

Ullapool Museum Trust

Short form Report of the Trustees *for the year ended 31 March 2018*

The year April 2017 to March 2018 saw the results of our major redisplay programme come into fruition. We were delighted to be able to show off to our visitors the results of our very significant efforts over the closed season. The changes carried on into the season as final touches were put in place and feedback was gathered from museum volunteers, staff and visitors on what was going well and what might need further attention. This had been a labour of love and hard work for many of us and also a challenging change for some to the previous well-loved museum. We are taking time to clearly assess visitor, volunteer and staff experience with no quick decisions, or knee-jerk responses to individual comments and preferences. The results and feedback have been overwhelmingly positive. During the year there continued to be realistic planning and problem solving where the skill of the curatorial advisor is vital.

Along with the redisplay we updated our logo and marketing with a new noticeboard and attractive new promotional leaflet which was distributed throughout our area. Our new image has been seen as part of a new start in widening access, attracting new visitors, developing an ever widening appeal. This will be a longer term process as, although we hope for steady increase in visitor numbers, this did not materialise in this first season post redisplay. Our visitor income however did increase by around £2000 with the new entrance charge of £4. Inevitably this puts off a small number of potential visitors. Most are happy to pay it.

As one of the key changes in the redisplay was to tell our stories differently incorporating more images and sound and fewer dense words, this meant that all available display space was used up leaving no clear space for temporary exhibitions. Until we find good solutions to this, the volunteers and curator who would normally be busy creating temporary exhibitions have been able to devote considerably more time to other activities – working with schools, with the collections, creating publications and more.

Our launch for the redisplay was a delightfully happy well attended event where we were gratified to receive many appreciative compliments from long standing members and volunteers. Other highlights of the year were the excited and engaged children visiting for workshops or just for fun like at Hallowe'en or with or after school, the great success of the winter soup and sandwiches season and our growingly popular Vintage Machinery Show. We were also happy to be involved again with an exhibition for the annual Ullapool Book Festival in May 2017. Visitors to the book festival were gratifyingly generous with donations on hearing about our uncertain funding future.

2017 saw a major development in bringing the museum out from its building in liaison with the Ullapool Harbour Trust, with volunteers putting on talks and film shows and leading history walks for cruise ship visitors. This also helped us to provide local history information if cruises arrived on Sundays. Our busiest day was for two sessions catering for 60 fascinated visitors watching museum films and hearing local history.

Meantime the board and curator were also busy with our future funding difficulties and researching funding opportunities. The decision to increase the entrance charge was largely made to guarantee an income stream. Seeking ways to reduce costs as well as finding new reliable sources of income was a constant preoccupation and challenge. Our Good Friends scheme unfortunately has operational problems still facing us, and membership renewals needed more dedicated attention.

The curator and board were also working through re-accreditation – a process that can be time-consuming in the detail of paperwork that is required, checking that our records are accurate, that we properly look after our collections, objects and building and follow national guidelines and codes. These guidelines are the same whether the institution is a large national museum or a small independent one like ourselves. Procedures relating to looking after objects and our security for example are much more manageable with a team of museum professionals than with occasional hard pressed volunteers. Rather than seeing accreditation as a chore however, we regard it as a badge of respect and confirmation that we are an institution worthy of national support eg when we apply for funding grants, for many of which accreditation is a requirement.

Another regular in our calendar is our Service Delivery Agreement monitoring with Highlife Highland. This checks that we are setting and monitoring policies and plans, keeping records of visitor numbers and activities, volunteer involvement and trustee activity. The museum continues to be part of the support network of the Highland Museums Forum particularly in group action and planning for future funding and joint developments.

Towards the end of the closed season our usual Volunteers Thank you event took place, in a rather different format – as well as showing appreciation to all of our volunteers whether front of house, fundraisers, researchers, other in-house workers and occasional supporters, we had an open meeting giving information on our activities and plans, and asking for feedback, comments and suggestions.

Developments and Plans

During the year the board started looking at our internal operations, how we function as a group of trustees with the responsibility of setting the direction for the museum's activities and crucially looking after our listed building. A key task is to create a more business-like approach. We look forward to reporting further on this essential development.

As before our priority is on sustaining our existence in a challenging financial climate. The support of our members is critical and we look forward to your continuing interest and involvement. The work of the Highland Museums Forum is becoming ever more important.

As ever our work and successes could not be achieved without the guidance of our curatorial advisor and the help of our part-time staff. We thank them all most sincerely.

Approved by the Board and signed on its behalf by

Catriona Martin

(Chair)

Date: 4 October 2018

Ullapool Museum Trust

Precis of the financial statements

Year ended 31 March 2018

	Unrestricted Funds			Total 2018 £	Total 2017 £
	General Fund £	Designated Funds £	Restricted Funds £		
Income					
<i>Donations and legacies</i>					
Donations	2,429	-	-	2,429	4,009
Membership subscriptions	907	-	-	907	1,268
Legacy	-	19,221	-	19,221	-
Gift aid	-	-	-	-	1,085
<i>Charitable activities income</i>					
Highland Council - operating grant	8,884	-	-	8,884	11,406
WW1 exhibition - Ullapool Harbour Trust	-	-	-	-	-
WW1 exhibition - HLF	-	-	-	-	7,100
Redisplay project - Museums Galleries Scotland	-	-	21,499	21,499	-
Redisplay project - Ullapool Harbour Trust	-	-	-	-	2,000
Redisplay project - DMG Engineering	-	-	-	-	3,000
Redisplay project - R J Macleod	-	-	-	-	1,000
Redisplay project - Scottish Fishermen's Trust	-	-	3,425	3,425	-
Ullapool History Explorers	-	-	1,975	1,975	-
AIM Front Facing Futures	-	-	1,582	1,582	-
Festival of Museums grant	-	-	-	-	369
<i>Other trading activities</i>					
Admissions	18,417	-	-	18,417	12,386
Fund raising	10,456	-	-	10,456	7,145
Shop sales	3,785	-	-	3,785	2,585
Genealogy, miscellaneous	1,539	-	-	1,539	522
<i>Investment income</i>					
Bank interest	17	-	-	17	39
Interest from investments	1,236	-	-	1,236	1,349
Total income	47,670	19,221	28,481	95,372	55,263
Expenditure					
Fund raising costs	80	-	-	80	431
Cost of goods sold	1,479	-	-	1,479	1,268
Salaries	17,486	-	-	17,486	15,550
Curatorial services	7,379	-	-	7,379	12,011
Insurance	4,240	-	-	4,240	5,009
Light and heat	(931)	-	-	(931)	2,438
Repairs and maintenance	1,196	-	-	1,196	755
Equipment expensed	-	614	810	1,424	-
Office costs	2,332	197	-	2,529	1,609
Advertising and publicity	1,107	-	-	1,107	1,387
Exhibition and display costs	1,248	-	22,461	23,709	8,997
Telephone	1,062	-	-	1,062	757
Computer costs and IT support	451	-	-	451	459
Subscriptions and miscellaneous	727	-	-	727	874
Accountancy	1,200	-	-	1,200	1,000
Depreciation	-	464	-	464	554
	39,056	1,275	23,271	63,602	53,099
Surplus / (deficit)	8,614	17,946	5,210	31,770	2,164

Ullapool Museum Trust

Precis of the financial statements

Year ended 31 March 2018

Balance sheet summary

	2018 £	2017 £
Fixed assets	239,849	240,313
Liquid assets		
Investments	26,615	25,820
Stock	1,340	1,338
Debtors	657	1,269
Bank balances	59,800	27,224
Creditors	(1,423)	(455)
	86,989	55,196
Total assets	326,838	295,509

Reserves

	At 01/04/17 £	Income £	Expenditure £	Transfers £	At 31/03/18 £
Unrestricted funds					
General fund	28,214	47,670	(39,056)	(1,357)	35,471
Designated funds					
Capital fund	240,313	-	(464)	-	239,849
Contingency fund	17,367	-	(441)	-	16,926
Repair fund	9,000	-	-	1,500	10,500
Repair fund	-	19,221	(811)	-	18,410
	266,680	19,221	(1,716)	1,500	285,685
Restricted funds					
Website	1,500	-	-	-	1,500
WW1 exhibition	2,037	-	(2,006)	(31)	-
Redisplay project	(5,832)	24,924	(18,980)	(112)	-
Highland Council - notice board Re	2,910	-	-	-	2,910
Ullapool History Explorers	-	1,975	(1,475)	-	500
AIM Front Facing Futures	-	1,582	(810)	-	772
	615	28,481	(23,271)	(143)	5,682
Total reserves	295,509	95,372	(64,043)	-	326,838

Trustee remuneration and related party transactions

No member of the executive board committee received any remuneration during the year. No travel expenses have been reimbursed during the year. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.