



MUSEUM NEWS

Steyning Museum Newsletter

February 2017

Museum Diary

- 18.03.17 Annual General Meeting
 Penfold Hall
 10.00 -12.00
- 08.04.17 Spring Coffee Morning
 10.30 - 12.00
29. 05.17 Spring Country Fair
 High Street
 10.00am - 4.00pm

Please remember that the AGM has been moved to the morning, starting at 10.00am

200 Club

December Draw

- 1st prize = Gwen Lowe (£35)
2nd prize = Ann Long (£25)
3rd prize = Celia Whittome (£15)

January Grand Draw:

- 1st prize = Jenny Smeed (£100)
2nd prize = Ann Hanson £50
3rd prize = Anne Cowley (£25)

Money Matters

As an organisation owned and run solely by volunteers, Steyning Museum has to cover its own running costs. We have to rely entirely on the generosity of the Friends to provide an income from the annual subscription and activities such as coffee mornings, the Museum shop sales, and profits from activities such as concerts. We also keep an eye on how we can reduce running costs. The solar panels on the roof have been very successful in

reducing the electricity bill, but you may have noticed that all the old light fittings have now been replaced with LED fittings and this has already led to a reduction in consumption costs.

There is also another source of money which we now wish to increase. Some of you no doubt are aware that organisations such as ours are able to claim "Gift Aid". This is a scheme whereby we can claim back 25% of your subscriptions from the government if you are a taxpayer

Erica Gayler, our subscription secretary, has provided a piece overleaf to explain the scheme and there is a separate form attached to the newsletter for you to sign so we can claim that refund from the government. **PLEASE SIGN AND RETURN THE FORM EVEN IF YOU ARE NOT A TAX PAYER.**

Activities Morning

Joan Denwood and Muriel Wright are again organising an activities morning at the Museum for primary age children during half term on 23rd February between 10.00am and 12.00. This has proved to be a popular occasion so if you are entertaining any children in that age group over half term please bring them along.

Tony Ketteyman
Editor

Steyning Museum Trust

Dear Museum Friend,

A valuable addition to Steyning Museum's income is our ability to claim back from HMRC 25 per cent of the subscriptions/donations you make to us, providing you have completed a Gift Aid Declaration. This means, for example, if you have paid a £5 subscription we can claim an additional £1.25 from HMRC. This does not affect your own taxation.

Over the years, the rules and the declaration forms have changed.

One of the major changes is that in the past we could accept a single signature to claim on a joint subscription made by a husband and wife. Now, if you pay a joint membership subscription each of you must sign a separate Gift Aid Declaration.

We appreciate that you may have completed a Gift Aid Declaration in the past, but we would be very grateful if you could please complete a new one (to be found overleaf) and hand it into the Museum addressed to the Subscription Secretary.

We are asking all Museum Friends to complete the Declaration whether they are a tax payer or not. There is a section on the form to make it clear if you are not eligible to claim Gift Aid. We will not then have to trouble you again thinking that you have forgotten to return the form.

Should there be any queries please do not hesitate to contact the Subscription Secretary, Erica Gayler, either by email ericagayler@gmail.com or telephone 01903 879958.

We hope that you will be able to complete this form as soon as possible which will enable us to make an accurate claim for 2015/2016 tax year.

Erica Gayler

Steyning Museum

Thursday 23rd February

*Half Term
Activities
Morning*

10.00 - 12.30

**Calling all
primary
school-age
children
(parents can have
fun too)**

card making
brass rubbing
games and toys
wearing Victorian-style clothes

**Entry :
£1 per
child**

AND LOTS MORE

A new Constitution for the Museum – it's here!

We've got a great change coming up on which we would like all members of the Friends of Steyning Museum Trust to come and vote on at the AGM.

Until now The Steyning Museum Trust has been an unincorporated association. It was registered as a charity in February 1984. Its trustees are the management committee which is elected every year by the Friends of Steyning Museum. This form of charity has serious shortcomings in the modern world – it cannot enter into contracts or hold property, or protect its trustees against action.

It was decided in 2015 that we should update our constitution by registering as one of a new form of incorporated charities set up under the Charities Act 2011. I wrote an article explaining the proposal which was circulated to all members in the February 2016 newsletter. As I reported in the December 2016 issue, the new Charitable Incorporated Organisation (CIO), with the same name, The Steyning Museum Trust, was registered on 10th October. Its constitution is on the Museum website (see the Friends page, under the heading "constitution".) A hard copy is available for consultation in the Museum.

Five members of the current management committee (Muriel Wright, Helen Coutrouzas, Chris Tod, Paul Norris and Sarah Leigh) were registered as the initial Trustees of the new body.

At the AGM we will be asking the Friends, as the membership of the original Museum Trust, to pass a resolution authorising the Management Committee to transfer all the assets and liabilities of the Museum to the new CIO and in due course to wind up the original Trust. We are asking the Friends to elect a new Management Committee to carry out this task.

Members of the original charity (the Friends) will not automatically become members of the new one, but will soon be asked to sign up to become one.

Sarah Leigh

Steypning MuseumTrust - Charity Gift Aid Declaration

I wish to Gift Aid my *Friends of Steypning Museum* subscription and any subscriptions and donations I make in the future or have made in the past 4 years.

Name of Charity - Steypning Museum Trust

Please tick one box below as appropriate:

I am a UK taxpayer and understand that if I pay less Income Tax and /or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

I am not a UK tax payer and therefore Gift Aid cannot be claimed to *Steypning Museum Trust* through my subscriptions or donations.

My Details

Title

First name or initial(s)

Surname

Full Home address

.....
.....
.....

Postcode

Date

Please notify the Museum Trust if you:

1. Want to cancel this declaration
2. Change your name or home address
3. No longer pay sufficient tax on your income and/or capital gains to claim Gift Aid

If you pay income tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.