

# OCTAVIA HILL BIRTHPLACE MUSEUM TRUST

England & Wales · Charity number 1018947

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [02797996](#)

**Registered** 1993-03-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 7 South Brink  
Wisbech  
Cambridgeshire  
PE13 1JE

**Phone** 01945476358

**Email** [info@octaviahill.org](mailto:info@octaviahill.org)

**Website** [www.octaviahill.org](http://www.octaviahill.org)

## Activities

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**Objects:** TO EDUCATE THE PUBLIC ABOUT THE LIFE AND WORKS OF OCTAVIA HILL BY THE ESTABLISHMENT AND MAINTENANCE OF A PUBLIC MUSEUM AND THE UNDERTAKING OF EXHIBITIONS IN SUCH A MANNER AS THE TRUSTEES SHALL THINK FIT.

**Activities:** The Trust owns and maintains Octavia Hill's Birthplace House in Wisbech, Cambridgeshire, a Grade II\* Listed Georgian Building which contains exhibits, displays and archives of the life and work of Octavia Hill (1838 - 1912). Within the Birthplace House there are two cottages containing three Incubator Office Units, a Tearoom, and Shop which are leased to and operated by Octavia Hill Trading Ltd.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- Cambridgeshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£27,619	£60,936	-	-
2024-04-05	£32,751	£27,514	-	-
2023-04-05	£14,420	£88,684	-	-
2022-04-05	£5,857	£81,521	-	-
2021-04-05	£57,557	£70,886	-	-

## Trustees

Name	Role	Appointed
Colonel Mark Knight MBE DL	Chair	2022-07-11
David Sean Denson		2024-04-08
Ian Groome		2018-07-26
Pamela Margaret Williams		2015-07-09
Richard Symond Gyles Barnwell		
SHEILA MARY JACKMAN MBE		

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

England & Wales - Charity number 1018947

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# Accounts

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**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**(Limited by Guarantee)**

**Report and Financial Statements**

**for the Year Ended 5th April 2025**

**Registered Charity Number 1018947  
Registered Company Number 2797996**

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Contents of the Financial Statements**  
**for the Year Ended 5th April 2025**

	<b>Page</b>
<b>Legal and Administrative Information</b>	1
<b>Report of the Trustees and Directors</b>	2 to 6
<b>Report of the Independent Examiner</b>	7
<b>Statement of Financial Activities</b>	8
<b>Balance Sheet</b>	9
<b>Statement of Cash Flows</b>	10
<b>Notes to the Financial Statements</b>	11 to 18
<b>Income and Expenditure Account</b>	19 to 20

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Company Information**  
**for the Year Ended 5th April 2025**

**TRUSTEES AND  
DIRECTORS:**

Mrs P M Williams  
R S G Barnwell  
Mrs S M Jackman MBE  
I J Groome  
M Knight MBE DL  
D S Denson TD  
D E Crouch (resigned 8 July 2025)

**SECRETARY:**

Mrs S M Jackman MBE

**REGISTERED OFFICE:**

7 South Brink  
Wisbech  
Cambs  
PE13 1JB

**COMPANY NUMBER:**

2797996 (England and Wales)

**CHARITY NUMBER:**

1018947

**INDEPENDENT EXAMINER:**

TC Group  
9/10 The Crescent  
Wisbech  
Cambs  
PE13 1EH

**BANKERS:**

Lloyds Bank  
3 North Brink  
Wisbech  
Cambs  
PE13 1JT

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST (REGISTERED NUMBER: 1018947)**

**(Registered Company number 2797996)**

**Report of the Trustees  
for the Year Ended 5th April 2025**

The Trustees who are also Directors of the charity for the purposes of the Companies Act present their annual report and the financial statements of the company for the year ended 5<sup>th</sup> April 2025. The financial statements comply with the Charities Act 2011 ('the Act'). The Companies Act 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**LEGAL STATUS**

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. The company is a registered charity.

**OUR AIMS AND OBJECTIVES**

**Purposes and aims**

Our charity's purposes as set out in the objects contained in the company's Memorandum and Articles of Association are those of educating the public about the life and works of Octavia Hill and establishing and maintaining a public museum by undertaking exhibitions; and to advance public education in housing and its overarching social aspects.

**Ensuring our work delivers our aims**

As a volunteer organisation working in the present difficult economic, geographic and social environment we still continue to review, monitor and assess our operations to ensure the long-term sustainability of the Birthplace House. The strategy remains to cut costs, increase income, and improve the visitor experience. To achieve this we continue to develop management and administrative skills through increased trustee involvement and the recruitment of additional trustees and volunteers, particularly those with specialist skills.

**The focus of our work**

Our main objectives this year have been to:

- Continue to identify and develop new annual income streams, particularly with events and classes throughout the year
- To add new Trustees with a range of experience to provide leadership and guidance to the Trust
- Improve and create new displays to promote repeat visitors, with emphases on interactive learning and Interpretation
- Broaden the core visitor base both geographically and demographically
- To monitor all costs and procedures
- Target local and national schools and organisations to increase virtual or actual visits.
- Promote the National Army Cadet Force Museum.
- Prepare for the Arts Council Accreditation which is due August 2025.
- Identify a "new home" for the Harry Simpson Collection

In March 2023 the Wisbech Community Hub was relocated into part of the Birthplace House the Birthplace. It is now a fully integrated part of the Birthplace House and has helped to re-invigorate volunteer and visitor base.

**HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT**

Our main activities and who we try to help are described below:

**Who used and benefited from our services**

The Trust as a public museum continues to provide its services to individuals, groups and organisations at a local, regional, national and international level, including disabled, disadvantaged and marginalised people. Its activities aim to reflect the full range of Octavia Hill's own interests and achievements, all of which were of demonstrable public benefit.

**Report of the Trustees  
for the Year Ended 5th April 2025**

**Ancillary activities**

The museum has continued to support the many people and organisations liaising where possible with various elements that comprise Octavia's living legacy such as the social housing movement, the National Trust and the Army Cadets. Our knowledge and experience is available for general advice or to give help in specific projects or partnerships. Building and maintenance work has continued throughout the period.

**Outreach**

The trust is a community resource. Run by and for its volunteers it is recruiting individuals who benefit from engagement with our operations. We outreach via external lectures and in-house education offerings.

**FINANCIAL REVIEW**

Targets for visitor numbers, groups and school visits remained challenging due to multiple external factors. The Trustees believe that constraints on education budgets are part of this, as are various economic factors.

The Statement of Financial Activities shows a net deficit of expenditure over income for the year amounting to £33,316 and our reserves stand at £1,619,998 in total.

The Trustees decided early in 2024 that the part time paid caretaker role could be managed by volunteers and the long term caretaker was made redundant.

**Principal Funding Sources**

We continue to receive donations from individuals, trusts and organisations for specific projects including display creation and improvement. Restricted funds from legacies are spent on their projects when appropriate.

**Investment Policy**

The Trustees have wide powers of investment, although only bank deposits have been utilised at present.

**Reserves Policy**

Revenue reserves currently stand at £1,619,998. Restricted Funds are ring-fenced.

**PLANS FOR FUTURE PERIODS**

We plan to source and task more volunteers with a particular emphasis on supporting family learning and intellectual access for children and young people, and increasing the diversity represented in the museum galleries.

Community use of the Centenary Green (which is normally open to all). Identifying and implementing appropriate management initiatives has been problematic. The Trustees are planning to implement a project that will help integrate the homeless people who sleep under Fenland District Council auspices in the adjacent old White Lion Hotel to build a sense of ownership as Octavia Hill's philosophy. Funding is being sought for this project.

In December 2023, an Anglian Water watermain suddenly burst under South Brink, just outside the main entrance. This caused flooding in the basement of over 70cms of water depth. Anglian Water admitted full liability and sent a team to dry out the basement and reinstate the decorations. The basement contains one of the House's major displays of life of the poor in London in the 19<sup>th</sup> century. The flood completely disabled the lift which was parked in the basement as per manufacturer's instructions and it was found to be irreparable. After some discussions with loss adjusters and claims handlers, Anglian Water agreed to pay the costs of removing the old lift and replacing it with a new similar lift. The cost of this will be over £65k and the work was completed in November 2024. Although the work was completed an issue arose with one of the doors on the 1<sup>st</sup> floor which will require the House to spend a £5k to resolve the issue. The House has managed, with restrictions to visitor access floors, throughout the season.

**Report of the Trustees**  
**for the Year Ended 5th April 2025**

The Tearoom has opened on a limited basis due to lack of volunteers during the summer. A more permanent solution by a volunteer is being sort. This involves obtaining hygiene accreditation from Fenland District Council and providing basic catering for visitors and events.

The two rooms dedicated to the National Army Cadet Force Museum have proved popular with both Cadets and civilians alike. The Duke of Gloucester paid a visit in September 2024. Octavia Hill was a pioneer of the Army Cadets so this is a most appropriate use of the Birthplace House.

**Ensuring our work delivers our aim**

As a volunteer organisation working in the todays difficult economic, geographic and social environment including the after effects of the Covid Pandemic, we continue to review, monitor and assess our operations to ensure the long-term sustainability of the Birthplace House. The strategy remains to cut costs, increase income and improve the visitors' experience.

**The focus of our work**

To take whatever steps necessary to increase the usage of the Birthplace House by increasing footfall to the Museum, the Café, The Community Hub and National Army Cadet Force Museum.

**Report of the Trustees**  
**for the Year Ended 5th April 2025**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

As a limited company Octavia Hill Birthplace Museum Trust is governed by its members. The Council of Trustees are elected by the Members at a General Meeting. Trustees can also co-opt additional Trustees to the Council, who must subsequently be elected by Members at the General Meeting. All the existing Trustees have been elected by Members at a General Meeting.

**Recruitment and Appointment of Council of Management (Trustees)**

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. Under the requirements of the Memorandum and Articles of Association the members of the Council of Management are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All Trustees give their time voluntarily and received no benefits from the charity. Any expenses claimed from the charity are set out in the notes to the financial statements.

At the end of the year Mr David Denson TD joined as a Trustee.

**Trustee Induction and Training**

Most of the Trustees have been involved with the Birthplace House development and expansion for years and offer their extensive experience of involvement with other charities.

**Risk Management**

An ongoing risk management process enables trustees to monitor operational and strategic issues. Sustainability issues are reviewed regularly. Establishing reserves and sufficient financial and human resources to mitigate the effects of adversity remain a key aim with effective oversight and development of administrative procedures. Procedures are reviewed to ensure the health and safety of staff, volunteers, clients and visitors to the centre.

**Organisational Structure**

The Octavia Hill Birthplace Museum Trust has a council of up to 8 members who meet monthly and are responsible for the strategic direction and policy of the charity. At present the council has 6 members from a variety of professional backgrounds relevant to the work of the charity. Additionally the House Manager is co-opted.

**Report of the Trustees**  
**for the Year Ended 5th April 2025**

**RESPONSIBILITIES OF THE TRUSTEES**

The Trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is not appropriate to presume that the company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Members of the Council of Management**

Members of the Council, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's independent examiner is unaware; and
- as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

Approved by the Trustees dated...14/10/25..... and signed on its behalf by:

*P. Williams*

P Williams – Director and Trustee

**Independent Examiner's Report to the Trustees of  
OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

I report on the accounts of the charity for the year ended 5<sup>th</sup> April 2025, which are set out on pages 7 to 17.

**Respective responsibilities of trustees and examiner**

The charity's Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirement of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C L Smithee FCCA  
TC Group  
9/10 The Crescent  
Wisbech  
Cambs  
PE13 1EH



Date

14/10/2025

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Statement of Financial Activities (including Income and Expenditure Account)**  
**for the year ended 5th April 2025**

		5.4.25			5.4.24	
	Notes	Unrestricted £	Restricted £	Endowment £	Total £	Total £
<b>Income:</b>						
Donations and grants:						
Donations etc	2	6,233	-	-	6,233	782
Grants	2	2,724	1,964	-	4,687	16,094
Income from other trading activities:						
Rents received		3,500	-	-	3,500	3,500
Other income		1,510	-	-	1,510	1,186
Income from charitable activities:						
Admissions, sales and other income	3	8,100	-	-	8,100	8,113
Bank Interest		3,589	-	-	3,589	3,076
<b>Total income</b>		<b>25,656</b>	<b>1,964</b>	<b>-</b>	<b>27,619</b>	<b>32,751</b>
<b>Expenditure:</b>						
Costs of raising funds:						
Costs of generating donations and grants	4	3,235	-	-	3,235	1,237
Expenditure on charitable activities	4	55,530	983	-	56,512	50,999
Governance costs	4	1,188	-	-	1,188	8,028
<b>Total expenditure</b>		<b>59,953</b>	<b>983</b>	<b>-</b>	<b>60,936</b>	<b>60,265</b>
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>(34,297)</b>	<b>981</b>	<b>-</b>	<b>(33,316)</b>	<b>(27,514)</b>
<b>Net movement in funds for the year</b>		<b>(34,297)</b>	<b>981</b>	<b>-</b>	<b>(33,316)</b>	<b>(27,514)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		201,163	49,042	1,403,109	1,653,314	1,680,828
<b>Total funds carried forward</b>		<b>166,866</b>	<b>50,023</b>	<b>1,403,109</b>	<b>1,619,998</b>	<b>1,653,314</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form part of the accounts

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST (Registered Charity Number: 1018947)**  
**(Registered Company Number 2797996)**

**Balance Sheet**  
**as at 5th April 2025**

	<u>Notes</u>	£	5.4.25	£	£	5.4.24	£
<b>Fixed assets:</b>							
Tangible assets	7			6,026			7,532
Heritage assets	8			1,489,688			1,489,688
Investments	9			100			100
				<hr/>			<hr/>
<b>Total Fixed Assets</b>				1,495,814			1,497,320
<b>Current assets:</b>							
Debtors	10	15,541			21,508		
Cash at bank and in hand		118,406			135,962		
				<hr/>			<hr/>
<b>Total Current Assets</b>		133,947			157,470		
<b>Liabilities:</b>							
Creditors falling due within one year	11	9,764			1,476		
				<hr/>			<hr/>
<b>Net Current Assets</b>				124,183			155,994
				<hr/>			<hr/>
<b>Net Assets</b>	12			1,619,998			1,653,314
				<hr/> <hr/>			<hr/> <hr/>
<b>The funds of the charity:</b>	13						
Unrestricted funds				166,866			201,163
Restricted funds				50,023			49,042
Endowment funds				1,403,109			1,403,109
				<hr/>			<hr/>
<b>Total charity funds</b>				1,619,998			1,653,314
				<hr/> <hr/>			<hr/> <hr/>

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 5th April 2025.

Members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for:

- (a) ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the year end of each financial year and its profit or loss for each financial year in accordance with requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Approved by the Board of trustees on 14/10/25 and signed on its behalf by:

*P. Williams*

P Williams - Trustee

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Statement of Cash Flows**  
**for the year ended 5th April 2025**

	5.4.25	5.4.24
	£	£
<b>Net income/(expenditure) for the reporting period</b> (as per Statement of Financial Activities)	<b>(33,316)</b>	<b>(27,514)</b>
Depreciation charge	1,506	1,883
(Gains)/losses on investments	-	-
Dividends and interest from investments	-	-
Loss/(profit) on disposal of fixed assets	-	-
(Increase)/decrease in stocks	-	-
(Increase)/decrease in debtors	5,967	6,024
Increase/(decrease) in creditors	8,289	(5,176)
<b>Cash used in operating activities</b>	<b>(17,555)</b>	<b>(24,783)</b>
<b>Cash flow from investing activities</b>		
Interest and dividend income	-	-
Purchase of tangible fixed assets	-	-
Proceeds from sale of investments	-	-
<b>Cash provided by (used in) investing activities</b>	<b>-</b>	<b>-</b>
<b>Cash flow from financing activities</b>	<b>-</b>	<b>-</b>
<b>Increase (decrease) in cash and cash equivalents in the year</b>	<b>(17,555)</b>	<b>(24,783)</b>
Cash and cash equivalents at the beginning of the year	135,962	160,745
<b>Total cash and cash equivalents at the end of the year</b>	<b>118,406</b>	<b>135,962</b>

## OCTAVIA HILL BIRTHPLACE MUSEUM TRUST

### Notes to the Financial Statements for the Year Ended 5th April 2025

#### 1. ACCOUNTING POLICIES

##### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Octavia Hill Birthplace Museum Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless stated in the relevant accounting policy note.

##### **Income**

Voluntary income and donations are accounted for as received by the charity. Provision is included for any material associated tax credit which may be repaid to the charity as a result of Charitable Gift Relief. Permanent endowment grants are dealt with through the Statement of Financial Activities when receivable.

##### **Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accrual's basis, inclusive of any VAT which cannot be reclaimed.

Expenditure which is directly attributable to specific activities has been included in these categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

##### **Tangible Fixed Assets - Depreciation**

No depreciation has been provided on Heritage assets, including improvements to the original properties, because in the opinion of the Trustees, the residual value will be in excess of the carrying value.

Office and museum equipment is depreciated at 20% on the reducing balance basis in order to write off each asset over its anticipated useful life.

##### **Tangible Fixed Assets - Grants**

Grants and contributions relating to infrastructure assets at the original museum building of 1 South Brink Place, have been deducted from the cost of fixed assets. This is not in accordance with the Companies Act 2006, which requires fixed assets to be shown at their purchase price or production cost and hence grants and contributions would be presented as deferred income. This departure from the requirements of the Act is, in the opinion of the Directors and Trustees, necessary for the financial statements to give a true and fair view as no provision is made for depreciation and any grants and contributions relating to such assets would not be taken to the income and expenditure account.

Material grants receivable in respect of other tangible fixed assets are treated as incoming resources and are shown within the Statement of Financial Activities.

##### **Tangible Fixed Assets – Heritage Assets**

The Birthplace House was built about 1740 on Wisbech's South Brink and is a Grade II\* listed building. The original building had been extensively subdivided since the Hill family left Wisbech.

1 South Brink Place – This part of the building comprising the southern most part was acquired in 1994 and became the first museum. It is reported in the balance sheet as a tangible fixed asset. It is stated at original purchase price plus subsequent restoration work at cost less grants received as stated above.

## OCTAVIA HILL BIRTHPLACE MUSEUM TRUST

### Notes to the Financial Statements for the Year Ended 5th April 2025

7 & 8 South Brink – In 2007, the Trust purchased the rest of Octavia Hill's Birthplace House. Funded by various grants and fundraising appeals. The whole building was then restored into its original undivided state as part of the reunification project that was completed in 2009. It is reported in the balance sheet as a tangible fixed asset. It is stated at original purchase price plus subsequent restoration work at cost.

2 & 2A South Brink Place – The adjoining properties to the Birthplace Museum became available in 2009 and were purchased in order to be able to extend Museum facilities with a tearoom and other rooms which could be utilised to generate rental income for the museum in the future. These properties are reflected in the balance sheet as a tangible fixed asset and are stated at original purchase price plus subsequent restoration work at cost.

The Trustees consider that a conventional valuation approach would lack sufficient reliability given the fact that the property comprises a birthplace house, and that even if valuations could be obtained, the costs would be onerous compared with the additional benefits derived by the Museum and users of the accounts. The assets are therefore stated at cost.

The House contains numerous exhibitions and household items. Acquisitions are normally made by purchase or donation. Purchases are initially recorded at cost and donations at current value where possible. The Trustees have not obtained valuations of these as a valuation could not be obtained at reasonable cost because of the size and diversity of the collection.

Expenditure which in the Trustees' view is required to preserve or prevent further deterioration of individual items, including preservation work to the Birthplace House is recognised in the Statement of Financial Activities when it is incurred.

#### **Taxation**

Corporation tax is not provided for in these accounts. The Trust is a registered Charity and is not liable to Income or Corporation Tax. Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the Income and Expenditure Account.

#### **Display Costs**

Expenditure in relation to museum displays is written off to the income and expenditure account in the year in which it is incurred.

#### **Leasing Commitments**

Rentals paid under operating leases are charged to the income and expenditure account over the period of the lease.

#### **Group Accounts**

The company is exempt from the obligation to prepare Group Accounts by virtue of the provisions of the Companies Act 2006.

#### **Fund Accounting**

Unrestricted funds – These can be used in accordance with charitable objects at the discretion of the Trustees.

Restricted funds – These can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Endowment funds – Capital grants receivable in respect of the reunification of 7 & 8 South Brink, 1 South Brink Place and 2 & 2A South Brink Place have been treated as Endowment Funds. The Trustees consider these grants to be of a permanent funding nature and specifically restricted to this project. There are various repayment conditions applicable if the properties are sold.

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2025**

**2. Donations and grants**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>5.4.25</b>	<b>5.4.25</b>	<b>5.4.25</b>	<b>5.4.25</b>	<b>5.4.24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations - General	5,658	-	-	5,658	162
Donations - Friends of Octavia	575	-	-	575	620
Grant	2,724	-	-	2,724	
Grant - ACF	-	1,964	-	1,964	16,094
	<u>8,957</u>	<u>1,964</u>	<u>-</u>	<u>10,920</u>	<u>16,876</u>

**3. Income from charitable activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>5.4.25</b>	<b>5.4.25</b>	<b>5.4.25</b>	<b>5.4.25</b>	<b>5.4.24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Museum admissions	2,042	-	-	2,042	2,487
Letting of museum & education rooms	6,058	-	-	6,058	5,626
	<u>8,100</u>	<u>-</u>	<u>-</u>	<u>8,100</u>	<u>8,113</u>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements  
for the year ended 5th April 2025**

**4. Total expenditure**

	Basis of allocation	Costs of raising funds	Expenditure on charitable activities	Governance	CD Rom Project	Reunification Project	Harry Simpson Library	ACF Grant	Multicultural Schools Collection	Piano Fund	Endowment	5.4.25 Total	5.4.24 Total
		£ UR	£ UR	£ UR	£ R	£ R	£ R	£ R	£ R	£ R	£ R	£	£
<b>Costs directly allocated to activities</b>													
Marketing and activities	D	-	150	-	-	-	-	-	-	-	-	150	775
Subscriptions	D	186	-	-	-	-	-	-	-	-	-	186	139
Event costs	D	140	-	-	-	-	-	-	-	-	-	140	-
Accountancy	D	-	-	1,188	-	-	-	-	-	-	-	1,188	1,433
Legal and professional fees	D	-	-	-	-	-	-	-	-	-	-	-	1,098
Piano costs	D	85	-	-	-	-	-	-	-	-	-	85	-
Displays	D	2,824	-	-	-	-	-	-	-	-	-	2,824	-
<b>Support costs allocated to activities</b>													
Telephone	D	-	718	-	-	-	-	-	-	-	-	718	1,244
Stationery,printing etc	T	-	46	-	-	-	-	-	-	-	-	46	165
Cleaning	D	-	150	-	-	-	-	-	-	-	-	150	150
Insurance	T	-	9,341	-	-	-	-	-	-	-	-	9,341	9,095
Repairs and renewals	U	-	3,427	-	-	-	-	-	-	-	-	3,427	9,412
Lift repairs	U	-	5,000	-	-	-	-	-	-	-	-	5,000	-
Sundry expenses	T	-	1,309	-	-	-	-	-	-	-	-	1,309	1,266
IT software and consumables	D	-	-	-	-	-	-	-	-	-	-	-	38
Rent	U	-	-	-	-	-	-	-	-	-	-	-	10
Rates and water	U	-	407	-	-	-	-	-	-	-	-	407	247
Light and heat	U	-	18,169	-	-	-	-	-	-	-	-	18,169	8,316
Depreciation	U	-	523	-	2	775	206	-	-	-	-	1,506	1,883
Interest Paid	T	-	-	-	-	-	-	-	-	-	-	-	12
Museum services	T	-	16,289	-	-	-	-	-	-	-	-	16,289	17,472
Wages	T	-	-	-	-	-	-	-	-	-	-	-	5,225
Write off of old balances	T	-	-	-	-	-	-	-	-	-	-	-	2,284
<b>TOTAL RESOURCES EXPENDED</b>		<b>3,235</b>	<b>55,530</b>	<b>1,188</b>	<b>2</b>	<b>775</b>	<b>206</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,936</b>	<b>57,981</b>

D Direct allocation  
U Usage allocation  
T Transactions allocation  
UR Unrestricted  
R Restricted

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2025**

**5. Net income/(expenditure) for the year**

This is stated after charging:

	5.4.25	5.4.24
	£	£
Depreciation - owned assets	1,506	1,883
Accountancy and other services	1,188	1,433
	<u>          </u>	<u>          </u>

**6. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

No remuneration was paid to trustees in the year or in the previous year, nor were any expenses reimbursed to them.

	5.4.25	5.4.24
	£	£
<b>Staff costs</b>		
Museum services	16,289	17,472
Salaries and national insurance	-	5,225
	<u>          </u>	<u>          </u>
	5.4.25	5.4.24

The average monthly number of employees during the year was as follows:

Trustees	6	6
Staff	-	1
	<u>          </u>	<u>          </u>
	6	7
	<u>          </u>	<u>          </u>

**7. Tangible fixed assets**

	Office and museum equip £	2024 Totals £
<b>Cost:</b>		
At 6th April 2024	159,520	159,520
Additions	-	-
Disposals	-	-
	<u>          </u>	<u>          </u>
At 5th April 2025	159,520	159,520
	<u>          </u>	<u>          </u>
<b>Depreciation:</b>		
At 6th April 2024	151,988	151,988
Charge for year		
Eliminated on disposal	1,506	1,506
	<u>          </u>	<u>          </u>
At 5th April 2025	153,494	153,494
	<u>          </u>	<u>          </u>
<b>Net book value:</b>		
At 5th April 2025	6,026	6,026
	<u>          </u>	<u>          </u>
At 5th April 2024	7,532	7,532
	<u>          </u>	<u>          </u>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2025**

**8. Heritage assets**

	<b>1 South Brink Place £</b>	<b>7&amp;8 South Brink £</b>	<b>2&amp;2A South Brink Place £</b>	<b>2025 Totals £</b>
<b>Cost:</b>				
At 6th April 2024	90,754	914,320	484,614	1,489,688
Additions	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2025	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation:</b>				
At 6th April 2024	-	-	-	-
Charge for year	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2025	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value:</b>				
At 5th April 2025	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2024	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2023	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2022	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2021	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2020	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>

The majority of the heritage assets are subject to security arrangements with the funders to the project.

**9. Investments**

	<b>Unlisted investments £</b>	<b>2025 Totals £</b>
<b>Cost:</b>		
At 6th April 2024 and 5th April 2025	100	100
	<hr/>	<hr/>
<b>Net book value:</b>		
At 5th April 2025	100	100
	<hr/>	<hr/>
At 5th April 2024	100	100
	<hr/>	<hr/>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statement**  
**for the year ended 5th April 2025**

The charity's investments at the balance sheet date in the share capital of companies include the following:

**Octavia Hill Trading Limited**

Country of incorporation: England

Nature of business: trading activities of Octavia Hill Museum

Class of shares:	% holding	5.4.25	5.4.24
Ordinary	100.00	£	£
Aggregate capital and reserves		(1,645)	(2,390)
Profit/(Loss) for the year		550	851

**10. Debtors**

	5.4.25	5.4.24
	£	£
Other debtors	1,347	3,830
Prepayments	112	112
Inter company account balance	14,083	17,566
	<u>15,541</u>	<u>21,508</u>

**11. Creditors falling due within one year**

	5.4.25	5.4.24
	£	£
Other creditors	113	113
Accruals	7,651	1,363
Receipts in advance	2,000	-
	<u>9,764</u>	<u>1,476</u>

**12. Analysis of net assets between funds**

	Unrestricted General Funds	Restricted Funds	Endowment Funds	Total Funds
Tangible fixed assets	1,885	3,104	1,038	6,027
Heritage assets	87,617	-	1,402,071	1,489,688
Fixed asset investment	100	-	-	100
Current assets	87,028	46,919	-	133,947
Current liabilities	(9,764)	-	-	(9,764)
	<u>166,866</u>	<u>50,023</u>	<u>1,403,109</u>	<u>1,619,998</u>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statement**  
**for the year ended 5th April 2025**

**13. Analysis of charitable funds**

	At 6 April 2024	Income	Expenditure	At 5 April 2025
	£	£	£	£
Unrestricted Funds				
General reserve	201,163	25,656	59,953	166,866
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total unrestricted funds</b>	<b>201,163</b>	<b>25,656</b>	<b>59,953</b>	<b>166,866</b>
	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds	49,042	1,964	983	50,023
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total restricted funds</b>	<b>49,042</b>	<b>1,964</b>	<b>983</b>	<b>50,023</b>
	<hr/>	<hr/>	<hr/>	<hr/>
Endowment funds	1,403,109	-	-	1,403,109
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total endowment funds</b>	<b>1,403,109</b>	<b>-</b>	<b>-</b>	<b>1,403,109</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds</b>	<b>1,653,314</b>	<b>27,619</b>	<b>60,936</b>	<b>1,619,998</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**14. Contingent liabilities**

Should the heritage assets ever be sold, the capital grants received are subject to various repayment conditions. The value of the capital grants received as at 5 April 2025 were £1,403,109 (2024: £1,403,109).

**15. Other financial commitments**

At 5 April 2025 the Trust had an annual commitment under a 99 year operating lease in respect of Centenary Green, Somers Road, Wisbech amounting to £10 per annum. The lease expires in 2111.

**16. Related party transactions**

The charity receives rent from the properties known as 2 & 2A South Brink, Wisbech and part of 8 South Brink, Wisbech from its subsidiary Octavia Hill Trading Limited, under a lease agreement which commenced on 1 November 2008. The rent due is £3,500 per annum and is reviewable every 5 years for a term of 20 years. During the year the charity received rent amounting to £3,500 (2024: £3,500).

The charity is a company limited by guarantee, and is under the control of the Directors, who are also Trustees.

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Income and Expenditure Account**  
**for the year ended 5th April 2025**

	<u>5.4.25</u>		<u>5.4.24</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Turnover</b>				
Donations - General	5,658		162	
- Friends of Octavia	575		620	
Grants	2,724			
Grants - ACF	1,964		16,094	
Museum admissions	2,042		2,487	
Letting of museum & education rooms	6,058		5,626	
<b>GROSS PROFIT</b>		<b>19,021</b>		<b>24,989</b>
<b>Other income</b>				
Interest		3,589		3,076
Other income		1,510		1,186
Rents received		3,500		3,500
Carried forward		<b>27,619</b>		<b>32,751</b>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Income and Expenditure Account**  
**for the year ended 5th April 2025**

	<u>5.4.25</u>		<u>5.4.24</u>	
	£	£	£	£
Brought forward		27,619		32,751
<b>Expenditure</b>				
Telephone	718		1,244	
Stationery,printing and postage	46		165	
Marketing and advertising	150		775	
Event costs	140		-	
Training	-		12	
Insurance	9,341		9,095	
Repairs and renewals	3,427		9,412	
Subscriptions	186		139	
Cleaning	150		150	
Sundry expenses	1,309		1,266	
IT software and consumables	-		38	
Accountancy	1,188		1,433	
Legal and professional fees	-		1,098	
Rent	-		10	
Rates and water	407		247	
Light and heat	18,169		8,316	
Museum services	16,289		17,472	
Wages	-		5,225	
Piano costs	85		-	
Lift Repairs	5,000		-	
Display	2,824		-	
Write off of old balance	-		2,284	
		<u>59,430</u>		<u>58,382</u>
		(31,810)		(25,631)
<b>Display Costs</b>		<u>(31,810)</u>		<u>(25,631)</u>
<b>Depreciation</b>				
Office and museum equipment		<u>1,506</u>		<u>1,883</u>
		(33,316)		(27,514)
<b>Loss on disposal of fixed assets</b>				
Office and museum equipment		-		-
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<u><u>(33,316)</u></u>		<u><u>(27,514)</u></u>

Pages 18 and 19 do not form part of the statutory financial statements

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

England & Wales - Charity number 1018947

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# Accounts

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**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**(Limited by Guarantee)**

**Report and Financial Statements**

**for the Year Ended 5th April 2024**

**Registered Charity Number 1018947  
Registered Company Number 2797996**

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Contents of the Financial Statements**  
**for the Year Ended 5th April 2024**

	<b>Page</b>
<b>Legal and Administrative Information</b>	1
<b>Report of the Trustees and Directors</b>	2 to 6
<b>Report of the Independent Examiner</b>	7
<b>Statement of Financial Activities</b>	8
<b>Balance Sheet</b>	9
<b>Statement of Cash Flows</b>	10
<b>Notes to the Financial Statements</b>	11 to 18
<b>Income and Expenditure Account</b>	19 to 20

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Company Information**  
**for the Year Ended 5th April 2024**

**TRUSTEES AND  
DIRECTORS:**

Mrs P M Williams  
R S G Barnwell  
Mrs S M Jackman MBE  
I J Groome  
D E Crouch  
M Knight MBE DL  
D S Denson TD– Appointed 08/04/2024

**SECRETARY:**

Mrs S M Jackman MBE

**REGISTERED OFFICE:**

7 South Brink  
Wisbech  
Cambs  
PE13 1JB

**COMPANY NUMBER:**

2797996 (England and Wales)

**CHARITY NUMBER:**

1018947

**INDEPENDENT EXAMINER:**

TC Group  
9/10 The Crescent  
Wisbech  
Cambs  
PE13 1EH

**BANKERS:**

Lloyds Bank  
3 North Brink  
Wisbech  
Cambs  
PE13 1JT

**Report of the Trustees**  
**for the Year Ended 5th April 2024**

The Trustees who are also Directors of the charity for the purposes of the Companies Act present their annual report and the financial statements of the company for the year ended 5<sup>th</sup> April 2024. The financial statements comply with the Charities Act 2011 ('the Act'). The Companies Act 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **LEGAL STATUS**

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. The company is a registered charity.

## **OUR AIMS AND OBJECTIVES**

### **Purposes and aims**

Our charity's purposes as set out in the objects contained in the company's Memorandum and Articles of Association are those of educating the public about the life and works of Octavia Hill and establishing and maintaining a public museum by undertaking exhibitions; and to advance public education in housing and its overarching social aspects.

### **Ensuring our work delivers our aims**

As a volunteer organisation working in the present difficult economic, geographic and social environment we still continue to review, monitor and assess our operations to ensure the long-term sustainability of the Birthplace House. The strategy remains to cut costs, increase income, and improve the visitor experience. To achieve this we continue to develop management and administrative skills through increased trustee involvement and the recruitment of additional trustees and volunteers, particularly those with specialist skills.

### **The focus of our work**

Our main objectives this year have been to:

- Continue to identify and develop new annual income streams, particularly with events and classes throughout the year
- To add new Trustees with a range of experience to provide leadership and guidance to the Trust
- Improve and create new displays to promote repeat visitors, with emphases on interactive learning and Interpretation
- Broaden the core visitor base both geographically and demographically
- To monitor all costs and procedures
- Target local and national schools and organisations to increase virtual or actual visits.
- Promote the National Army Cadet Force Museum.

In March 2023 the Wisbech Community Hub was relocated into part of the Birthplace House the Birthplace. It is now a fully integrated part of the Birthplace House and has helped to re-invigorate volunteer and visitor bas.

## **HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT**

Our main activities and who we try to help are described below:

### **Who used and benefited from our services**

The Trust as a public museum continues to provide its services to individuals, groups and organisations at a local, regional, national and international level, including disabled, disadvantaged and marginalised people. Its activities aim to reflect the full range of Octavia Hill's own interests and achievements, all of which were of demonstrable public benefit.

**Report of the Trustees**  
**for the Year Ended 5th April 2024**

**Ancillary activities**

The museum has continued to support the many people and organisations liaising where possible with various elements that comprise Octavia's living legacy such as the social housing movement, the National Trust and the Army Cadets. Our knowledge and experience is available for general advice or to give help in specific projects or partnerships. Building and maintenance work has continued throughout the period.

**Outreach**

The trust is a community resource. Run by and for its volunteers it is recruiting individuals who benefit from engagement with our operations. We outreach via external lectures and in-house education offerings.

**FINANCIAL REVIEW**

Targets for visitor numbers, groups and school visits remained challenging due to multiple external factors. The Trustees believe that constraints on education budgets are part of this, as are various economic factors.

The Statement of Financial Activities shows a net deficit of expenditure over income for the year amounting to £27,514 and our reserves stand at £1,653,314 in total.

The museum reopened on a very restricted scale for the summer of 2023 at 3 day a week. The number of visitors was minimal, so little income was accrued.

The exterior of the House had become to look very run down so early in 2023 the Trustees decided to use some of an earlier bequest to have the paintwork re painted and some other pressing repairs made internally and externally. Some £42k was spent on this work plus £7k earlier in the financial year. It is not expected that such expenditure will re-occur in the next few years.

The Trustees decided early in 2024 that the paid caretaker role could be managed by volunteers and the long term caretaker was made redundant.

**Principal Funding Sources**

We continue to receive donations from individuals, trusts and organisations for specific projects including display creation and improvement. Restricted funds from legacies are spent on their projects when appropriate.

**Investment Policy**

The Trustees have wide powers of investment, although only bank deposits have been utilised at present.

**Reserves Policy**

Revenue reserves currently stand at £1,653,314. Restricted Funds are ring-fenced.

**PLANS FOR FUTURE PERIODS**

We plan to source and task more volunteers with a particular emphasis on supporting family learning and intellectual access for children and young people, and increasing the diversity represented in the museum galleries.

Community use of the Centenary Green (which is normally open to all). Identifying and implementing appropriate management initiatives has been problematic. The Trustees are planning to implement a project that will help integrate the homeless people who sleep under Fenland District Council auspices in the adjacent old White Lion Hotel to build a sense of ownership as Octavia Hill's philosophy. Funding is being sought for this project.

In December 2023, an Anglian Water watermain suddenly burst under South Brink, just outside the main entrance. This caused flooding in the basement of over 70cms of water depth. Anglian Water admitted full liability and sent a team to dry out the basement and reinstate the decorations. The basement contains one of the House's major displays of life of the poor in London in the 19<sup>th</sup> century. The flood completely disabled the lift which was parked in the basement as per manufacturer's instructions and it was found to be irreparable. After some discussions with loss adjusters and claims handlers, Anglian Water agreed to pay the costs of removing the old lift and replacing it with a new similar lift. The cost of this will be over £50k and the work is expected to be completed in November 2024. The House has managed, with restrictions to access, throughout the season.

**Report of the Trustees**  
**for the Year Ended 5th April 2024**

The Tearoom has opened on a limited basis due to lack of volunteers during the summer. A more permanent solution by volunteers or franchise is being sought.

The two rooms are dedicated to the National Army Cadet Force Museum have proved popular with both Cadets and civilians alike. The areas have been further updated with improved interactive information points and new displays in the enlarged area. A formal opening in September 2023, attended by National figures took place during the year and a Royal visit is expected towards the end of 2024. Octavia Hill was a pioneer of the Army Cadets so this is a most appropriate use of the Birthplace House.

**Ensuring our work delivers our aim**

As a volunteer organisation working in the todays difficult economic, geographic and social environment including the after effects of the Covid Pandemic, we continue to review, monitor and assess our operations to ensure the long-term sustainability of the Birthplace House. The strategy remains to cut costs, increase income and improve the visitors' experience.

**The focus of our work**

To take whatever steps necessary to increase the usage of the Birthplace House by increasing footfall to the Museum, the Café, The Community Hub and National Army Cadet Force Museum.

**Report of the Trustees**  
**for the Year Ended 5th April 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

As a limited company Octavia Hill Birthplace Museum Trust is governed by its members. The Council of Trustees are elected by the Members at a General Meeting. Trustees can also co-opt additional Trustees to the Council, who must subsequently be elected by Members at the General Meeting. All the existing Trustees have been elected by Members at a General Meeting.

**Recruitment and Appointment of Council of Management (Trustees)**

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. Under the requirements of the Memorandum and Articles of Association the members of the Council of Management are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All Trustees give their time voluntarily and received no benefits from the charity. Any expenses claimed from the charity are set out in the notes to the financial statements.

During the year one Trustee, Mr Julian Snape, died in post and Mr P Griffiths resigned. At the end of the year Mr David Denson joined as a Trustee.

**Trustee Induction and Training**

Most of the Trustees have been involved with the Birthplace House development and expansion for years and offer their extensive experience of involvement with other charities.

**Risk Management**

An ongoing risk management process enables trustees to monitor operational and strategic issues. Sustainability issues are reviewed regularly. Establishing reserves and sufficient financial and human resources to mitigate the effects of adversity remain a key aim with effective oversight and development of administrative procedures. Procedures are reviewed to ensure the health and safety of staff, volunteers, clients and visitors to the centre.

**Organisational Structure**

The Octavia Hill Birthplace Museum Trust has a council of up to 8 members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the council has 7 members from a variety of professional backgrounds relevant to the work of the charity. Additionally the Curatorial Advisor and Honorary Archivist are co-opted.

**Report of the Trustees**  
**for the Year Ended 5th April 2024**

**RESPONSIBILITIES OF THE TRUSTEES**

The Trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is not appropriate to presume that the company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Members of the Council of Management**

Members of the Council, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's independent examiner is unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

Approved by the Trustees dated..... and signed on its behalf by:

.....  
P Williams – Director and Trustee

**Independent Examiner's Report to the Trustees of  
OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

I report on the accounts of the charity for the year ended 5<sup>th</sup> April 2024, which are set out on pages 7 to 17.

**Respective responsibilities of trustees and examiner**

The charity's Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirement of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C L Smithee FCCA  
TC Group  
9/10 The Crescent  
Wisbech  
Cambs  
PE13 1EH

Date

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Statement of Financial Activities (including Income and Expenditure Account)**  
**for the year ended 5th April 2024**

		5.4.24			5.4.23	
	Notes	Unrestricted £	Restricted £	Endowment £	Total £	Total £
<b>Income:</b>						
Donations and grants:						
Donations etc	2	782	-	-	782	1,878
Grants	2	-	16,094	-	16,094	4,176
Income from other trading activities:						
Rents received		3,500	-	-	3,500	3,500
Other income		1,186	-	-	1,186	798
Income from charitable activities:						
Admissions, sales and other income	3	8,113	-	-	8,113	1,674
Bank Interest		3,076	-	-	3,076	2,394
<b>Total income</b>		<b>16,657</b>	<b>16,094</b>	<b>-</b>	<b>32,751</b>	<b>14,420</b>
<b>Expenditure:</b>						
Costs of raising funds:						
Costs of generating donations and grants	4	1,237	-	-	1,237	
Expenditure on charitable activities	4	49,771	1,229	-	50,999	82,442
Governance costs	4	1,433	6,595	-	8,028	6,242
<b>Total expenditure</b>		<b>52,441</b>	<b>7,824</b>	<b>-</b>	<b>60,265</b>	<b>88,684</b>
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>(35,784)</b>	<b>8,270</b>	<b>-</b>	<b>(27,514)</b>	<b>(74,264)</b>
<b>Net movement in funds for the year</b>		<b>(35,784)</b>	<b>8,270</b>	<b>-</b>	<b>(27,514)</b>	<b>(74,264)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		236,947	40,772	1,403,109	1,680,828	1,755,092
<b>Total funds carried forward</b>		<b>201,163</b>	<b>49,042</b>	<b>1,403,109</b>	<b>1,653,314</b>	<b>1,680,828</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form part of the accounts

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST (Registered Charity Number: 1018947)**  
**(Registered Company Number 2797996)**

**Balance Sheet**  
**as at 5th April 2024**

	<u>Notes</u>	£	5.4.24 £	£	5.4.23 £
<b>Fixed assets:</b>					
Tangible assets	7		7,532		9,415
Heritage assets	8		1,489,688		1,489,688
Investments	9		100		100
			1,497,320		1,499,203
<b>Total Fixed Assets</b>					
<b>Current assets:</b>					
Debtors	10	21,508		27,532	
Cash at bank and in hand		135,962		160,745	
			157,470	188,277	
<b>Total Current Assets</b>					
<b>Liabilities:</b>					
Creditors falling due within one year	11	1,476		6,653	
			155,994	181,625	
<b>Net Current Assets</b>					
<b>Net Assets</b>	12		1,653,314	1,680,828	
<b>The funds of the charity:</b>	13				
Unrestricted funds			201,163	236,947	
Restricted funds			49,042	40,772	
Endowment funds			1,403,109	1,403,109	
			1,653,314	1,680,828	
<b>Total charity funds</b>					

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 5th April 2024.

Members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for:

- (a) ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the year end of each financial year and its profit or loss for each financial year in accordance with requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Approved by the Board of trustees on ..... and signed on its behalf by:

P Williams - Trustee

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Statement of Cash Flows**  
**for the year ended 5th April 2024**

	5.4.24 £	5.4.23 £
<b>Net income/(expenditure) for the reporting period</b> (as per Statement of Financial Activities)	<b>(27,514)</b>	<b>(74,264)</b>
Depreciation charge	1,883	2,301
(Gains)/losses on investments	-	-
Dividends and interest from investments	-	-
Loss/(profit) on disposal of fixed assets	-	-
(Increase)/decrease in stocks	-	-
(Increase)/decrease in debtors	6,024	(7,495)
Increase/(decrease) in creditors	(5,176)	293
<b>Cash used in operating activities</b>	<b>(24,783)</b>	<b>(79,166)</b>
<b>Cash flow from investing activities</b>		
Interest and dividend income	-	-
Purchase of tangible fixed assets	-	(2,500)
Proceeds from sale of investments	-	-
<b>Cash provided by (used in) investing activities</b>	<b>-</b>	<b>(2,500)</b>
<b>Cash flow from financing activities</b>	<b>-</b>	<b>-</b>
<b>Increase (decrease) in cash and cash equivalents in the year</b>	<b>(24,783)</b>	<b>(81,666)</b>
Cash and cash equivalents at the beginning of the year	160,745	242,411
Total cash and cash equivalents at the end of the year	<b>135,962</b>	<b>160,745</b>

# OCTAVIA HILL BIRTHPLACE MUSEUM TRUST

## Notes to the Financial Statements for the Year Ended 5th April 2024

### 1. ACCOUNTING POLICIES

#### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Octavia Hill Birthplace Museum Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless stated in the relevant accounting policy note.

#### **Income**

Voluntary income and donations are accounted for as received by the charity. Provision is included for any material associated tax credit which may be repaid to the charity as a result of Charitable Gift Relief. Permanent endowment grants are dealt with through the Statement of Financial Activities when receivable.

#### **Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accrual's basis, inclusive of any VAT which cannot be reclaimed.

Expenditure which is directly attributable to specific activities has been included in these categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

#### **Tangible Fixed Assets - Depreciation**

No depreciation has been provided on Heritage assets, including improvements to the original properties, because in the opinion of the Trustees, the residual value will be in excess of the carrying value.

Office and museum equipment is depreciated at 20% on the reducing balance basis in order to write off each asset over its anticipated useful life.

#### **Tangible Fixed Assets - Grants**

Grants and contributions relating to infrastructure assets at the original museum building of 1 South Brink Place, have been deducted from the cost of fixed assets. This is not in accordance with the Companies Act 2006, which requires fixed assets to be shown at their purchase price or production cost and hence grants and contributions would be presented as deferred income. This departure from the requirements of the Act is, in the opinion of the Directors and Trustees, necessary for the financial statements to give a true and fair view as no provision is made for depreciation and any grants and contributions relating to such assets would not be taken to the income and expenditure account.

Material grants receivable in respect of other tangible fixed assets are treated as incoming resources and are shown within the Statement of Financial Activities.

#### **Tangible Fixed Assets – Heritage Assets**

The Birthplace House was built about 1740 on Wisbech's South Brink and is a Grade II\* listed building. The original building had been extensively subdivided since the Hill family left Wisbech.

1 South Brink Place – This part of the building comprising the southern most part was acquired in 1994 and became the first museum. It is reported in the balance sheet as a tangible fixed asset. It is stated at original purchase price plus subsequent restoration work at cost less grants received as stated above.

## OCTAVIA HILL BIRTHPLACE MUSEUM TRUST

### Notes to the Financial Statements for the Year Ended 5th April 2024

7 & 8 South Brink – In 2007, the Trust purchased the rest of Octavia Hill's Birthplace House. Funded by various grants and fundraising appeals. The whole building was then restored into its original undivided state as part of the reunification project that was completed in 2009. It is reported in the balance sheet as a tangible fixed asset. It is stated at original purchase price plus subsequent restoration work at cost.

2 & 2A South Brink Place – The adjoining properties to the Birthplace Museum became available in 2009 and were purchased in order to be able to extend Museum facilities with a tearoom and other rooms which could be utilised to generate rental income for the museum in the future. These properties are reflected in the balance sheet as a tangible fixed asset and are stated at original purchase price plus subsequent restoration work at cost.

The Trustees consider that a conventional valuation approach would lack sufficient reliability given the fact that the property comprises a birthplace house, and that even if valuations could be obtained, the costs would be onerous compared with the additional benefits derived by the Museum and users of the accounts. The assets are therefore stated at cost.

The House contains numerous exhibitions and household items. Acquisitions are normally made by purchase or donation. Purchases are initially recorded at cost and donations at current value where possible. The Trustees have not obtained valuations of these as a valuation could not be obtained at reasonable cost because of the size and diversity of the collection.

Expenditure which in the Trustees' view is required to preserve or prevent further deterioration of individual items, including preservation work to the Birthplace House is recognised in the Statement of Financial Activities when it is incurred.

#### **Taxation**

Corporation tax is not provided for in these accounts. The Trust is a registered Charity and is not liable to Income or Corporation Tax. Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the Income and Expenditure Account.

#### **Display Costs**

Expenditure in relation to museum displays is written off to the income and expenditure account in the year in which it is incurred.

#### **Leasing Commitments**

Rentals paid under operating leases are charged to the income and expenditure account over the period of the lease.

#### **Group Accounts**

The company is exempt from the obligation to prepare Group Accounts by virtue of the provisions of the Companies Act 2006.

#### **Fund Accounting**

Unrestricted funds – These can be used in accordance with charitable objects at the discretion of the Trustees.

Restricted funds – These can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Endowment funds – Capital grants receivable in respect of the reunification of 7 & 8 South Brink, 1 South Brink Place and 2 & 2A South Brink Place have been treated as Endowment Funds. The Trustees consider these grants to be of a permanent funding nature and specifically restricted to this project. There are various repayment conditions applicable if the properties are sold.

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2024**

**2. Donations and grants**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>5.4.24</b>	<b>5.4.24</b>	<b>5.4.24</b>	<b>5.4.24</b>	<b>5.4.23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations - General	162	-	-	162	184
Donations - Friends of Octavia	620	-	-	620	1,694
Grant - ACF	-	16,094	-	16,094	4,176
	<u>782</u>	<u>16,094</u>	<u>-</u>	<u>16,876</u>	<u>6,054</u>

**3. Income from charitable activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>5.4.24</b>	<b>5.4.24</b>	<b>5.4.24</b>	<b>5.4.24</b>	<b>5.4.23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Museum admissions	2,487	-	-	2,487	754
Letting of museum & education rooms	5,626	-	-	5,626	920
	<u>8,113</u>	<u>-</u>	<u>-</u>	<u>8,113</u>	<u>1,674</u>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2024**

**4. Total expenditure**

	Basis of allocation	Costs of raising funds	Expenditure on charitable activities	Governance	CD Rom Project	Reunification Project	Harry Simpson Library	ACF Grant	Multicultural Schools Collection	Piano Fund	Endowment	5.4.24 Total	5.4.23 Total
		£ UR	£ UR	£ UR	£ R	£ R	£ R	£ R	£ R	£ R	£ R	£	£
<b>Costs directly allocated to activities</b>													
Marketing and activities	D	-	775	-	-	-	-	-	-	-	-	775	132
Subscriptions	D	139	-	-	-	-	-	-	-	-	-	139	-
Event costs	D	-	-	-	-	-	-	-	-	-	-	-	3,111
Accountancy	D	-	-	1,433	-	-	-	-	-	-	-	1,433	3,191
Legal and professional fees	D	1,098	-	-	-	-	-	-	-	-	-	1,098	-
Piano costs	D	-	-	-	-	-	-	-	-	-	-	-	170
<b>Support costs allocated to activities</b>													
Telephone	D	-	1,244	-	-	-	-	-	-	-	-	1,244	1,184
Stationery,printing etc	T	-	165	-	-	-	-	-	-	-	-	165	534
Cleaning	D	-	150	-	-	-	-	-	-	-	-	150	350
Insurance	T	-	9,095	-	-	-	-	-	-	-	-	9,095	8,051
Repairs and renewals	U	-	2,817	-	-	-	-	6,595	-	-	-	9,412	49,965
Sundry expenses	T	-	1,266	-	-	-	-	-	-	-	-	1,266	181
IT software and consumables	D	-	38	-	-	-	-	-	-	-	-	38	1,984
Rent	U	-	10	-	-	-	-	-	-	-	-	10	10
Rates and water	U	-	247	-	-	-	-	-	-	-	-	247	767
Light and heat	U	-	8,316	-	-	-	-	-	-	-	-	8,316	6,442
Depreciation	U	-	654	-	2	969	258	-	-	-	-	1,883	2,301
Interest Paid	T	-	12	-	-	-	-	-	-	-	-	12	-
Museum services	T	-	17,472	-	-	-	-	-	-	-	-	17,472	5,561
Wages	T	-	5,225	-	-	-	-	-	-	-	-	5,225	4,752
Write off of old balances	T	-	2,284	-	-	-	-	-	-	-	-	2,284	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>1,237</b>	<b>49,771</b>	<b>1,433</b>	<b>2</b>	<b>969</b>	<b>258</b>	<b>6,595</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,981</b>	<b>88,684</b>

D Direct allocation  
U Usage allocation  
T Transactions allocation  
UR Unrestricted  
R Restricted

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2024**

**5. Net income/(expenditure) for the year**

This is stated after charging:

	<b>5.4.24</b>	<b>5.4.23</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	1,883	2,301
Accountancy and other services	1,433	3,191
	1,883	2,301

**6. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

No remuneration was paid to trustees in the year or in the previous year, nor were any expenses reimbursed to them.

	<b>5.4.24</b>	<b>5.4.23</b>
	<b>£</b>	<b>£</b>
<b>Staff costs</b>		
Museum services	17,472	5,561
Salaries and national insurance	5,225	4,752
	17,472	5,561

	<b>5.4.24</b>	<b>5.4.23</b>
	6	6
	1	1
	7	7

The average monthly number of employees during the year was as follows:

Trustees	6	6
Staff	1	1
	7	7

**7. Tangible fixed assets**

	<b>Office and museum equip £</b>	<b>2023 Totals £</b>
<b>Cost:</b>		
At 6th April 2023	159,520	159,520
Additions	-	-
Disposals	-	-
	159,520	159,520
At 5th April 2024	159,520	159,520
<b>Depreciation:</b>		
At 6th April 2023	150,105	150,105
Charge for year	1,883	1,883
Eliminated on disposal	-	-
	151,988	151,988
At 5th April 2024	151,988	151,988
<b>Net book value:</b>		
At 5th April 2024	7,532	7,532
At 5th April 2023	9,415	9,415

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2024**

**8. Heritage assets**

	<b>1 South Brink Place £</b>	<b>7&amp;8 South Brink £</b>	<b>2&amp;2A South Brink Place £</b>	<b>2023 Totals £</b>
<b>Cost:</b>				
At 6th April 2023	90,754	914,320	484,614	1,489,688
Additions	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2024	90,754	914,320	484,614	1,489,688
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation:</b>				
At 6th April 2023	-	-	-	-
Charge for year	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 5th April 2024	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value:</b>				
At 5th April 2024	90,754	914,320	484,614	1,489,688
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 5th April 2023	90,754	914,320	484,614	1,489,688
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 5th April 2022	90,754	914,320	484,614	1,489,688
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 5th April 2021	90,754	914,320	484,614	1,489,688
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 5th April 2020	90,754	914,320	484,614	1,489,688
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 5th April 2019	90,754	914,320	484,614	1,489,688
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The majority of the heritage assets are subject to security arrangements with the funders to the project.

**9. Investments**

	<b>Unlisted investments £</b>	<b>2024 Totals £</b>
<b>Cost:</b>		
At 6th April 2023 and 5th April 2024	100	100
	<hr/>	<hr/>
<b>Net book value:</b>		
At 5th April 2024	100	100
	<hr/> <hr/>	<hr/> <hr/>
At 5th April 2023	100	100
	<hr/> <hr/>	<hr/> <hr/>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statement**  
**for the year ended 5th April 2024**

The charity's investments at the balance sheet date in the share capital of companies include the following:

**Octavia Hill Trading Limited**

Country of incorporation: England

Nature of business: trading activities of Octavia Hill Museum

Class of shares:	%		
Ordinary	holding		
	100.00		
		<b>5.4.24</b>	5.4.23
		£	£
Aggregate capital and reserves		<b>(2,390)</b>	(3,242)
Profit/(Loss) for the year		<b>851</b>	(3,211)

**10. Debtors**

	<b>5.4.24</b>	5.4.23
	£	£
Other debtors	<b>3,830</b>	2,631
Prepayments	<b>112</b>	112
Inter company account balance	<b>17,566</b>	24,789
	<b>21,508</b>	27,532

**11. Creditors falling due within one year**

	<b>5.4.24</b>	5.4.23
	£	£
Other creditors	<b>113</b>	1,066
Accruals	<b>1,363</b>	2,812
Receipts in advance	<b>-</b>	2,775
	<b>1,476</b>	6,653

**12. Analysis of net assets between funds**

	Unrestricted General Funds	Restricted Funds	Endowment Funds	Total Funds
Tangible fixed assets	2,615	3,879	1,038	7,532
Heritage assets	87,617	-	1,402,071	1,489,688
Fixed asset investment	100	-	-	100
Current assets	112,307	45,163	-	157,470
Current liabilities	(1,476)	-	-	(1,476)
	<b>201,163</b>	<b>49,042</b>	<b>1,403,109</b>	<b>1,653,314</b>

## OCTAVIA HILL BIRTHPLACE MUSEUM TRUST

### Notes to the Financial Statement for the year ended 5th April 2024

#### 13. Analysis of charitable funds

	At 6 April 2023 £	Income £	Expenditure £	At 5 April 2024 £
<b>Unrestricted Funds</b>				
General reserve	236,947	16,657	52,441	201,163
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total unrestricted funds</b>	236,947	16,657	52,441	201,163
	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds	40,772	16,094	7,824	49,042
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total restricted funds</b>	40,772	16,094	7,824	49,042
	<hr/>	<hr/>	<hr/>	<hr/>
Endowment funds	1,403,109	-	-	1,403,109
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total endowment funds</b>	1,403,109	-	-	1,403,109
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds</b>	1,680,828	32,751	60,265	1,653,314
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

#### 14. Contingent liabilities

Should the heritage assets ever be sold, the capital grants received are subject to various repayment conditions. The value of the capital grants received as at 5 April 2024 were £1,403,109 (2023: £1,403,109).

#### 15. Other financial commitments

At 5 April 2024 the Trust had an annual commitment under a 99 year operating lease in respect of Centenary Green, Somers Road, Wisbech amounting to £10 per annum. The lease expires in 2111.

#### 16. Related party transactions

The charity receives rent from the properties known as 2 & 2A South Brink, Wisbech and part of 8 South Brink, Wisbech from its subsidiary Octavia Hill Trading Limited, under a lease agreement which commenced on 1 November 2008. The rent due is £3,500 per annum and is reviewable every 5 years for a term of 20 years. During the year the charity received rent amounting to £3,500 (2023: £3,500).

The charity is a company limited by guarantee, and is under the control of the Directors, who are also Trustees.

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Income and Expenditure Account**  
**for the year ended 5th April 2024**

	<u>5.4.24</u>		<u>5.4.23</u>	
	£	£	£	£
<b>Turnover</b>				
Donations - General	162		184	
- Friends of Octavia	620		1,694	
Grants - ACF	16,094		4,176	
Museum admissions	2,487		754	
Letting of museum & education rooms	5,626		920	
	<hr/>		<hr/>	
<b>GROSS PROFIT</b>		<b>24,989</b>		<b>7,728</b>
<b>Other income</b>				
Interest		3,076		2,394
Other income		1,186		798
Rents received		3,500		3,500
		<hr/>		<hr/>
Carried forward		<b>32,751</b>		<b>14,420</b>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Income and Expenditure Account**  
**for the year ended 5th April 2024**

	<u>5.4.24</u>		<u>5.4.23</u>	
	£	£	£	£
Brought forward		32,751		14,420
<b>Expenditure</b>				
Telephone	1,244		1,184	
Stationery,printing and postage	165		534	
Marketing and advertising	775		132	
Event costs	-		3,111	
Training	12		-	
Insurance	9,095		8,051	
Repairs and renewals	9,412		49,965	
Subscriptions	139		-	
Cleaning	150		350	
Sundry expenses	1,266		181	
IT software and consumables	38		1,984	
Accountancy	1,433		3,191	
Legal and professional fees	1,098		-	
Rent	10		10	
Rates and water	247		767	
Light and heat	8,316		6,442	
Museum services	17,472		5,561	
Wages	5,225		4,752	
Piano costs			170	
Write off of old balance	<u>2,284</u>			
		<u>58,382</u>		<u>86,383</u>
		<u>(25,631)</u>		<u>(71,963)</u>
<b>Display Costs</b>				
		<u>(25,631)</u>		<u>(71,963)</u>
<b>Depreciation</b>				
Office and museum equipment		1,883		2,301
		<u>(27,514)</u>		<u>(74,264)</u>
<b>Loss on disposal of fixed assets</b>				
Office and museum equipment		-		-
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<u><u>(27,514)</u></u>		<u><u>(74,264)</u></u>

Pages 18 and 19 do not form part of the statutory financial statements

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

England & Wales - Charity number 1018947

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# Accounts

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**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**(Limited by Guarantee)**

**Report and Financial Statements**

**for the Year Ended 5th April 2021**

**Registered Charity Number 1018947  
Registered Company Number 2797996**

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Contents of the Financial Statements  
for the Year Ended 5th April 2021**

	<b>Page</b>
<b>Legal and Administrative Information</b>	1
<b>Report of the Trustees and Directors</b>	2 to 5
<b>Report of the Independent Examiner</b>	6
<b>Statement of Financial Activities</b>	7
<b>Balance Sheet</b>	8
<b>Statement of Cash Flows</b>	9
<b>Notes to the Financial Statements</b>	10 to 17
<b>Income and Expenditure Account</b>	18 to 19

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Company Information**  
**for the Year Ended 5th April 2021**

**TRUSTEES AND  
DIRECTORS:**

Mrs P M Williams  
R S G Barnwell DL  
Mrs S M Jackman MBE  
P B Griffiths MBE  
P J Clayton (resigned 25.08.2021)  
J M Snape  
I J Groome

**SECRETARY:**

Mrs S M Jackman MBE

**REGISTERED OFFICE:**

7 South Brink  
Wisbech  
Cams  
PE13 1JB

**COMPANY NUMBER:**

2797996 (England and Wales)

**CHARITY NUMBER:**

1018947

**INDEPENDENT EXAMINER:**

TC Group  
9/10 The Crescent  
Wisbech  
Cams  
PE13 1EH

**BANKERS:**

Lloyds Bank  
3 North Brink  
Wisbech  
Cams  
PE13 1JT

## **OCTAVIA HILL BIRTHPLACE MUSEUM TRUST (REGISTERED NUMBER: 01018947)**

### **Report of the Trustees for the Year Ended 5th April 2021**

The Trustees who are also Directors of the charity for the purposes of the Companies Act present their annual report and the financial statements of the company for the year ended 5<sup>th</sup> April 2021. The financial statements comply with the Charities Act 2011 ('the Act'). The Companies Act 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **LEGAL STATUS**

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. The company is a registered charity.

#### **OUR AIMS AND OBJECTIVES**

##### **Purposes and aims**

Our charity's purposes as set out in the objects contained in the company's Memorandum and Articles of Association are those of educating the public about the life and works of Octavia Hill and establishing and maintaining a public museum by undertaking exhibitions; and to advance public education in housing and its overarching social aspects.

##### **Ensuring our work delivers our aims**

As a volunteer organisation working in the present difficult economic, geographic and social environment we still continue to review, monitor and assess our operations to ensure the long-term sustainability of the Birthplace House. The strategy remains to cut costs, increase income, and improve the visitor experience. To achieve this we continue to develop management and administrative skills through increased trustee involvement and the recruitment of additional trustees and volunteers, particularly those with specialist skills.

##### **The focus of our work**

Our main objectives this year have been to:

- Continue to identify and develop new annual income streams, particularly with events and classes throughout the year;
- Improve and create new displays to promote repeat visitors, with emphases on interactive learning and Interpretation;
- Broaden the core visitor base both geographically and demographically;
- To monitor all costs and procedures;
- Target local and national schools and organisations to increase virtual or actual visits.

The museum has been closed since March 2020 due to the Coronavirus pandemic. We plan to re-open just as soon as existing volunteers feel it is safe for them to return to the museum and/or when we have recruited a sufficient number of new volunteers.

#### **HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT**

Our main activities and who we try to help are described below:

##### **Who used and benefited from our services**

The Trust as a public museum continues to provide its services to individuals, groups and organisations at a local, regional, national and international level, including disabled, disadvantaged and marginalised people. Its activities aim to reflect the full range of Octavia Hill's own interests and achievements, all of which were of demonstrable public benefit.

##### **Ancillary activities**

The museum has continued to support the many people and organisations liaising where possible with various elements that comprise Octavia's living legacy such as the social housing movement, the National Trust and the Army Cadets. Our knowledge and experience is available for general advice or to give help in specific projects or partnerships. Building and maintenance work has continued throughout the period.

**Report of the Trustees**  
**for the Year Ended 5th April 2021**

**Outreach**

In normal times the trust is itself a community resource. Run by and for its volunteers it is recruiting individuals who benefit from engagement with our operations. We outreach via external lectures and in-house education offerings.

**FINANCIAL REVIEW**

Targets for visitor numbers, groups and school visits still remained challenging due to multiple external factors. The Trustees believe that constraints on education budgets are part of this, as are various economic factors.

The Statement of Financial Activities shows a net deficit of expenditure over income for the year amounting to £13,329 and our reserves stand at £1,830,756 in total.

Towards the end of March 2020, the museum was closed due to the Coronavirus pandemic, and since then has received a Covid emergency response grant.

**Principal Funding Sources**

We continue to receive donations from individuals, trusts and organisations for specific projects including display creation and improvement. Restricted funds from legacies are spent on their projects when appropriate.

**Investment Policy**

The Trustees have wide powers of investment, although only bank deposits have been utilised at present.

**Reserves Policy**

Revenue reserves currently stand at £1,830,756. Restricted Funds are ring-fenced.

**PLANS FOR FUTURE PERIODS**

We plan to source and task volunteers with a particular emphasis on supporting family learning and intellectual access for children and young people, and increasing the diversity represented in the museum galleries.

Community use of the Centenary Green (which is open to all). Identifying and implementing appropriate management initiatives has been problematic.

**Ensuring our work delivers our aim**

As a volunteer organisation working in the todays difficult covid economic, geographic and social environment we still continue to review, monitor and assess our operations to ensure the long-term sustainability of the Birthplace House. The strategy remains to cut costs, increase income and improve the visitors experience. To achieve this, we now pay for a part time caretaker and a part time professional Operations Manager who oversees our activities.

**The focus of our work**

Review un-accessioned content of museum premises and dispose of where necessary.

**Report of the Trustees**  
**for the Year Ended 5th April 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

As a limited company Octavia Hill Birthplace Museum Trust is governed by its members. The Council of Trustees are elected by the Members at a General Meeting. Trustees can also co-opt additional Trustees to the Council, who must subsequently be elected by Members at the General Meeting. All the existing Trustees have been elected by Members at a General Meeting.

**Recruitment and Appointment of Council of Management (Trustees)**

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. Under the requirements of the Memorandum and Articles of Association the members of the Council of Management are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All Trustees give their time voluntarily and received no benefits from the charity. Any expenses claimed from the charity are set out in the notes to the financial statements.

**Trustee Induction and Training**

Most of the Trustees have been involved with the Birthplace House development and expansion for years and offer their extensive experience of involvement with other charities.

**Risk Management**

An ongoing risk management process enables trustees to monitor operational and strategic issues. Sustainability issues are reviewed regularly. Establishing reserves and sufficient financial and human resources to mitigate the effects of adversity remain a key aim with effective oversight and development of administrative procedures. Procedures are reviewed to ensure the health and safety of staff, volunteers, clients and visitors to the centre.

**Organisational Structure**

The Octavia Hill Birthplace Museum Trust has a council of up to 8 members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the council has 7 members from a variety of professional backgrounds relevant to the work of the charity. Additionally the Curatorial Advisor and Honorary Archivist are co-opted.

**Report of the Trustees**  
**for the Year Ended 5th April 2021**

**RESPONSIBILITIES OF THE TRUSTEES**

The Trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is not appropriate to presume that the company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Members of the Council of Management**

Members of the Council, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's independent examiner is unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

Approved by the Trustees on 22<sup>nd</sup> December 2021 and signed on its behalf by:

  
.....  
P Williams – Director and Trustee

**Independent Examiner's Report to the Trustees of  
OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

I report on the accounts of the charity for the year ended 5<sup>th</sup> April 2021, which are set out on pages 7 to 17.

**Respective responsibilities of trustees and examiner**

The charity's Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirement of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C L Smithee FCCA  
TC Group  
9/10 The Crescent  
Wisbech  
Cambs  
PE13 1EH

*C L Smithee*  
*TC Group*

*..22.11.21.2021*

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Statement of Financial Activities (including Income and Expenditure Account)**  
**for the year ended 5th April 2021**

	Notes	5.4.21			5.4.20
		Unrestricted £	Restricted £	Endowment £	Total £
<b>Income:</b>					
Donations and grants:					
Donations etc	2	1,443	100	-	2,141
Grants	2	52,314	-	-	-
Income from other trading activities:					
Rents received		3,500	-	-	3,500
Other income		-	-	-	3
Income from charitable activities:					
Admissions, sales and other income	3	200	-	-	6,879
Bank Interest		-	-	-	-
<b>Total income</b>		<b>57,457</b>	<b>100</b>	<b>-</b>	<b>12,523</b>
<b>Expenditure:</b>					
Costs of raising funds:					
Costs of generating donations and grants	4	4,760	-	-	2,157
Expenditure on charitable activities	4	58,808	2,400	-	51,526
Governance costs	4	4,918	-	-	7,458
<b>Total expenditure</b>		<b>68,486</b>	<b>2,400</b>	<b>-</b>	<b>61,141</b>
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>(11,029)</b>	<b>(2,300)</b>	<b>-</b>	<b>(48,618)</b>
<b>Net movement in funds for the year</b>		<b>(11,029)</b>	<b>(2,300)</b>	<b>-</b>	<b>(48,618)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		395,573	45,403	1,403,109	1,844,085
<b>Total funds carried forward</b>		<b>384,544</b>	<b>43,103</b>	<b>1,403,109</b>	<b>1,844,085</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form part of the accounts

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST (REGISTERED NUMBER: 01018947)**

**Balance Sheet**  
**as at 5th April 2021**

	<u>Notes</u>	<u>£</u>	<u>5.4.21</u>	<u>£</u>	<u>5.4.20</u>	<u>£</u>
<b>Fixed assets:</b>						
Tangible assets	7		11,519		14,398	
Heritage assets	8		1,489,688		1,489,688	
Investments	9		100		100	
<b>Total Fixed Assets</b>			<b>1,501,307</b>		<b>1,504,186</b>	
<b>Current assets:</b>						
Debtors	10	30,765		17,426		
Cash at bank and in hand		309,639		330,113		
<b>Total Current Assets</b>		<b>340,404</b>		<b>347,539</b>		
<b>Liabilities:</b>						
Creditors falling due within one year	11	10,955		7,640		
<b>Net Current Assets</b>			<b>329,449</b>		<b>339,899</b>	
<b>Net Assets</b>	12		<b>1,830,756</b>		<b>1,844,085</b>	
<b>The funds of the charity:</b>	13					
Unrestricted funds			384,544		395,573	
Restricted funds			43,103		45,403	
Endowment funds			1,403,109		1,403,109	
<b>Total charity funds</b>			<b>1,830,756</b>		<b>1,844,085</b>	

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 5th April 2021.

Members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for:

- ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the year end of each financial year and its profit or loss for each financial year in accordance with requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Approved by the Board of trustees on 22nd December 2021 and signed on its behalf by:

*P. U. Williams*

P Williams - Trustee

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Statement of Cash Flows**  
**for the year ended 5th April 2021**

	5.4.21 £	5.4.20 £
<b>Net income/(expenditure) for the reporting period</b> (as per Statement of Financial Activities)	<b>(13,329)</b>	<b>(48,618)</b>
Depreciation charge	2,879	3,394
(Gains)/losses on investments	-	-
Dividends and interest from investments	-	-
Loss/(profit) on disposal of fixed assets	-	-
(Increase)/decrease in stocks	-	-
(Increase)/decrease in debtors	(13,339)	(6,506)
Increase/(decrease) in creditors	3,315	(4,544)
<b>Cash used in operating activities</b>	<b>(20,474)</b>	<b>(56,274)</b>
<b>Cash flow from investing activities</b>		
Interest and dividend income	-	-
Purchase of tangible fixed assets	-	(894)
Proceeds from sale of investments	-	-
<b>Cash provided by (used in) investing activities</b>		<b>(894)</b>
<b>Cash flow from financing activities</b>	-	-
<b>Increase (decrease) in cash and cash equivalents in the year</b>	<b>(20,474)</b>	<b>(57,168)</b>
Cash and cash equivalents at the beginning of the year	330,113	387,281
<b>Total cash and cash equivalents at the end of the year</b>	<b>309,639</b>	<b>330,113</b>

## **OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

### **Notes to the Financial Statements** **for the Year Ended 5th April 2021**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Octavia Hill Birthplace Museum Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless stated in the relevant accounting policy note.

##### **Income**

Voluntary income and donations are accounted for as received by the charity. Provision is included for any material associated tax credit which may be repaid to the charity as a result of Charitable Gift Relief. Permanent endowment grants are dealt with through the Statement of Financial Activities when receivable.

##### **Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accrual's basis, inclusive of any VAT which cannot be reclaimed.

Expenditure which is directly attributable to specific activities has been included in these categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

##### **Tangible Fixed Assets - Depreciation**

No depreciation has been provided on Heritage assets, including improvements to the original properties, because in the opinion of the Trustees, the residual value will be in excess of the carrying value.

Office and museum equipment is depreciated at 20% on the reducing balance basis in order to write off each asset over its anticipated useful life.

##### **Tangible Fixed Assets - Grants**

Grants and contributions relating to infrastructure assets at the original museum building of 1 South Brink Place, have been deducted from the cost of fixed assets. This is not in accordance with the Companies Act 2006, which requires fixed assets to be shown at their purchase price or production cost and hence grants and contributions would be presented as deferred income. This departure from the requirements of the Act is, in the opinion of the Directors and Trustees, necessary for the financial statements to give a true and fair view as no provision is made for depreciation and any grants and contributions relating to such assets would not be taken to the income and expenditure account.

Material grants receivable in respect of other tangible fixed assets are treated as incoming resources and are shown within the Statement of Financial Activities.

##### **Tangible Fixed Assets – Heritage Assets**

The Birthplace House was built about 1740 on Wisbech's South Brink and is a Grade II\* listed building. The original building had been extensively subdivided since the Hill family left Wisbech.

1 South Brink Place – This part of the building comprising the southern most part was acquired in 1994 and became the first museum. It is reported in the balance sheet as a tangible fixed asset. It is stated at original purchase price plus subsequent restoration work at cost less grants received as stated above.

## **OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

### **Notes to the Financial Statements** **for the Year Ended 5th April 2021**

**7 & 8 South Brink** – In 2007, the Trust purchased the rest of Octavia Hill's Birthplace House. Funded by various grants and fundraising appeals. The whole building was then restored into its original undivided state as part of the reunification project that was completed in 2009. It is reported in the balance sheet as a tangible fixed asset. It is stated at original purchase price plus subsequent restoration work at cost.

**2 & 2A South Brink Place** – The adjoining properties to the Birthplace Museum became available in 2009 and were purchased in order to be able to extend Museum facilities with a tearoom and other rooms which could be utilised to generate rental income for the museum in the future. These properties are reflected in the balance sheet as a tangible fixed asset and are stated at original purchase price plus subsequent restoration work at cost.

The Trustees consider that a conventional valuation approach would lack sufficient reliability given the fact that the property comprises a birthplace house, and that even if valuations could be obtained, the costs would be onerous compared with the additional benefits derived by the Museum and users of the accounts. The assets are therefore stated at cost.

The House contains numerous exhibitions and household items. Acquisitions are normally made by purchase or donation. Purchases are initially recorded at cost and donations at current value where possible. The Trustees have not obtained valuations of these as a valuation could not be obtained at reasonable cost because of the size and diversity of the collection.

Expenditure which in the Trustees' view is required to preserve or prevent further deterioration of individual items, including preservation work to the Birthplace House is recognised in the Statement of Financial Activities when it is incurred.

#### **Taxation**

Corporation tax is not provided for in these accounts. The Trust is a registered Charity and is not liable to Income or Corporation Tax. Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the Income and Expenditure Account.

#### **Display Costs**

Expenditure in relation to museum displays is written off to the income and expenditure account in the year in which it is incurred.

#### **Leasing Commitments**

Rentals paid under operating leases are charged to the income and expenditure account over the period of the lease.

#### **Group Accounts**

The company is exempt from the obligation to prepare Group Accounts by virtue of the provisions of the Companies Act 2006.

#### **Fund Accounting**

**Unrestricted funds** – These can be used in accordance with charitable objects at the discretion of the Trustees.

**Restricted funds** – These can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Endowment funds** – Capital grants receivable in respect of the reunification of 7 & 8 South Brink, 1 South Brink Place and 2 & 2A South Brink Place have been treated as Endowment Funds. The Trustees consider these grants to be of a permanent funding nature and specifically restricted to this project. There are various repayment conditions applicable if the properties are sold.

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2021**

**2. Donations and grants**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>5.4.21</b>	<b>5.4.21</b>	<b>5.4.21</b>	<b>5.4.21</b>	<b>5.4.20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations - General	418	-	-	418	1,187
Donations - Friends of Octavia	1,025	-	-	1,025	850
Donations - Covid 19 Support Grants	27,713	-	-	27,713	-
Donations -Historic England Covid 19 Fund	24,601	-	-	24,601	-
Donations - Piano fund	-	100	-	100	104
	<b>53,757</b>	<b>100</b>	<b>-</b>	<b>53,857</b>	<b>2,141</b>

**3. Income from charitable activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>5.4.21</b>	<b>5.4.21</b>	<b>5.4.21</b>	<b>5.4.21</b>	<b>5.4.20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Museum admissions	-	-	-	-	2,327
Letting of museum & education rooms	200	-	-	200	3,126
Events income	-	-	-	-	202
Cambridge Community Projects	-	-	-	-	1,224
	<b>200</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>6,879</b>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2021**

**4. Total expenditure**

	Basis of allocation	Costs of raising funds	Expenditure on charitable activities	Governance	CD Rom Project	Reunification Project	Harry Simpson Library	Brinks Festival	Multicultural Schools Collection	Piano Fund	Endowment	5.4.21 Total	5.4.20 Total
		£	£	£	£	£	£	£	£	£	£	£	£
		UR	UR	UR	R	R	R	R	R	R	R		
<b>Costs directly allocated to activities</b>													
Marketing and activities	D	270	-	-	-	-	-	-	-	-	-	270	279
Subscriptions	D	-	285	-	-	-	-	-	-	-	-	285	715
Event costs	D	80	-	-	-	-	-	-	-	-	-	80	1,878
Accountancy	D	-	-	3,928	-	-	-	-	-	-	-	3,928	3,679
Legal and professional fees	D	4,410	-	990	-	-	-	-	-	-	-	5,400	3,149
Piano costs	D	-	-	-	-	-	-	-	-	-	-	-	2,625
<b>Support costs allocated to activities</b>													
Telephone	D	-	1,034	-	-	-	-	-	-	-	-	1,034	1,037
Stationery,printing etc	T	-	18	-	-	-	-	-	-	-	-	18	1,287
Cleaning	D	-	75	-	-	-	-	-	-	-	-	75	150
Insurance	T	-	7,243	-	-	-	-	-	-	-	-	7,243	6,298
Repairs and renewals	U	-	25,414	-	-	-	-	-	-	-	-	25,414	10,163
Sundry expenses	T	-	338	-	-	-	-	-	-	-	-	338	817
IT software and consumables	D	-	1,100	-	-	-	-	-	-	-	-	1,100	1,481
Rent	U	-	10	-	-	-	-	-	-	-	-	10	10
Rates and water	U	-	136	-	-	-	-	-	-	-	-	136	1,192
Light and heat	U	-	6,059	-	-	-	-	-	-	-	-	6,059	9,579
Depreciation	U	-	479	-	4	1,893	503	-	-	-	-	2,879	3,394
Museum services	T	-	13,200	-	-	-	-	-	-	-	-	13,200	10,027
Wages	T	-	3,417	-	-	-	-	-	-	-	-	3,417	3,381
<b>TOTAL RESOURCES EXPENDED</b>		<b>4,760</b>	<b>58,808</b>	<b>4,918</b>	<b>4</b>	<b>1,893</b>	<b>503</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,886</b>	<b>61,141</b>

D Direct allocation  
 U Usage allocation  
 T Transactions allocation  
 UR Unrestricted  
 R Restricted

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2021**

**5. Net income/(expenditure) for the year**

This is stated after charging:

	5.4.21	5.4.20
	£	£
Depreciation - owned assets	2,879	3,394
Independent Examination fees	3,600	3,420
Accountancy and other services	760	259
Bad Debts	-	-
	<u>          </u>	<u>          </u>

**6. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

No remuneration was paid to trustees in the year or in the previous year, nor were any expenses reimbursed to them.

	5.4.21	5.4.20
	£	£
<b>Staff costs</b>		
Museum services	13,200	10,027
Salaries and national insurance	3,417	3,381
	<u>          </u>	<u>          </u>

5.4.21                      5.4.20

The average monthly number of employees during the year was as follows:

Trustees	6	6
Staff	1	1
	<u>          </u>	<u>          </u>
	7	7
	<u>          </u>	<u>          </u>

**7. Tangible fixed assets**

	Office and museum equip £	2021 Totals £
<b>Cost:</b>		
At 6th April 2020	157,020	157,020
Additions	-	-
Disposals	-	-
	<u>          </u>	<u>          </u>
At 5th April 2021	157,020	157,020
	<u>          </u>	<u>          </u>
<b>Depreciation:</b>		
At 6th April 2020	142,622	142,622
Charge for year	2,879	2,879
Eliminated on disposal	-	-
	<u>          </u>	<u>          </u>
At 5th April 2021	145,501	145,501
	<u>          </u>	<u>          </u>
<b>Net book value:</b>		
At 5th April 2021	11,519	11,519
	<u>          </u>	<u>          </u>
At 5th April 2020	14,398	14,398
	<u>          </u>	<u>          </u>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statements**  
**for the year ended 5th April 2021**

**8. Heritage assets**

	<b>1 South Brink Place £</b>	<b>7&amp;8 South Brink £</b>	<b>2&amp;2A South Brink Place £</b>	<b>2020 Totals £</b>
<b>Cost:</b>				
At 6th April 2020	90,754	914,320	484,614	1,489,688
Additions	-	-	-	-
<b>At 5th April 2021</b>	<b>90,754</b>	<b>914,320</b>	<b>484,614</b>	<b>1,489,688</b>
<b>Depreciation:</b>				
At 6th April 2020	-	-	-	-
Charge for year	-	-	-	-
<b>At 5th April 2021</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net book value:</b>				
At 5th April 2021	90,754	914,320	484,614	1,489,688
At 5th April 2020	90,754	914,320	484,614	1,489,688
At 5th April 2019	90,754	914,320	484,614	1,489,688
At 5th April 2018	90,754	914,320	484,614	1,489,688
At 5th April 2017	90,754	914,320	484,614	1,489,688
At 5th April 2016	90,754	914,320	484,614	1,489,688

The majority of the heritage assets are subject to security arrangements with the funders to the project.

**9. Investments**

	<b>Unlisted investments £</b>	<b>2021 Totals £</b>
<b>Cost:</b>		
At 6th April 2020 and 5th April 2021	100	100
<b>Net book value:</b>		
At 5th April 2021	100	100
At 5th April 2020	100	100

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statement**  
**for the year ended 5th April 2021**

The charity's investments at the balance sheet date in the share capital of companies include the following:

**Octavia Hill Trading Limited**

Country of incorporation: England

Nature of business: trading activities of Octavia Hill Museum

Class of shares:	%
Ordinary	holding
	100.00

	<b>5.4.21</b>	5.4.20
	£	£
Aggregate capital and reserves	<b>615</b>	3,656
Profit/(Loss) for the year	<b>(3,041)</b>	944

**10. Debtors**

	<b>5.4.21</b>	5.4.20
	£	£
Other debtors	<b>6,150</b>	-
Prepayments	<b>219</b>	219
Inter company account balance	<b>24,396</b>	17,207
	<b>30,765</b>	17,426

**11. Creditors falling due within one year**

	<b>5.4.21</b>	5.4.20
	£	£
Other creditors	<b>4,737</b>	1,381
Accruals	<b>3,443</b>	3,484
Receipts in advance	<b>2,775</b>	2,775
	<b>10,955</b>	7,640

**12. Analysis of net assets between funds**

	Unrestricted General Funds	Restricted Funds	Endowment Funds	Total Funds
Tangible fixed assets	1,916	7,575	2,028	11,519
Heritage assets	88,607	-	1,401,081	1,489,688
Fixed asset investment	100	-	-	100
Current assets	302,101	38,303	-	340,404
Current liabilities	(8,180)	(2,775)	-	(10,955)
	<b>384,544</b>	<b>43,103</b>	<b>1,403,109</b>	<b>1,830,756</b>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Notes to the Financial Statement**  
**for the year ended 5th April 2021**

**13. Analysis of charitable funds**

	At 6 April 2020	Income	Expenditure	At 5 April 2021
	£	£	£	£
<b>Unrestricted Funds</b>				
General reserve	395,573	57,457	68,486	384,544
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total unrestricted funds</b>	395,573	57,457	68,486	384,544
	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds	45,403	100	2,400	43,103
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total restricted funds</b>	45,403	100	2,400	43,103
	<hr/>	<hr/>	<hr/>	<hr/>
Endowment funds	1,403,109	-	-	1,403,109
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total endowment funds</b>	1,403,109	-	-	1,403,109
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds</b>	1,844,085	57,557	70,886	1,830,756
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**14. Contingent liabilities**

Should the heritage assets ever be sold, the capital grants received are subject to various repayment conditions. The value of the capital grants received as at 5 April 2021 were £1,403,109 (2020: £1,403,109).

**15. Other financial commitments**

At 5 April 2021 the Trust had an annual commitment under a 99 year operating lease in respect of Centenary Green, Somers Road, Wisbech amounting to £10 per annum. The lease expires in 2111.

**16. Related party transactions**

The charity receives rent from the properties known as 2 & 2A South Brink, Wisbech and part of 8 South Brink, Wisbech from it's subsidiary Octavia Hill Trading Limited, under a lease agreement which commenced on 1 November 2008. The rent due is £3,500 per annum and is reviewable every 5 years for a term of 20 years. During the year the charity received rent amounting to £3,500 (2020: £3,500).

The charity is a company limited by guarantee, and is under the control of the Directors, who are also Trustees.

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Income and Expenditure Account**  
**for the year ended 5th April 2021**

	<u>5.4.21</u>		<u>5.4.20</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Turnover</b>				
Donations - General	418		1,187	
- Friends of Octavia	1,025		850	
- Covid 19 Support Grants	27,713		-	
- Historic England Covid 19 Fund	24,601		-	
- Piano fund	100		104	
Museum admissions	-		2,327	
Letting of museum & education rooms	200		3,126	
Events income	-		202	
Cambridge community projects	-		1,224	
<b>GROSS PROFIT</b>		<b>54,057</b>		<b>9,020</b>
<b>Other income</b>				
Other income		-		3
Rents received		<b>3,500</b>		<b>3,500</b>
Carried forward		<b>57,557</b>		<b>12,523</b>

**OCTAVIA HILL BIRTHPLACE MUSEUM TRUST**

**Income and Expenditure Account**  
**for the year ended 5th April 2021**

	<u>5.4.21</u>		<u>5.4.20</u>	
	£	£	£	£
Brought forward		57,557		12,523
<b>Expenditure</b>				
Telephone	1,034		1,037	
Stationery, printing and postage	18		1,287	
Marketing and advertising	270		279	
Event costs	80		1,878	
Piano costs	-		2,625	
Insurance	7,243		6,298	
Repairs and renewals	25,414		10,163	
Subscriptions	285		715	
Cleaning	75		150	
Sundry expenses	338		817	
IT software and consumables	1,100		1,481	
Accountancy	3,928		3,679	
Legal and professional fees	5,400		3,149	
Rent	10		10	
Rates and water	136		1,192	
Light and heat	6,059		9,579	
Museum services	13,200		10,027	
Wages	3,417		3,381	
		<u>68,007</u>		<u>57,747</u>
		(10,450)		(45,224)
<b>Display Costs</b>				
		<u>(10,450)</u>		<u>(45,224)</u>
<b>Depreciation</b>				
Office and museum equipment		2,879		4,203
		<u>(13,329)</u>		<u>(49,427)</u>
<b>Loss on disposal of fixed assets</b>				
Office and museum equipment		-		-
		<u>(13,329)</u>		<u>(49,427)</u>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<u><u>(13,329)</u></u>		<u><u>(49,427)</u></u>

Pages 18 and 19 do not form part of the statutory financial statements