

APPENDIX 1



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1	April	2017		31	March	2018

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	DOLLAR MUSEUM TRUST	
Other names charity is known by		
Registered charity number	SC 022185	
Charity's principal address	Castle Campbell Hall	
	1 High Street	
	Dollar	
	Clackmannanshire	Postcode FK14 7AY

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Janet Carolan	Chair		Friends of Dollar Museum
2	Cecilia Condal			Friends of Dollar Museum
3	Colin Davenport			Co-opted by Trustees
4	Susan Mills			Dollar History Society
5	Bruce Neilson	Depute Chair		Co-opted by Trustees
6	Graham Pearson			Co-opted by Trustees
7	Mick Rice			Friends of Dollar Museum
8	Julia Adamson			Friends of Dollar Museum
9	Anne Sutherland	Hon. Treasurer		Friends of Dollar Museum
10	Graham Lindsay		From July 2017	Clackmannan Council

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Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Irene Hamilton, Clackmannan Council	Resigned May 2017
Val Toon, Friends of Dollar Museum	Resigned June 2017
Kenneth Tullis, Friends of Dollar Museum	Resigned September 2017
Nick Quinn, Dollar Community Council	Resigned September 2018

Structure, governance and management

Type of governing document

Trust Deed registered in Scotland on 30th November 1993.
Trustees are self appointing.

Trustee recruitment and appointment

The Friends of Dollar Museum have the right to nominate 5 Trustees.
Dollar Community Council has the right to nominate one Trustee.
Dollar Civic Trust has the right to nominate one Trustee. (*wound up March 2013*)
Dollar Local History Society has the right to nominate one Trustee.
One of the elected members for the Harviestoun Ward on Clackmannanshire Council shall be a Trustee.
The Minister of the Parish Church of St Columba Dollar shall be a Trustee.
(*currently there is no minister*)
The Trustees may assume any person as an additional Trustee (co-option) within the terms of the Deed.
The total number of Trustees shall not exceed 15.
All proposed new Trustee appointments are subject to review, ratification and majority agreement at a meeting of Trustees to take place prior to appointment.

Objectives and activities

Charitable purposes

The Trustees shall hold the Trust Fund and the Existing Collection In Trust
(a) for the advancement of the education of the general public, without distinction of sex or of political, religious or other opinions, by provision of the Museum comprising the Existing Collection together with such other objects, specimens or collections as may from time to time be acquired in accordance with the provisions of the Deed ('the Collection'), in respect of which there will be a strong presumption against the subsequent disposal of any specimen;
(b) to provide for the protection of the specimens comprised in the Collection from deterioration, damage, loss, accidental destruction or unauthorised disposal;
(c) to form, establish and support and to aid in the formation, establishment and support of any other charitable companies, institutions associations, trusts or societies formed for objects similar to the objects set out above.

Summary of the main activities in relation to these objects

Ensuring the availability of funds necessary for the provision and maintenance / development of the Museum and all aspects of its legal compliance and registration. With the support of The Friends of Dollar Museum to:
a) Ensure research for and mounting of exhibitions, both permanent and temporary giving wide access to The Collection for the general public.
b) Support the educational activities of local schools and other community groups by encouraging visits by classes and groups involved in heritage projects and research.

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Achievements and performance

Summary of the main achievements of the charity during the financial period

Donations to the Museum Collection continued at a satisfactory level. A new temporary exhibition was set up for the 2017 season: '*Adam Robson: Man of Many Parts: Artist, Rugby Internationalist, Teacher, Writer, Poet*', researched and mounted by the Hon. Curator and the Friends Management Committee. Static exhibitions, including: *The Devon Valley Railway*, *The History of Dollar*, *Dollar Academy*, *Prehistoric Loans from the National Museums of Scotland* and *the Japanese Garden at Cowden*, continued to be on display.

The Museum was visited by researchers and groups outside normal weekend opening times, as well as by classes from Dollar Academy and Strathdevon Primary School. People from all over the world researching their origins were amongst the visitors during the year, and museum volunteers responded to requests for family history and other local information received via the Internet.

During the year the museum roof and gutters were inspected, slates were replaced and gutters cleaned. The outside windows, surrounds, doors, downpipes and gutters were painted. The Trustee responsible for Health and Safety carried out monthly smoke alarm tests, and statutory testing of the Emergency Lighting in the Museum. Portable Appliance Testing of electrical appliances and computer equipment, and the servicing of fire-fighting appliances, the central heating boiler and the intruder alarm system were also carried out. Electrical installation testing and certification was carried out by a qualified electrician, who also replaced the fuse box and consumer unit downstairs. A new computer was purchased.

Dollar Museum was one of the groups chosen by the local Co-op to benefit from its community funding. The projects supported were Victorian toys and costumes for visiting children and new archival equipment. The Friends of the Museum continued to give their support. They pay an annual subscription and help the Friends Management Committee to staff the Museum when it is open and when events like private views or the Xmas party are held in the Museum. They also help with all fund-raising events, such as public lectures and the strawberry tea, and events where the Museum promotes its presence in Dollar, such as the Gala and the Winter Festival.

Financial review

Brief statement of the charity's policy on reserves

The Trustees review income and expenditure quarterly together with anticipated and planned financial commitments for the ongoing 12 months. This includes property and asset maintenance, capital renewal, exhibition costs, collection acquisitions and costs implementing the Museum Forward Plan. Reserves must be able to sustain the current and anticipated expenditure and provide additional contingency against emergencies.

Reserve funds of £43,617 represent general unrestricted funds in the statement of balances at 31 March 2018.

Details of any deficit

The accounts record an operating surplus of £2,179 to 31 March 2018.

Donated facilities and services (if any)

All Trustees are unpaid volunteers.

The constitution of The Friends of Dollar Museum provides that all funds raised by their activities, less costs incurred, are donated to support the Dollar Museum Trust. Together with other donations from the general public, this is represented by £8,093 received and recorded in the accounts at 31 March 2018.

Other optional information

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Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Janet Catherine Carolan	
Position (e.g. Chair)	Chair of Dollar Museum Trust	
Date	21 November 2018	