!

## TREASURER'S REPORT FOR FINANCIAL YEAR JANUARY TO DECEMBER 2019

By Rachel Macdonald

I am pleased to draw your attention to the healthy financial position of BHVC. BHVC is grateful to our new Independent Examiner, Paul Hammond, for his time, help and guidance and would like to thank Mick New as our retired Examiner for his support over the previous years.

The formal accounts are presented in a straightforward format to demonstrate that the Trustees act honestly and responsibly in handling BHVC funds. The accounts are divided into two sources of revenue – Restricted and Unrestricted.

**Restricted funds** are grants or particular donations which can only be used for the purpose for which they are given. In 2019 BHVC managed two grants, the first from Bampton Town Council in the sum of £250 for the new 'Bampton Bounds' Walking Book. The second is the grant money carried forward from 2018 and restricted to use on the Buildings Project. Most of the activity on this latter project occurred in 2019 with a total of £4,081 being spent.

**Unrestricted funds** are the monies raised through activities such as shop sales, town trails and events. Shop sales totalled £1,257 this year, up by £216 on last year. Town trail takings also increased, by £178 to £278 thanks to some large group-bookings and more regular walks. We also raised £1,076 through Events such as the Quiz Night. In addition, General Donations totalled £631 this year, a decrease on the £884 given last year. We were also pleased to receive a Gift Aid Return from Customs and Revenue of £208. **BHVC had an unrestricted income of £3,450 this year.**

It should not be forgotten that in order to achieve this income BHVC expends money. This year £2,738 was spent covering all the unrestricted activities. This expenditure includes £866 on overheads; £768 on shop stock; £134 on admin items and £127 on fund raising. BHVC increased its expenditure on volunteer training and support, spending £298 in total. **Expenditure of unrestricted funds totalled £ 2,738 this year.**

The **draft examined accounts** shown on the next page will be received for approval at the AGM in April 2020. Restricted funding is required to be shown, so all totals include this figure. However, if the restricted funds are removed from the calculations the true operating income and expenditure can be seen and 'how we are doing' can be worked out. By taking the total unrestricted expenditure of £2,738 away from the total unrestricted income of £3,450, we see that this year **BHVC made a gross surplus of £712.**

We then need to look at the **balances** at year end 31 December 2019. Assets depreciated by £1,360; £7,355 was held in cash at the bank and in floats; and stock was worth £1,756.

In recognition of the stable financial position, the Trustees agreed the need for a **reserves policy**. To be prudent we need to keep reserves in the bank to insure us against hard times when sales fall or we need to replace key items of equipment. We do not want to build up large reserves of cash when we can use it to continue to develop and keep BHVC vibrant and alive. A **draft budget** has also been set for 2020 and will be updated in line with the reserves policy. Both of these documents will be received at the AGM on 27 February 2020.

**BAMPTON HERITAGE AND VISITOR CENTRE**

Accounts for year ending 31st December 2019

<b>INCOME</b>		<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
<b>2018</b>		<b>£</b>	<b>£</b>	<b>£</b>
3,600	Heritage Lottery Fund	0	0	0
1,000	Other Grants	250	0	250
884	Donations		631	631
1,041	Shop Sales		1,257	1,257
100	Town Walks		278	278
	Fundraising		1,076	1,076
253	Gift Aid Refund		208	208
<b>6,878</b>		<b>250</b>	<b>3,450</b>	<b>3,700</b>
<b>EXPENDITURE</b>				
<b>ROUTINE</b>				
409	Shop stock		768	768
288	Repairs & Maintenance		57	57
614	Overheads		866	866
93	Admin		134	134
52	Subscriptions		0	0
112	Volunteer support		298	298
68	Publicity/Promotion		127	127
14	Equipment/Materials		62	62
0	Fundraising		421	421
0	Museum Collection		5	5
	<b>PROJECTS</b>			0
297	WW1 Exhibits	0	0	0
545	Building Project	4,081	0	4,081
0	Completed Projects	0	0	0
<b>2,492</b>		<b>4,081</b>	<b>2,738</b>	<b>6,819</b>
<b>4,386</b>	<b>Net Income</b>	<b>-3,831</b>	<b>712</b>	<b>-3,119</b>
10,336	Balance at Co-operative Bank		7,295	
26	Petty Cash at Centre		30	
25	Cash in hand		30	
-190	Unpresented cheques		0	
6,330	Assets minus depreciation		4,970	
1,088	Shop stock		1,756	
<b>17,615</b>	<b>Total Assets</b>		<b>14,081</b>	
			<b>LOSS</b>	<b>-3,534</b>



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

**Section A Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Charity Name <b>BAMPTON HERITAGE + VISITOR CENTRE</b>		
<b>On accounts for the year ended</b>	<b>31 DECEMBER 2019</b>	<b>Charity no (if any)</b>	<b>1156194</b>
<b>Set out on pages</b>	<b>10 Y 11 OF THE BAMPTON HERITAGE + VISITOR CENTRE ANNUAL REPORT</b> <small>(insert page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and basis of report** As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below\*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.  
\* Please delete the words in the brackets if they do not apply.

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**



## **GOVERNANCE of the Charity from Liz Redfern**

The Charity is governed by 6 Trustees who set the strategy for the Centre, run it on a day to day basis, coordinate volunteer recruitment and training and ensure the effective use of resources. They operate using a standard Charity Commission constitution and submit accounts and reports to them as required.

The Trustees meet on a regular basis, with agendas and minutes. In between meetings much of the on - going business is conducted through email correspondence and decision making on minor issues. This leaves the face to face meetings for substantial items that need further discussion and decisions. Volunteers are invited to join the meeting by request and agendas are circulated beforehand. Following each meeting a Newsletter is sent to all volunteers to update them on decisions from the meeting and other relevant information, to keep them informed. During 2019 there were 4 newsletters distributed.

Since 2016 Trustees have been elected from the members of the volunteer group. Our election process established in 2015/16 introduced the principle of 3 Trustees standing down in each of the first two years to provide continuity at the same time as the opportunity to introduce new Trustees. The normal term of office for the elected trustees will be 3 years and they will then be eligible to stand again.

At the 15 May 2019 AGM there were 6 Trustees:

- Katrina Munro (Chair) – elected 2017 for 3 years - 2020
- Judi Thomas (Secretary) – re- elected 2019 for 3 years - 2022
- Rachel Macdonald (Treasurer) – elected 2019 for 3 years - 2022
- Ken Mills - elected 2017 for 3 years - 2020
- Liz Redfern - re- elected 2019 for 3 years - 2022
- Wendy Boothroyd – elected 2018 for 3 years - 2021

Alison Brooker joined us as an associate Trustee in 2018 and has attended many of our meetings to see what the role involved. She has taken over the running of the Volunteers rota and shares in providing their induction training.

## **PLANS for 2020**

The Trustees work with volunteers each year to see how the Centre can continue to develop the resources and opportunities for visitors. The following list outlines the work planned for 2020:

- Continue monthly Town Trails
- Facilitate bespoke visit programmes for groups – 2 already booked
- Replace the aerial map of Bampton
- Launch a new walks booklet 'Bampton Bounds'
- Participate in community events including Spring Fair, Bampton Fair and Christmas evening
- Facilitate Our Buildings displays at various locations including Dulverton Heritage Centre and South Molton Museum
- New Exhibition – 'Glimpses of Life in World War 2'
- Explore production of new shop products eg postcards, notelets and cards
- New film development - Putting Bampton on the Map
- New film development – Our Buildings
- Introduction of a large portfolio of Bampton Maps

**Appendix 1 – key activities throughout 2019**

January	Town Trail
	Town Trail video updated
	Trustees meeting
February	Town Trail
March	Town Trail
	Children's Easter Church Trail Quiz
	BBC grants permission to use 'Voices of Morebath' film
April	1st Annual Heritage Lecture – The Flight into Egypt
	Town Trail
	Visit from U3A visit churches group
	23 April AGM
May	Launch of Board Game at Spring Fair
	Town Trail
	Trustees meeting
June	Town Trail
	Trustees meeting
July	Town Trail
	Visit from ladies group Tangent (Minehead)
	Attended end of school assembly to hear feedback on Bampton project
August	Town Trail
	Volunteers Evening
September	Fund Raising Quiz – Riverside Hall
	Town Trail
	Our Buildings Exhibition Launch
October	Town Trail
	Trustees meeting
	Bampton Information Stall at Annual Bampton Charter Fair
November	Town Trail
	Trustees meeting
	Beaver Scout visit
December	Xmas Fair - Church
	Stall at Community Christmas evening
	Town Trail



**6<sup>th</sup> Annual Report compiled by Trustees**  
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