

KENT MASONIC LIBRARY AND MUSEUM TRUST
Annual General Meeting held on 21st September 2019 at the
Masonic Centre, Canterbury.

Members present:

R.W.Bro Neil Johnstone Provincial Grand Master (President)
W.Bro. D Alexander Assistant Provincial Grand Master
W.Bro. R Waltham (Chairman)
W.Bro. D Tyler (CEO)
W.Bro. C.Boxer
W.Bro. J.H.A.Andrews (Secretary)
W.Bro. R Evans
W.Bro. D Birch (Curator)
W.Bro. C.Pottle (Chairman AoP)
W.Bro. P.Zygmant (Operations Manager)
Bro. C.Byford (Treasurer)

Together with 61 Lodge Ambassadors , Patrons, Museum Stewards and their ladies.

The Chairman opened the meeting at 11.00 a.m. by reading the fire instructions then welcomed all present and in particular The Provincial Grand Master and thanked everyone for their continued support of the Museum and Library.

Apologies:

Apologies were received from R.W.Bro. M.Estaugh the Provincial Grand Master of West Kent, R.W.Bro. M Bailey Past Provincial Grand Master of East Kent and Mrs. Bailey, W.Bro. D. Graeme and W.Bro. M.Bassant Assistant Provincial Grand Masters East Kent, V.W.Bro. R.Odd past Deputy Grand Master of East Kent, W.Bro. P.Haggar Past Assistant Provincial Grand Master of East Kent, W.Bro. A.Denne a Past Chairman of the Trust, W.Bro. R.O'Brien Trustee, W.Bro P South Provincial Grand Secretary, Mrs. S.Roberts the shop manager and 27 Lodge Ambassadors, Patrons and Stewards.

2. Minutes of the Meeting held on 15th September 2018.

The Minutes of the previous meeting having been posted on the Museum website, W.Bro. K.Manners of the Romney Marsh Lodge No. 4743 proposed and W.Bro. B.Yates of the Queenborough Lodge No. 3893 seconded they should be taken as read and be adopted. This was put to the meeting and carried.

3. Statement by the Chairman.

First and foremost I would like to express my genuine, heartfelt gratitude to everyone involved in the work and promotion of the Trust; the wonderful, amazing Stewards who look after our visitors so brilliantly and earn us so many great reviews on Trip Advisor, the Lodge Representatives – or Ambassadors as we now like to call them – who continuously promote our important work to the membership, the key people and managers who organise everything so superbly, including: our Curator and Assistant Curator – David Birch and Mike Farrell; Phil Zygmant our Operations Manager who took over earlier in the year from Jim Flower; Peter West our Compliance Officer; and Charles Pottle, Phil Moore and Steve Fletcher the Chairman, Deputy Chairman and Secretary of our essential Association of Patrons, without the financial support of which we would cease to function. We were sad to see Graham Cuthbert step down as Building and Facilities Manager but are absolutely delighted that he remains in the background to assist and support our CEO in many ways. Thank you, Graham.

The overall team needed to maintain and continuously improve our value, our work and our operation, is large, consisting of more than eighty people. If you add the Lodge Ambassadors to that, there are well in excess of 200. That's a big family for sure, and I'm grateful that I don't need to buy them all a Christmas present! I want each and every one of that extended family to know that your contribution is greatly valued and that without your zeal and attachment, the important and ever-growing reach and benefit of this Trust would simply not work. It is an enormous privilege to be the Chairman of the Trust and I am ever mindful of the value that you all bring to our work and to our family. It is difficult to express that gratitude sufficiently, so I hope that a simple but very sincere "Thank you all" will suffice.

I would like to take this opportunity to also extend those deep and heartfelt thanks, of course, to our Trustees, very importantly including David Tyler our Chief Executive Officer, John Andrews our Secretary, former Chairman and Life Vice President Charles Boxer who has overarching responsibility for our collections, and Robin Evans who does such a wonderful job as our Head of Marketing and Outreach including Trustee responsibility for the Association of Patrons.

Today we will be losing Roger O'Brien, Ian Ward, and Jim Flower as Trustees and I would not like this moment to pass without us acknowledging the immense amount of work and input they have given to the organisation over a very long period. Their enthusiasm has always been infectious and their skills and knowledge in the important areas of their respective responsibilities have been selflessly donated by them to the operation, for a long time. Thank you, Roger, Ian and Jim, from us all. Roger and Jim remain as key holders and quietly continue to support and assist the Trust, for which we are most grateful. Thank you, Jim. Thank you, Roger.

Ian Ward has been our Treasurer for some time and he has now been succeeded by Charles Byford. It is Charles' first set of annual accounts that we will be voting to accept as the next item on our agenda today, so please take that opportunity to demonstrate your support and thanks for all his hard work in getting to grips with our finances. We are also looking forward to Charles becoming a Trustee later in the meeting.

With the continued tremendous support and encouragement of Trustee R.W. Bro Mark Estaugh, we continue to take very positive steps towards a far more pro-active and effective connection with the Lodges and Brethren of West Kent, where Mark is, of course, the Provincial Grand Master. Phil Moore, as Deputy Chairman of the Association of Patrons continues to work very closely with Charles Pottle and the AOP team in his endeavours to reinforce that relationship between the two Provinces and cement it permanently for the benefit of the Trust throughout future generations.

Speaking of R.W. Bro Mark Estaugh: I am delighted to announce that the decision has been made to appoint him, *de-facto*, the Deputy President of the Trust. With the Provincial Grand Master of East Kent as *de-facto* President, and the Provincial Grand Master of West Kent as *de-facto* Deputy President, the solid ties between the Provinces will be further strengthened, and an ongoing powerful message of joint support will be clear for all to see, which will add strength and benefit to the future of the Trust, from generation to generation.

I spoke last year of the absolute importance of us, as a CIO (Charitable Incorporated Organisation) and a responsible Trust with a strong public connection and alignment to Freemasonry, to change our mindset and come to terms with modern organisational practices, including some of those legally essential things these days such as regulatory compliance, health & safety for the visiting public, passers-by, and our own team members, the dreaded GDPR data regulations, and so on *ad infinitum*. We are deeply grateful to David Tyler, our CEO, for the immense amount of work carried out throughout the year to get that all underway. Thank you, David. I know, more than most, just how challenging and time consuming that has been. And it is no-where near completed yet, although fantastic progress has been made. For example, under you, Peter West is getting our procedures and operations properly documented and ensuring that the whole team is fully aware of what is necessary,

day-to-day, for us to ensure compliance with all those regulations, including GDPR and the health & safety requirements of running an operation which invites the general public into our premises. I am particularly pleased that a great deal of training has been carried out for first aid, and that fire safety procedures and systems and so on are now properly in place. And there is more; so much more. Thank you, David, for showing us the way with these essential and demanding changes to our relaxed and traditional operations, which are no longer acceptable in the eyes of the law and regulators, and for making it all happen.

With regard to the building itself, there is some disruptive maintenance work that needs to be carried out over the coming months. It's going to be disruptive because it will include some work on the roof lights, the largest of which is immediately above the main museum gallery. We are currently exploring our options on how best to operate whilst those works are being carried out, but I should give you a heads-up that one possibility is that we'll need to close down for a couple of months so that the displays and collections can be moved away from the working areas. We'll keep you up-to-date as the best way of getting the essential works done is investigated and a decision made on the best way to make it all happen.

Once all the work is completed and we're fully operational again, there will be a series of special displays set-up to attract and encourage even more visitors. An example of what I mean by special displays was the Widow's Sons Masonic motorcycling group who held a public-facing event here fairly recently, which attracted several hundred visitors through our doors on a single day. Watch this space!

We're also working closely with the management team here in the Canterbury Masonic Centre, to amicably but effectively resolve the various misunderstandings regarding access and car parking. The end-result will be a combination of new access systems for pedestrians and clear and supported guidelines for car park usage. Again: watch this space!

In November last year our Curator, David Birch, organised a very successful and moving Remembrance Day event here at the Centre, which is being repeated this year on Sunday 10th November. Details will come out soon, I am sure, but please do support this very poignant event. I'll look forward to seeing you there.

We need a bit of help, please, if you can. First, we have an enormous challenge ahead, which is the data entry necessary to properly catalogue our entire collection. If you know of anyone, or are yourself available, we need a good number of volunteers to help us with a day or two a week for a year, to help us resolve this big data entry challenge. The other thing is that we are in need of a Head of Library to get our amazing collection of books and printed matter fully available for the use of Masonic and family history researchers. We'd love to see the library being utilised more and we need someone to head-up that side of things and make it happen. So, data entry or head of library – if you or anyone you know might be interested, Mason or not, male, female, or gender neutral, please talk as soon as you can to David Tyler, our CEO.

In conclusion I would say that the past year has been one of continued review and reorganisation, of assessing need where compliance and due diligence are needed, including a building maintenance programme, of initiating an exciting programme of marketing, promotion, outreach and the renewed attraction of Patronage, and of the whole Museum & Library team continuing the excellent work for which it has rightly become known. Visitor numbers, as we will surely hear a little later, continue to rise and our consistent positioning as a go-to attraction in Canterbury is simply amazing. I look forward to a further exciting year ahead, with even more improvements all round, including a reinvigorated library.

Finally, I would like to thank our Secretary, John Andrews, for organising today's AGM and lunch for us all, and once again take the opportunity to praise and thank everyone involved for helping to ensure the successful future and status of this unique and important resource that is currently in our care.

Thank you all.

4. To Approve the Accounts.

The Treasurer delivered his report.

The Treasurer introduced the accounts which had been examined and approved.

The Auditors have published the audited accounts for the year ending 31st March 2019 copies of which have been circulated to the Museum and Library Ambassadors. See appendix A.

W.Bro. C.Manuel of the Lodge of St. Mark No. 6969 proposed the acceptance of the audited accounts. This was seconded by W.Bro. C. Norris of the Nicholas Ridley Lodge No. 8094. The proposition was put to the meeting and approved.

5. Resignation and appointment of Trustees.

The Trust Treasurer Bro. C.Byford is seeking election as a Trustee.

W.Bro. Clive Taylor of the Military Jubilee Lodge No. 2195 proposed that Bro. C.Byford be elected a Trustee, this was seconded by W.Bro. W.Regan of the Sir Edward Elgar Lodge No. 9837 and the Old Harveians Lodge No. 7243. This was put to the meeting and approved.

According to the constitution of the Charitable Incorporated Organization one third of the Trustees must retire in rotation each year and may seek re-election for a maximum of three times. This year W.Bros R.O'Brien, J Flower and I Ward are resigning and not seeking re-election. W.Bro C Boxer is resigning and seeking re-election. W.Bro. M.Ransom of the Manor of Gillingham Lodge No. 3983 proposed the re-election of W.Bro. C.Boxer. This was seconded by W.Bro. P.Chandler of the St Lawrence Lodge No. 3350 and was approved by the members

6. Election of Treasurer.

W.Bro. G.Cuthbert of the Wakefield of Hythe Lodge No.492 proposed the election of Bro. C.Byford as Treasurer . W.Bro M.Kirby of the White Rose Lodge No. 9308 seconded the proposition. This was approved by the members.

7. Appointment of Auditors.

The Trustees feel that the current auditors Preston Reeves, are satisfactory and propose they be re-appointed appointed for the current year. This was put to the meeting and carried.

8. Reports of the Operations Manager, Marketing Manager & Chairman of the Association of Patrons.

Operations Manager. W.Bro. P.Zygmant. Mr. Chairman, Ladies and Brethren. First, I would like personally to take this opportunity of thanking all the Volunteers who give their valuable time to assist at the Museum, the regular Stewards the occasional Stewards, key holders, particularly to Keith Masters who assists me in finding replacement volunteers each month. I wish to thank Jim Flower for all the assistance and support, especially the handover to me, albeit from a distance, Australia, UK and Tenerife. The success of the Museum is largely down to the volunteers, by making the visitors welcome, by answering their many questions however difficult they may be, and generally making their visit a pleasant experience, this is proved by the excellent Trip Adviser reviews we receive on a regular basis.

Your valuable time and dedication that you all give to the Museum & Library is greatly appreciated.

At present we cover about 85Man/Days, for volunteers working, to keep the Museum open 7 days a week, we do however need more, particularly as I would like to have 3 Stewards daily plus the Key Holder, they are needed to cover things like comfort and meal breaks, also we have to have a minimum of 2 for safety reasons and if, for some reason, we have only 1 then we have to close the Museum. I would appeal to all Lodge Museum & Library Reps or to anyone else for that matter to become involved with the Museum by becoming a volunteer, the other alternative is being an occasional Steward, every month we have to fill on average 6 duties, the occasional Stewards are sent a list of dates that require cover at the beginning of each month, they then can decide to one duty a month or less it's entirely up to the individual,

the main advantage is working in a very friendly environment and meeting some very interesting people from all over the world testing your language skills.

For a Lodge Museum & Library representative volunteering on an occasional basis would be an advantage when you present your report in open Lodge, you will then have an insight to the way the Museum works on a daily basis. If there is anyone here or you know someone who may be interested in volunteering here at the Museum please give your and their contact details to me and I will make contact.

We are always trying to encourage Lodges and their Representatives to make visits to the Museum and with the assistance of the Lodge membership officer to organize day time or evening tours of the museum and maybe to include this Lodge room combining with perhaps a meal upstairs, this is an opportunity to entertain Non Masonic guests, who maybe potential members, as well as your Lodge members if you feel your Lodge would be interested let us know and we will try to make arrangements.

This report is similar to last years, in that we are trying to encourage members of the fraternity, from all Orders to visit us, and work with us.

Once again thank you very much for your continued support.

That, Mr. Chairman completes my report.

Marketing Manager. W.Bro. Robin Evans. My report this year is the direct opposite of me, short but sweet.

Our successes in marketing the museum and engaging with our internal and external audiences far and wide continue to go from strength to strength, as can be seen from the amazing comments in our Visitor Books and the location of the contributors.

Over the course of the past 12 months I am pleased to report that:

- We continue to reap rewards from our close working relationships with Visit Canterbury & Visit Kent. Especially through the City's Tourism team and our sustained participation in the Kent Big Weekend each March and Medieval Pageant each July.
- All of our social media channels continue to grow, with our open Facebook page now having in excess of 750 followers across 6 out of 7 continents with whom we regularly engage.
- Although we are in a digital age we must not lose sight of the importance and benefit of print media and I am delighted that we were listed in Inside Kent's top attractions in its June Arts & Culture issue and only this month have been mentioned in the prestigious Kent Life Magazine.
- As you will have hopefully seen we attained our fourth consecutive TripAdvisor Certificate of Excellence which is proudly on display. Hopefully I will standing in front of you next year with a Hall of Fame accreditation for 5 consecutive years! Please do leave a review if you have not done so already.

Finally, our Association of Patrons, which falls under my Outreach umbrella has had an astounding year, but I will not steal any of Charles Pottle's thunder - save that of publicly thanking and congratulating him and his team for their hard work and continued efforts.

Chairman of the Association of Patrons. W.Bro C Pottle

Ladies, Gentlemen and Patrons,

It is my pleasure to address you today on behalf of the Association of Patrons (AoP) and report on our activities since the AGM last year. We have achieved much during 2018/19 but before moving on I wish to pay tribute to the continued hard work of all those who ensure the successful operation of the Museum & Library throughout the year, particularly our valued Stewards, without whom this fantastic facility could not operate and attract the now many thousands of visitors who, free at the point of entry, cross our threshold each year.

Firstly I extend a sincere thank you to all our Patrons. Without your ongoing support the opportunity to showcase our heritage, our values and the work we do in our local

communities would be lost. The Association of Patrons is key to the continued dynamism of the Kent Museum of Freemasonry. Please - wear the lapel pin with pride and encourage your friends, Lodges, Chapters and other Orders to sign up, support, visit and share in its future.

Last year I reported to you that the new AoP Team was in place and that in addition to addressing some pressing concerns we had agreed some challenging targets for 2018/19 onwards, namely ;

- An uplift in new Patronages of at least 50% over 3 years
- The maximisation of Patron Income
- Strengthening our presence in West Kent
- Re-invigorating our communications strategy

I am very happy to report that the hard work and commitment of all those on the AoP Team have delivered some outstanding results thus far. Everyone has played their part and I am grateful to them all.

With regard to Patrons and Patron Income, during the financial year 2018/19

- We achieved an uplift of 54 new Patronages and 15 reactivations. This represents an increase in registered Patrons of over 25% on the previous year. This is a huge success and puts us well on track towards our overall 3 year target. It is worth noting that these figures meant that growth in 2018/19 was the strongest year since the AoP was founded in 2011/12.
- With regard to income – the figures I have just given meant the AoP delivered an income stream of £10,778 during the year. This was an increase of 35% on the previous year and new record high. Additionally the hard graft put in by the team with respect to assuring our membership and conducting a GDPR exercise meant the Museum Treasurer was enabled to submit a robust and very welcome Gift Aid claim to HMRC which netted another £2000 – another new high.

I know the whole AoP Team are very proud of these results but, there is always more to do. We will continue to seek new Patrons and re-engage with those who have lapsed or whose payments are overdue. Despite the many requests for support in other areas of Freemasonry during 2019/20 we aim for another uplift of 50 or more new Patrons and the commensurate increase in annual income this will bring. We are about to issue our 350th Patron certificate - the progress thus far this year is therefore strong and I remain optimistic that it will be achieved.

Turning our attention next to West Kent, I can report positive progress under the commendable auspices of our Deputy Chairman W.Bro Phil Moore. The AoP is mindful that it is the Kent Museum of Freemasonry and we are therefore grateful for the support given thus far from our friends across the border. We start from a relatively low base of representation so it is both desirable and essential that this is increased going forward. Since the AGM last year we have ;

- Secured the overt support of our initiatives from the both the West Kent PGM and the Deputy PGM and this had been reflected in West Kent Provincial communications to all Lodges & Chapters.
- Aligning with the established practice in East Kent, the position of a Lodge or Chapter Museum representative is now included on the West Kent Installation return.
- Ensured the Kent Museum of Freemasonry is now prominently included in the West Kent yearbook.
- Formed a nexus of Patrons in West Kent to discuss and action future initiatives.

- Arranged several presentations to be delivered to Lodges and Chapters to encourage awareness and drive Patron sign-ups.

The hard work put in by W. Bro Phil is already producing results and we are confident that further sign-ups are in the pipeline and that the incremental work undertaken thus far will contribute significantly to our objectives over the short to medium term.

It is convenient at this point to mention our efforts within the Kent Mark. It is notably strong across Kent but our representation is currently low. I was grateful that W. Bro Peter Lapage agreed to join the AoP Team late last year increase our engagement focus with respect to Mark Lodges and members and drive Patron sign-ups. As I referred to earlier, requests for our support are many, not least in the Kent Mark who conclude their current Festival in 2020. I can report that the work undertaken by W. Bro Peter is producing initial successes and, once again, I am optimistic that this strategy will deliver increased Patron representation in due course.

Communications - One of the biggest challenges the AoP faced was assuring the Patron details are correct and updated as appropriate. A new and effective distribution list has been created and great efforts have been made to ensure it is as accurate as possible. The success of the GDPR exercise aligned closely with this process. As a reminder to all Patrons – if your contact details do change, please ensure you update the AoP.

No doubt you will be aware that we re-launched the AoP magazine under the catchy title of “Museum Matters”. Feedback has been very positive which is a testament to the considerable effort that goes into producing it. As things have bedded in since the new team took over we have agreed to incrementally increase the regularity that Museum Matters is issued to Patrons and we have some great ideas for new content yet to come.

Future plans include issuing flash Museum updates to all Lodge and Chapter Ambassadors to assist them in maintaining the profile of the Museum & Library at their respective regular meetings. Work on this has commenced and once deployed should secure further engagement across the wider Masonic community.

It is clear that we have been very busy in the AoP during the last 12 months. Before concluding I am pleased to report that W. Bro Chris Watson has agreed to join our happy team under the title of Event Manager. This appointment is part of our early planning for the re-launch of the Association of Patrons dinner. W. Bro Chris brings great experience and vigor to this role which will be essential to its success. More news in due course – Watch this space !

In closing I reiterate how lucky we are in Kent to have the Kent Museum of Freemasonry and the invaluable “window to our world” it provides. It deserves our full support and the strength of the Association of Patrons will continue to occupy an increasingly important role in that laudable undertaking.

9. Representatives’ Points. A question was put by W.Bro. C Metherell of the Malling Centenary Lodge No. 8068 about the possible closure of the museum to facilitate essential repairs and its impact on the proposed display for the Mark 2020 Festival. The Chairman replied that this was being taken into consideration as the plans were beginning to evolve. We are not in a position, at present, to say what those plans are.

10. Address by the President. The Chairman invited the President of the Museum and Library Trust. The Provincial Grand Master of East Kent R.W.Bro. Neil Johnstone to address the meeting.

I would like to thank all of those who work in and for the Museum and Library particularly as they give up so much of their personal time, and they are all volunteers, to run this operation as well as they do. All of their efforts have very clearly contributed to the

raising of the profile of the Museum and Library and you have heard where we sit now as a visitor attraction in Canterbury. I thank also the Trustees because they also spend time in running this organization, but the main thanks are to the volunteers who work on a daily basis to achieve what we have achieved. Many individuals make up a very comprehensive, structured and cohesive team. I would like to say a word of congratulation to the Chairman. When I was sent a copy of the organizational structure of the museum and library I have never seen so many blue boxes on one sheet of A4 paper. This underlines the fact that this is a complex organization which is carried out extremely well. I have picked up today the emphasis that is laid on legislation and regulation and the impact of that on the Museum and Library and its operational aspects and I understand that David [Tyler] has been responsible for implementing that. One of the most important aspects is to thank the volunteers in terms of the stewards who on a regular and daily basis provide a cheerful, informative and helpful approach to our visitors, to the vast majority of our visitors they are the face of Freemasonry and it is that welcome and that interest in our visitors that has helped us to achieve the ratings that we have achieved, so a really sincere thanks from me, it has a knock on effect to Freemasonry in this Province and elsewhere. I will commit to undertake to do as much as I can to encourage more stewards to come along and operate within the Museum and Library. It has been alluded to about the building program that is being planned, this is quite an expensive operation because of the requirements of the building and the regulations that go around it, the Province will support to whatever extent we can and we will get this job done. I am delighted that Mark Estaugh has taken the position of Deputy President and I think he will be an asset in that role. He is very supportive of the Museum and Library. We were delighted by the article in the September edition of Kent Life. I will end up where I started, all of the operational side and the administrative side of the Museum and Library are a cohesive and important element to keep the Museum and Library running as it does. A huge amount of congratulation should go to the Chairman who has the vision ability and energy to bring all this together in a relatively short period of time and set a direction which I think is going to be extremely positive for the future. So I end with those thanks to everybody but on this occasion particularly to the Chairman W.Bro. Roger Waltham.

Any other Business. The next Annual General Meeting will be as usual the third Saturday in September 2020 which is the 19th.

The secretary made his usual plea to be informed of any changes in E Mail addresses, as there had been 20 un-notified changes since the last AGM.

The Chairman concluded by thanking everyone for coming along on a Saturday morning and for being such enthusiastic participants in the AGM. The Chairman asked everyone to take with them all the positive things they had heard this morning, this Trust does a very worthwhile job and we are absolutely committed to taking the whole thing forward into the next generation, thank you so much for your support.

Charity number:

Kent Masonic Museum and Library Trust

Trustees' report and
financial statements for the
year ended

Marc

h 2019

KENT MASONIC MUSEUM AND LIBRARY TRUST

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

	Pages
Reference and administrative	2
information Trustees' annual report	3-4
Independent examiner's report	5
Statement of financial activities incorporating income and	6
expenditure account Balance sheet	7
Notes to the financial statements	8 12

KENT MASONIC MUSEUM AND LIBRARY TRUST

REFERENCE AND ADMINISTRATIVE INFORMATION

General information

The Kent Masonic Museum and Library Trust is an unincorporated public benefit entity and charity registered under Charity No. 1163887. It operates under the name of The Kent Museum of Freemasonry from premises at St Peter's Place, Canterbury, Kent CT1 2DA which are owned by the Masonic Province of East Kent. Under the terms of its lease, the Trust pays only a peppercorn rent and the landlord has covenanted to insure the property and keep its main structure and exterior in good repair.

Trustees

The Trustees during the year ended 31 March 2019 were as follows: Roger Waltham- Chairman

David Tyler - Chief (appointed 15 September 2018)

Executive John Andrews -
Secretary

Ian Ward - Treasurer

Charles Boxer

Mark Estaugh (appointed 15 September 2018)

Robin Evans

James Flower

Roger O'Brien (resigned 15 September 2018)

Anthony

Eldridge

At the forthcoming Annual General Meeting (AGM) on 21 September 2019, James Flower, Roger O'Brien and Ian Ward will offer their resignations and will not be seeking re-election. Also at that AGM Charles Boxer and Mark Estaugh will offer their resignations and will stand for re-election and Charles Byford, who was appointed Treasurer on 31 March 2019, will stand for election as a Trustee.

Independent examiner

Susan Robinson BA FCA FCIE DChA

MCMi Kreston Reeves LLP

Chartered

Accountants

Montague Place

Quayside

Chatham

Maritime

Chatham ME4

4QU

KENT MASONIC MUSEUM AND LIBRARY TRUST

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2019.

Structure, governance and management

The Trust is a Charitable Incorporated Organization, governed by its Constitution document dated 1 June 2015. Its objective is to advance public education of the benefits of Freemasonry through the maintenance of the Museum and Library. Membership is open to any Lodge of Freemasons in the Provinces of East Kent and West Kent which has appointed a Museum and Library Ambassador.

The Trustees manage the affairs of the Charity and meet regularly to discuss and review its financial and operational affairs. There are a maximum of nine Trustees and a minimum of three and at the Annual General Meeting a third must stand for re-election and may stand for re-election up to a maximum of three consecutive times.

Achievement and performance

The Museum and Library operates to professional standards as an Arts Council England accredited museum. It is run entirely by volunteers and none of its Trustees or managers receive any remuneration. The day to day work of meeting visitors, showing them the Museum and answering their questions falls to our excellent team of voluntary stewards.

During the year the Museum and Library continued to make good progress in increasing its visitor numbers and in developing its outreach into the community. It is now firmly established as both an educational resource and as a favourite on the Canterbury tourist trail, having been awarded its third consecutive TripAdvisor Certificate of Excellence and being consistently listed on that site as one of the Top Ten Things To Do in Canterbury.

Financial review

Although the Charity did not receive its usual donation from the Masonic Province of East Kent during the year, income to its Unrestricted Funds amounted to £27,159, slightly above its expenditure of £27,136. At 31 March 2019 the Charity had unrestricted funds of £47,660 but during the coming year part of this may be required for necessary upgrades to its alarm system and for certain repairs to its building. It is currently in discussion with its landlord, the Masonic Province of East Kent, to determine how this essential work will be funded.

The Charity's Restricted Funds were utilized in full during the year, as follows:

The balance of £9,596 held on the Building Improvement Fund was used to pay for the majority of the

£12,433 cost of supplying and installing new security gates.

The balance of £470 held on the Church Book Collection Fund was included in the £1,000 which the Charity contributed towards the conservation of an historic Masonic manuscript.

KENT MASONIC MUSEUM AND LIBRARY

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019 (continued)

Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore they have continued to adopt the going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis are given in full Accounting Policies.

Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which is sufficient to enable the Charity to continue in operation for the foreseeable future.

Future plans

The Trustees will continue to support the activities of the Charity for the foreseeable future. Statement of the Trustees' responsibilities

The Trustees have prepared these financial statements in accordance with the provisions of the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities, issued in March 2015, and they consider that under section 144(2) of the Charities Act 2011 an independent examination, rather than an audit, of the Trust's accounts is required.

Roger Waltham

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

I report to the Trustees of the Charity on my examination of the accounts of the Trust for the year ended 31 March 2019.

Responsibilities and basis of the report

As the Trustees of the Charity you are responsible for the preparation of its accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act). I report upon my independent examination of the Charity'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 2011 Act

Independent examiner's statement

The Charity's accounts have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities, issued in March 2015, which is applicable to charities preparing their accounts in accordance with FRS 102, the Financial Reporting Standard for the United Kingdom and the Republic of Ireland.

I have completed my examination and can confirm that no matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

a Accounting records were not maintained in respect of the Charity, as required by section 130 of

KENT MASONIC MUSEUM AND LIBRARY

the 2011 Act, or

- b. The accounts do not accord with those accounting records, or
- c. The accounts do not comply with the requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008, other than the requirement that such accounts give a 'true and fair view' which is not a matter considered in an independent 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 to enable a proper understanding of the accounts to be reached.

Susan Robinson BA FCA FCIE DChA MCMl

Kreston Reeves LLP

Chartered Accountants

Chatham Maritime, Kent

Date: 26 October 2011

KENT MASONIC

LIBRARY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:					
Donations received	2	13,792		13,792	17,560
Charitable activities	3	5,258		5,258	8,953
Museum shop sales	5	8,108		8,108	10,139
Investment income		1			1
Total income		27,159		27,159	36,652
EXPENDITURE ON:					
Charitable activities	4	21,936	10,066	32,002	20,117
Museum shop cost of sales	5	5,200		5,200	7,417
Total expenditure		27,136	10,066	37,202	27,534
NET MOVEMENT IN FUNDS					
		23	(10,066)	(10,043)	9,118
RECONCILIATION OF FUNDS					
Total funds brought forward		47,637	10,066	57,703	48,585
Net (decrease)/increase in funds		23	(10,066)	(10,043)	9,118
Total funds carried forward		47,660		47,660	57,703

The notes on pages 8 to 12 form part of these financial statements.

KENT MASONIC MUSEUM AND LIBRARY

BALANCE SHEET AS AT 31 MARCH 2019

	Not e	2019 £	2019 £	2018 £	2018 £
CURRENT ASSETS					
Museum shop stock		5,340		4,461	
Debtors		3,825		1,801	
Cash at bank and in hand	6	<u>41,375</u>	50,540	<u>53,625</u>	59,887
CREDITORS					
Amounts falling due v.rithin one year	7		(2,880)		(2,184)
NET CURRENT ASSETS					
			<u>47,660</u>		<u>57,703</u>
CHARITY FUNDS					
Restricted funds	10				10,066
Unrestricted funds	10		47,660		47,637
TOTAL FUNDS					
			<u>47,660</u>		<u>57,703</u>

These financial statements were approved by the Board of Trustees on

July 2019 and are signed on behalf

Roger
Waltham
Chairman

KENT MASONIC MUSEUM AND LIBRARY⁷

KENT MASONIC MUSEUM AND LIBRARY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

1.1 Basis of preparation

These financial statements have been prepared on the historical cost basis and in accordance with the United Kingdom Financial Reporting Standard 102 (FRS 102), the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with FRS 102 and the Charities Act 2011.

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported, based on their experience and on their reasonable expectation of future events.

1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the Charity's purposes.

Restricted funds are subject to specific restrictions on their use, either imposed by a donor or through the terms of an appeal. The purpose of each restricted fund is stated in note 9 to these financial statements.

1.3 Disclosure exemptions

The Trust is a small charity, as defined by FRS 102, and has taken advantage of the exemption available in paragraph 1.12 of FRS 102 not to present a cash flow statement.

1.4 Going concern

The Trustees consider that there are no material uncertainties regarding the Charity's ability to continue as a going concern.

1.5 Income

Income is recognised once the Trust is entitled to it, it is probable that it will be received and the amount can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.6 Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer an economic benefit to a third party, it is probable that such a transfer will be required in settlement and the amount can be measured reliably.

1.7 Interest receivable

Interest on funds held on deposit is recognised when it is receivable and when the amount can be measured reliably, which is normally when it has been notified by the bank.

KENT MASONIC MUSEUM AND LIBRARY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1.8 Heritage assets

The Trust's heritage assets comprise its collection of paintings, objets d'art, jewels, books and other artefacts for display at the Museum. These are primarily related to the history and development of Freemasonry and have all been donated to the Trust or to its predecessor organisations. An inventory of heritage assets is maintained but it is considered that the cost of their valuation would not give a commensurate benefit to the users of these financial statements and therefore they are not recognised in these financial statements.

1.9 Tangible fixed assets

Tangible fixed assets owned by the Trust comprise fixtures and fittings used to store and display its heritage assets, together with furniture, equipment and improvements to its premises. These have either been donated or purchased and in the latter case it is the Trust's policy to write the expenditure off in the year it is incurred. Thus tangible fixed assets are not recognised in these financial statements.

1.10 Financial instruments

The Trust only has financial assets and liabilities which qualify as basic financial instruments. These are stated at their initial transaction values, subsequently adjusted to their settlement values where appropriate.

1.11 Stocks

Stocks comprise books, masonic regalia, clothing and other items purchased for sale in the Museum shop. They are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving stocks.

1.12 Debtors

Trade and other debtors are stated at their settlement amounts, net of any trade discounts. Prepayments are valued at the proportionate net amount prepaid.

1.13 Cash at bank and in hand

Cash at bank and in hand comprises cash and bank balances maturing in one month or less.

1.14 Liabilities

Liabilities are recognised when there is an obligation resulting from a prior event, it is probable that a transfer of economic benefit will be required in settlement and the amount of such settlement can be reliably estimated. They are stated at the amounts which the Trust believes it will eventually pay to settle such obligations.

KENT MASONIC MUSEUM AND LIBRARY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

2	Income from donations received		2019	2018
			£	£
	Unrestricted funds:			
	Association of Patrons		10,778	7,962
	Masonic Province of East Kent			6,986
	Other donations		<u>3,014</u>	<u>2,612</u>
			<u>13,792</u>	<u>17,560</u>
3	Income from charitable activities		2019	2018
			£	£
	Unrestricted funds:			
	Proceeds from sale of books donated		1,748	3,805
	Proceeds from sale of prints and regalia			720
	Lecture fees received		1,910	2,062
	Commission from the East Kent Regalia Scheme		1,600	1,500
	Other income			<u>866</u>
			<u>5,258</u>	<u>8,953</u>
4	Expenditure on charitable activities			
		Unrestricted funds	Restricted funds	Total funds
		2019	2019	2019
		£	£	£
	Direct costs:			<i>Total funds</i>
	Repairs and maintenance	5,621		5,621
	Installation of new security gates	2,837	9,596	12,433
	Gas, electricity and water	3,235		3,235
	Business rates	1,976		1,976
	Cleaning	1,501		1,501
	Telephone	601		601
	IT costs	2,472		2,472
	Printing, postage and stationery	934		934
	Conservation of an historic manuscript	530	470	1,000
	Health and safety costs	899		899
	Other costs	<u>610</u>		<u>610</u>
		21,216	10,066	31,282
	Support costs:			<i>Total funds</i>
	Independent examiner's fee	<u>720</u>		<u>720</u>
	Total costs	<u>21,936</u>	10,066	<u>32,002</u>
	<i>Total costs 2018</i>	<u>20,117</u>		<u>20,117</u>

No Trustees received any remuneration or benefits in kind in either the current or the previous year. During the year three Trustees were reimbursed expenses totalling £896 (2018: £191, to one Trustee).

KENT MASONIC MUSEUM AND LIBRARY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

5 Surplus from Museum shop

	2019	2018
	£	£
The net surplus generated from the sale of books, masonic regalia, clothing and other items in the Museum shop was as follows:		
Sales	8,108	10,139
Cost of sales	(5,200)	(7,417)
	2,908	2,722

6 Debtors

	2019	2018
	£	£
Prepayments and accrued income	1,129	971
Gift Aid recoverable	2,202	829
Other debtors	494	
	3,125	1,800

7 Creditors: amounts falling due within one year

	2019	2018
	£	£
Accruals	2,780	2,84
Other creditors	100	
	2,880	2,184

8 Financial instruments

	2019	2018
	£	£
Financial assets measured at amortised cost		
Gift aid recoverable	2,202	829
Other debtors	494	
Cash at bank and in hand.	41,375	53,625
	44,071	54,454
Financial liabilities measured at amortised cost		
Accruals and other creditors.	2,880	2,184

KENT MASONIC MUSEUM AND LIBRARY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

9 Analysis of charitable funds

	Brought year £	Income Carried forward for year £	Expenditure forward £	for £
Current year ended 31.03.19				
Restricted funds:				

Building improvement fund	9,596		(9,596)	
Church book collection	470		(470)	
	10,066		(10,066)	
Unrestricted funds	47,637	27,159	(27,136)	47,660
	57,703	27,159	(37,202)	47,660
<i>Previous year ended 31.03.18</i>				
<i>Restricted funds:</i>				
<i>Building improvement fund</i>	9,596			9,596
<i>Church book collection</i>	470			470
	10,066			10,066
<i>Unrestricted funds</i>	38,519	29,235	(20,117)	47,637
	48,585	29,235	(20,117)	57,703

10 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
<i>Current year ended 31.03.19</i>			
Current assets	50,540		50,540
Creditors due within one year	(2,880)		(2,880)
	47,660		47,660
<i>Previous year ended 31.03.18</i>			
<i>Current assets</i>	49,821	10,066	59,887
<i>Creditors due within one year</i>	(2,184)		(2,184)
	47,637	10,066	57,703

11 Related party transactions

The Trust did not enter into any related party transactions during the financial year and there were no balances outstanding with any related parties at the balance sheet date.