

# **Bampton Heritage and Visitor Centre**

**Annual Report 2015**

## CHAIRMAN'S REPORT

Since opening our doors in September 2013, our centre has continued to develop as we have added new services, updated displays, and welcomed visiting groups.

During 2015 we launched a genealogy service helping visitors and residents to trace their family history. We've launched our own Facebook page, printed a 'Visit Bampton 2015' flyer and published our first Community Newsletter which was distributed throughout the town.

Total visitor numbers have now exceeded 6000 with 2422 during 2015, levels peaking during summer months to over 300 per month.

In 2015 we led Guided Town Trails for over 100 participants including local and overseas groups. We welcomed classes of children from Bampton School and conducted external visits to Castle Grove Nursing Home and other local organisations.

In late summer we launched our own bespoke computer game aimed specifically at children and families. With an educational theme built around a Bampton map and local history, we incorporated many elements relevant to the school curriculum whilst producing a fun and eye-catching game.

Many of these developments formed part of our original project plan as submitted in our grant application to the Heritage Lottery Fund. Our grant period expired in December 2015 and we were able to evidence through our results that we had established a successful and popular centre. Every aspect of our project plan had been completed and we were rewarded with the final tranche of our lottery grant at the end of the year.

*Our HLF advisor said 'Thank you for the pack of information which I received in the post today. The photos are fantastic – the exhibition displays look extremely professional and a standard of quality that will last a long time. It has been a long journey, but you have done a fantastic job and must be very proud of you and your team's achievements.'*

Our relationship with the church has continued to work well with frequent communication and mutual understanding.

With several exciting new projects in the pipeline for 2016 and continued enthusiasm and support of our volunteers, the trustees feel confident that the centre will continue to grow and develop and become an even more integral part of our community in Bampton. We will be continuing to offer a full training and support package for our volunteers and hope to recruit more helpers this year.

*Katrina Munro*

## CURATOR'S REPORT

The World War 1 exhibit was replaced in the Spring by an enhanced railway exhibit incorporating several new items courtesy of the Tiverton Museum and Jonathan Hill. A map was drawn up, based upon a 1939 motoring map of the area, showing the railway lines in existence at that time, annotated with those lines which still operate. It showed the position of the Exe Valley Railway line in the system. An additional map covering a wider area of the West Country has since been added.

An important item now on display is a farthing (1/4d) Bampton token dating from the 17<sup>th</sup> Century and issued by the local grocer. This rather rare item has been lent to us by a Dulverton resident.

Two presentations, involving showing various of our artefacts, were made to the residents of Castle Grove. The first covered various World War 1 items and the second a selection of other historical Bampton related items. These talks were well received with active participation from the audience, some of whom contributed their own memories.

Russ Davies in Texas sent several electronic files comprising newspaper cuttings mentioning Bampton for the war years 1914 – 1918. Some articles were selected and republished in SignPost in ten monthly instalments. From comments received, the readership found them interesting. Russ Davies has also sent a series of handwritten signatures from the 1911 and earlier censuses. These are in electronic format and may be of interest to residents of the town. It has yet to be decided how best to show these.

Various items that have been donated to the Heritage Centre but are not displayed have been stored in a safe and secure location.

A set of display panels has been purchased for use at outside events and for extra exhibition space if needed. The first use will be at the Bampton SpringFest.

I have set up a search function on E-Bay for items of historical interest. This has already resulted in the purchase (for very small sums) of various postcards and photographs that I had not seen before.

The Heritage Centre has joined the Devon Museums Association, which allow our details to be advertised on their very popular web site. We have also attended meetings of the Mid-Devon Attractions Group, organised by Mid-Devon District Council, which has allowed us to be included at no charge on the Tiverton and Culm Valley attractions leaflet.

Once again, I would like to thank the volunteers who take the time to clean and polish the display cabinets so that they look at their best.

*Dr Ken J. Mills*

## TREASURER'S REPORT

The end of 2015 marked an important transition for the Heritage Centre. For the past two years the major proportion of our income and expenditure has been related to starting up costs largely funded by grants from the Heritage Lottery Fund and others. These are 'restricted funds' i.e. we could only spend them in the way agreed with our donors.

Now the Centre is up and running and most of our initial aims and plans have been fulfilled. We have received the final instalment of our grants. We are now on our own, dependent on what we receive in donations at the centre, and on profits from our shop sales.

We start this critical year with a healthy bank balance, mainly accrued from donations and sales over the last two years. Thanks to generous support and cooperation from St Michael's Church, our annual overheads are very reasonable, and I believe that we can cover them with our present income from the Centre together with the occasional boost from fund-raising events like the Toucan Book Sale.

If we wish in future to undertake any larger development project, then we are free to apply for further grants.

I would like to thank all the volunteers for the careful way in which they are recording donations and sales in the Petty Cash book. Despite the large number of people involved there are remarkably few 'discrepancies', and they have all been minor ones.

I would also like to thank our Auditor, Mick New, for all the advice he has given us, not just in book-keeping, but also in establishing proper systems for ensuring that all monies, received and spent, are effectively monitored.

*Barney Hopkinson. (Hon Treasurer)*

**BAMPTON HERITAGE & VISITOR CENTRE**  
**Accounts for the year ended 31st December 2015**

<b>INCOME</b>		<b>Restricted</b>	<b>Unrestricted</b>	<b>Total(£)</b>
<b>2014</b>		<b>£</b>	<b>£</b>	<b>£</b>
£				
7,437	Heritage Lottery Fund			
	Other Grants		100	100
1,416	Donations		1,290	1,290
978	Shop Sales		1,185	1,185
68	Town Walks		265	265
4	Bank interest		4	4
<b>9,903</b>			<b>2,844</b>	<b>2,844</b>
<b>EXPENDITURE</b>				
	Professional Fees	1,440		1,440
2,076	Equipment & Materials	818		818
68	Volunteer Training		49	49
173	Volunteer Travel	13	15	28
0	Learning Materials	545		545
2,355	Publicity & Promotion	551	100	651
435	Overheads	448		448
836	Shop stock		713	713
0	Contingency			
105	Administration Expenses	18	27	45
<b>6,048</b>		<b>3,833</b>	<b>904</b>	<b>4,737</b>
3,856	Net Income	(3,833)	1,940	(1,893)
	Adjustment to Restricted Funds*	806	(806)	
	Brought forward	1,728	5,409	7,137
	Total Funds**	<b>(1,299)</b>	<b>6,543</b>	<b>5,244</b>
7,096	Balance at Cooperative Bank			5,291
42	Petty Cash at Centre			26
	Unpresented cheque			(73)
<b>7,138</b>	Total Assets			<b>5,244</b>

\* Adjustment to reflect reduction in grants received (Restricted Expenditure shown in these accounts is as per the original budget)

\*\* The apparent overspend on restricted funds is in anticipation of the final tranche of HLF funding received in 2016.

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 I have reviewed the Centre's procedures for, and recording of, payments, receipts and fundraising, as well as compliance with Charity Commission procedural and financial reporting requirements. I have found no material discrepancies and therefore certify that the accounts for the year ended 31st December 2015 represent a true and fair view of the Centre's finances for that period.



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Notes to 2015 Annual Accounts.

1. SHOP SALES

Stock at 31.12.14	£323
Stock at 31.12.15	£524
Purchases	£713
Sales	£1185
Gross profit	£673 (average mark up 131%)

2. RESTRICTED FUNDS. The categories and amounts listed under reserved funds are based on the original application for grant funding, and have been maintained for the sake of consistency. As the final grant from HLF of £1299 was received after the year end, there appears to be an overspend. All our funds are now unrestricted.

3. DONATIONS. These include £245.52 received from the Toucan Book Sale, and £231 raised by the Swan at a Quiz Evening. The remainder are from visitors to the Centre.

## VISITORS

We have had a busy year welcoming 2422 visitors through the year. This breaks down by month as you see below.

Jan 86	Feb 58	March 55	April 347	May 382	June 262
July 226	August 361	Sept 239	Oct 302	Nov 52	Dec 52

Visitors have been very generous too:

## SALES

Month	2014	2015
January	£4.00	£64.60
February	£23.60	£2.85
March	£74.47	£34.10
April	£51.21	£99.65
May	£80.75	£106.20
June	£70.00	£93.15
July	£67.20	£53.65
August	£117.44	£154.20
September	£135.12	£87.24
October	£69.64	£168.04
November	£98.15	£101.90
December	£62.60	£76.95
	<b>£854.18</b>	<b>£1,0453</b>

## DONATIONS

Month	2014	2015
January	£6.06	£10.75
February	£26.90	£27.70
March	£12.00	£26.48
April	£76.96	£76.61
May	£83.16	£95.45
June	£87.48	£109.50
July	£93.16	£93.07
August	£71.02	£118.13
September	£170.15	£94.17
October	£69.96	£94.08
November	£32.65	£31.60
December	£36.00	£3.18
	<b>£765.50</b>	<b>£780.72</b>

### **Visitors have said:**

*'Very interesting and well documented history. My father purchased our first pony from Bampton Fair 50yrs ago!'*

*Visiting from Canada to track down parents shop on Brook St. Loved the HC - great job!*

*Wow, inspired use of space and purpose. Well done.*

*Such a nice church and lovely welcome (visitor from Dortmund)*

*Very welcoming. Great displays and beautiful church (visitor from Kent)*

*Really interesting inspiring experience, superb model and so interesting. thank you.*

And visitors have come from all over the UK and Germany, Holland, Canada. Wales, Australia. Luxembourg, Scotland Belgium, New Zealand, USA, and Austria.

## **VOLUNTEERS**

The continued success and increasingly popularity of our Centre as a place to visit is all down to the work of our volunteers who are our most valuable asset.

The six Trustees, who manage the Centre, and the volunteers who welcome visitors are all unpaid, willingly giving their time and energy to the Centre.

46 volunteers make up our core group who regularly come together during the year to learn from each other, give feedback on their experiences and contribute ideas for future plans to be considered by the Trustees.

Volunteers naturally vary in the time they give to the Centre and that flexibility of commitment is something they value because it makes it possible for them to continue volunteering around other events in their lives.

### **VOLUNTEER RECRUITMENT**

The Trustees recognise the responsibility they have to our volunteers and to visitors to our Centre and we run a two part volunteer induction programme has continued to run this year. This certificated programme gives all volunteers essential information and paperwork and practical skills for their role. Recorded attendance at this induction also provides cover through the Church insurance policy for all volunteers.

During 2015 5 new volunteers have offered their services, after hearing from other volunteers, or after visiting the Centre and wanting to be involved. All new volunteers are

inducted and we have also established a mentoring or buddying system – pairing more experienced volunteers with new volunteers for an initial period. Whilst we continue to match volunteer roles with skills identified, we also offer volunteers opportunities to learn new skills in areas of the Centre work that may be of interest.

## **SUPPORTING OUR VOLUNTEERS**

Without our volunteers our Centre would not exist. We believe in the value of strong support for our volunteers. We seek to provide this support by:

- Bi-annual volunteer evenings – these can be a mix of additional training in a specific aspect of our project, information giving and receiving feedback as well as an opportunity to meet the other volunteers.
- Quarterly newsletters to all volunteers
- Making available online and in hard copy the agendas and minutes of trustees meetings
- Being adaptable when volunteers may need to increase or reduce their commitment due to other events in their lives

## **SAYING THANK YOU**

Trustees held a special volunteer celebration evening in December to thank all our volunteers for their commitment, hard work and overwhelming enthusiasm. As well as being an enjoyable event we also had an interesting programme that made us think.

Pippa Griffiths, the Curator of Tiverton Museum, shared with us the benefits and practicalities of undertaking an Oral History Project to capture the essence of what it has been like to live in Bampton through the memories of its long standing residents.

We also learnt about the Tiverton Museum Tivvy Bumper Town Trail project and from the initial huge enthusiasm have been busy making sure Bampton is on the Trail.

## **VOLUNTEER HOURS**

Whilst it has been impossible to accurately record all volunteer hours we do have a good picture of contributions to date.

Trustees - planning, meetings, development activities	1450 hours
Volunteer advisory group - 4 formal meetings	280 hours
Volunteer inductions sessions	45 hours
School visits	30 hours
Preparation and Visits to other groups eg Castle Grove	30 hours
Our Centre rota volunteers	2655 hours
Other incidental hours	180 hours
<b>Total for 2105</b>	<b>4680 hours</b>

Using a calculator from the Office for National Statistics which recommends using a replacement cost approach (values each individual hour provided by a volunteer at a market wage rate to show what would be the cost of paying somebody to do the same job) equates to £58,000 of paid time for 2015.

***According to a survey by the Royal National Institute of Blind People, volunteering has a very positive impact on the volunteer's wellbeing. 17% of those surveyed said it made them feel better in themselves and 67% said it helped them feel positive about contributing to their community.***

### **What have our volunteers said are the highlights of their role this year?**

*' You never know how busy the shift will be – some just one or two people and sometimes 10-15. People vary so much too, some just want to walk around quietly and don't want to talk, others can't wait to tell you what they know and their connections with Bampton.'*

*' The majority of visitors are so pleasantly surprised about finding such a well resourced Centre in a beautiful church . They are so impressed with what we have, it makes me feel proud to be involved'*

*' The railway model and DVD are always popular – the seem to generate so much nostalgia and such great memories of a steam train era'*

## **New initiatives for 2016 involving our volunteers**

No one can accuse our volunteers of being slow off the mark and the discussions initially held in December have now developed into fully fledged projects that will keep them busy during 2016.

### **Aural History Project**

We have a core team of 8 volunteers who have been trained by an expert in Aural History collection and archiving. We will soon be publicising 'Bampton's Listening Project' and asking for local people who have lived in Bampton for many years and who would be willing to have their memories recorded. This will form an oral archive for the Heritage Centre and will also be stored at Tiverton Museum to ensure the recordings are not lost through damage or similar misfortune. The first theme for memories will be education in Bampton.

### **Tivvy Bumper Town Trail**

The Tivvy Bumper Trail is the idea of Tiverton Museum and emulates similar, larger scale trails such as the Shaun the Sheep and Grommit trails in Bristol. There will be models of the Tivvy Bumper around Tiverton and the surrounding area from July to October 2016 with publicity and merchandise encouraging visitors and locals to complete the whole trail, ticking off the Bumpers they spot. Bampton Heritage and Visitor Centre has raised funds, with generous support from Bampton Town Council, Exe Valley Rotary, Isabel Kenny as sponsors, to have two models in town – and we are confident that the town will benefit from increased visitor numbers and the boost to the local shops and businesses this sort of trail generates. After the trail there will be a public auction to buy our two models to keep them in Bampton permanently.