



THE CLAYMILLS PUMPING ENGINES TRUST LTD.

COMPANY REGISTERED IN ENGLAND NO 2871763

CHARITY NO 1030331

Annual Report & Accounts

for the year ending

31st December 2020

Registered Office:

The Claymills Pumping Engines Trust Limited
Meadow Lane,
Stretton,
Burton-on-Trent,
Staffordshire
DE13 0DA
Tel: (01283) 509929
Web: www.claymills.org.uk

Bankers:

Barclays Bank Plc
High Street
Burton-on-Trent

Legal and Administrative Information

Organisation of the Charity

The organisation is a charitable company limited by guarantee, incorporated on 15th November 1993 and registered as a charity on 14th December 1993.

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. Under those articles, members of the Board of Directors are elected at each AGM.

Directors

The following persons served as Directors and Trustees during the period:

Mr Andrew Parsons - Chairman
Mr John Cooper – Secretary
Mr John Reeve – Treasurer
Mr John Ford
Mr John Freeman
Mr Derek Goodman
Mr Stephen Goodman
Mr Mike Guthrie
Mrs Lesley Hirst
Mr Geoff Sherratt
Mr Jerry Turner - resigned 28th March 2020
Mr Ian Yates - appointed 5th September 2020

Objects of the Charity

To promote and preserve for the benefit of the public the nineteenth century Claymills Pumping Station complex including all buildings, engines and equipment therein situate at Meadow Lane, Stretton, Burton-on-Trent, Staffordshire.

Charity Funds

The funds of the Charity are administered by the Board to meet the objectives of the Charity. Sufficient funds are retained to ensure that the Charity can continue to meet its objectives. Funds not immediately required are deposited in a COIF Charity Deposit Fund.

Activities and Achievements

Introduction

This is the Directors' Annual Report for Claymills Pumping Engines Trust for the period 1st January 2020 to 31st December 2020.

This constitutes a concise summary of the Trust's activities and achievements in four broad areas related to its stated objectives which are 'to preserve Claymills Pumping Station and open it to the public as a heritage attraction'.

Previously, there were three main areas reported on year on year – from this report and onward, this report will be expanded to include 'Finances, fundraising and marketing' as below: -

1. Management activities.
2. Finances, Fundraising and Marketing (new report area).
3. Operating the site as a public museum/heritage attraction.
4. Restoration and maintenance activities.

Each of these points is covered in the following sections:

Area 1 – Management activities

During the year 2020 the Board of Directors met 11 times and the attendance by Directors ranged from 7 to 11. The Museum Mentor attended 1 meeting. These are the main business meetings of the Trust and cover operational and strategic matters, but are also open for any member to attend should they so wish, however the move to virtual meetings as a result of the Covid pandemic constrained this to some degree.

All board meetings from and including the March meeting were carried out virtually throughout the year. Never the less, these meetings were very effective and it is now our norm to hold a proportion of meetings in this fashion.

The board decided to send ad-hoc communications to all members to keep them informed regarding the situation on the site as the official guidance on the required steps to deal with the pandemic changed. These communications were effective and a number of members commented positively on this initiative.

As always, the board ensures that we remain compliant with UK law, for example H&S, to Heritage England due to the sites 2* listing, for maintaining our archive as required by our museums registration and, importantly, to our landlords Severn Trent Water with who 6 monthly meetings are held. Due to Covid, our meeting with STW was delayed and as a result only one meeting was held during 2020, instead of the two per year as planned. This meeting was held on the 15th September 2020 and as usual concentrated on the maintenance tasks required. These are positive and productive meetings.

Regarding compliance, it is important to state that the board ensured that the site was able to be opened as allowed by the guidance issued at that time by HM government, and that during the periods that the site was open all possible steps were taken to operate the site in a Covid safe manner as advised, including 'track and trace' for visitors.

The Trust's Annual General Meeting was held on 5th September 2020 virtually via 'Zoom'. As always, the Chairman presented the annual report and the Treasurer presented the accounts. In accordance with the constitution, half the directors stood down and were subsequently re-elected, as were the three officers of the Trust, Andrew Parsons, John Reeve and John Cooper.

Due to personal circumstances Jerry Turner had to resign during the year. On a positive note, Ian Yates was elected to the board.

By the year-end, membership was 331, a drop of around 10% on the previous year. Such a drop is unsurprising given that the pandemic resulted in the site being closed for most of the year. The board expects some recovery to take place when the site is open again.

Finally, the Chairman wishes to thank the board for their flexibility and united approach during this challenging year. I believe that the boards decisions and actions to manage the site opening and closing regime in response to various covid 'lock downs' and 'tiering' decisions were appropriate and taken with the volunteer's safety and best interests at the forefront of our decision-making process.

Area 2 – Finances, Fundraising and Marketing

The Trust's policy of conservative and careful financial management, which includes the retention of one year's 'running costs' (£25,000) for reaction to an emergency situation has proven its worth and, unlike many other heritage sites, the Trust maintained financial stability through the year.

The Trust also continues to take advantage of Gift Aid and overall, the Trust recorded an operating margin of £15k for the year, which was due to the application for, and receipt of £29,000 in local government Covid grants for the hospitality and leisure sector which about covered our typical income from events. We are also fortunate in that a small supply of coal at a very low price became available and we now have stocks sufficient to run the site for perhaps the next two years, whilst keeping an eye on the availability of further stocks of coal in the market.

In addition, we applied for and were rewarded with a grant from the West Midlands Museum Development Fund of £2,500 which will be used on PR materials and guidance.

But other sources of major funding such as the HLF and the Arts Council are now completely dedicated to ensuring that organisations remain viable financially through the pandemic (i.e. wages and fixed costs support) and to cover spending on things necessary to recover – and absolutely excluded are any capital bids. This will affect the timescales of our plans for both the new workshop and for the proposed visitor centre, but we hope that a funding route will open up for capital bids from mid/late 2021.

Once again, it should be noted that nearly half of the available funds are restricted, and of the remainder the board is anxious to build up some cash reserve for our planned major future projects such as the new buildings and, of course, to support the 2021 'recovery from Covid' where we can reasonably expect our visitor numbers to remain somewhat reduced which will likely result in an operating deficit during 2021.

Area 3 – Operating the site as a visitor attraction

Our visitor number totals of 919 for 2020 were less than 20% of the figures achieved in recent years, with the majority coming from a very successful 2-day February steaming and from two school visits.

The site opened for the public in February 2020 for one steaming event across two days and two school visits on subsequent days, following which all planned events were cancelled due to the pandemic. The site was also open intermittently for 'drop in' visitors as and when Covid restrictions allowed, and following Covid guidelines, but these numbers totalled only just over 90 across the year, plus a poor total of 18 who attended the 'Heritage Open Days' national activity.

The Trust was also able to support the Claymills Classic Car Cub who were able to hold a small number of meetings on site when the site was open, again these meetings were held in a Covid safe manner.

Of course, these numbers are disappointing but understandable given the circumstances and we look forward to a degree of recovery in 2021.

Area 4 – Restoration and maintenance activities

The site is restored, maintained and operated by a team of unpaid volunteer Trust members who undertake all of the work on the site, which is open for volunteers to attend on Tuesdays, Thursdays and Saturdays, plus of course additional days where called for due to events.

But of course, 2020 has been a difficult year for restoration activities as the site has been either closed completely or open only for volunteers working in restrictive Covid safe conditions. In addition, many volunteers were shielding or not travelling and these points have greatly impacted on the progress of restoration and maintenance tasks, although during periods where the site has been generally shut, small working parties have taken place to carry out specific tasks mainly related to buildings and grounds maintenance.

Directors have also attended the site to carry out regular security checks and to allow STW contractors to carry out agreed tasks, for example the removal of the Pine trees and the rebuilding of a section of the boiler house wall.

But, considering the year in balance, we have seen some excellent progress in key areas. As always, it is impossible to itemise each activity, but the below gives a flavour from some of the work done: -

- Site wide scrap clearance
- Buxton & Thornley Dynamo engine restored and back in operation
- C/D Painting
- Purchase and installation of COSHH lockers
- Roof, new drainage and relaying of blue bricks to joiners shop
- Modernisation of the Mess room including new plumbing and electrics
- Excavation and investigation of post pits for new workshop building
- Cleaning, painting and tidying of boiler house including economiser area
- Boilers 4&5 maintenance completed and ready for inspections
- Continued work on 'A' Engine

The volunteers are co-ordinated by a nominated Director(s) and a Director is responsible for site health and safety for volunteers and the public. There is appropriate induction, training and supervision of volunteers. The buildings, infrastructure, boiler, steam systems and engines receive maintenance as required to allow for the functioning of the site and to meet legal and health and safety requirements and our major attractions and will undergo a full functional system check prior to the site being in steam for the public at some point in 2021.

This concludes the annual report for 2020 – our most challenging year ever.

In summary, we have ensured that the site survives both in terms of equipment and infrastructure and in terms of finances. All we can do is to look forward for hopes of recovery during 2021. The support of our members and volunteers will be key to such a recovery.

Prepared 21st December 2020 by A Parsons on behalf of the board of directors of CPET

Financial position

The Statement of Financial Activities is set out on the pages that follow. The net result for the year was an increase in charity funds of £15,080.

Total funds of the Charity at 31st December 2020 were £168,208.

Post balance sheet events

The pandemic in 2021 will have a significant effect on the report for 2021. As a result of Corona Virus (Covid-19), it is not currently possible to predict when normal site operation will resume. However, at the date of this report, the Trust has been in receipt of a further HM Government Local Restrictions Business Support Grant to the value of £9K.

Statement of Trustees Responsibilities

The Trustees as directors of the charitable company are responsible for preparing the Annual Report and the accounts in accordance with applicable law and the United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare accounts for each financial year that give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that year. In preparing those accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate 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 accounts comply with the Companies Act 2006. They 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.

This report was approved by the board on 27th January 2021 and was signed on its behalf by:

A handwritten signature in black ink, appearing to be 'A. Parsons', written over a faint rectangular stamp.

Andrew Parsons, Chairman, Trustee Director

Independent Examiner's Report on the Accounts of

The Claymills Pumping Engines Trust Ltd

For the year ended 31st December 2020

I report on the accounts that are set out following this report.

Respective responsibilities of directors and examiner

The charity's directors are responsible for the preparation of the accounts. The charity's directors consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 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 2011 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 requirements 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.

Signed		Date	8 th May 2021
Name	Brian E. Keates		
Address	53 Short Lane Barton under Needwood Burton-on-Trent, Staffs, DE13 8LB		

Statement of Financial Activities

For the year ending 31st December 2020

Income and Expenditure

	Note	Unrestricted Funds	Restricted Funds	Total	2019
Income					
Operation of the Pumping Station	6	14,055		14,055	39,609
Grants and restricted donations	7	29,000	4,500	33,500	9,610
Bank Interest		289		289	597
Total Income		£43,344	£4,500	£47,844	£49,816
Expenditure					
Cost of operation of the Pumping Station	8	29,332	2,509	31,841	36,218
Managing and administering the charity	9	923		923	2,382
Total Expenditure		£30,255	£2,509	£32,764	£38,600
Excess of income over expenditure		13,089	1,991	15,080	11,216
Funds brought forward at 1 st Jan 2020		83,882	69,246	153,128	141,912
Funds carried forward at 31 st Dec 2020		£96,971	£71,237	£168,208	£153,128

Balance Sheet

At 31st December 2020

	Note	Unrestricted Funds	Restricted Funds	Total	2019
Fixed Assets	4	18,476	7,762	26,238	25,628
Current Assets					
Shop + Stationery Stock		7,753		7,753	8,172
Cash in Hand		966		966	737
Cash at Bank		60,073	63,475	123,548	112,810
Coal		5,632		5,632	3,864
Debtors & Pre-payments	2	4,091		4,091	2,025
		<u>£96,991</u>	<u>£71,237</u>	<u>£168,228</u>	<u>£153,236</u>
Current Liabilities					
Creditors less than 1 year	3	(20)		(20)	(108)
Net current Assets		<u>£96,971</u>	<u>£71,237</u>	<u>£168,208</u>	<u>£153,128</u>
Funds					
Unrestricted funds		<u>£96,971</u>	<u>-</u>	<u>£96,971</u>	<u>£83,882</u>
Restricted funds		<u>-</u>	<u>£71,237</u>	<u>£71,237</u>	<u>£69,246</u>
		<u>£96,971</u>	<u>£71,237</u>	<u>£168,208</u>	<u>£153,128</u>

For the year ending 31st December 2020, The Claymills Pumping Engines Trust Ltd. was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the small company regime (Section 419(2) of the Companies Act 2006).

These accounts were approved by the board on 27th January 2021 and were signed on its behalf by:



J.C.Reeve, Treasurer, Trustee Director

Notes to the Accounts

1 Accounting Policies

The accounts have been prepared under the historical cost convention and are in accordance with applicable accounting standards and the Statement of Recommended Practice Accounting for Charities (SORP 2005).

The Trust is not registered for VAT and expenditure includes VAT where applicable.

Fixed Assets

Ownership of the site, buildings, plant and machinery lies with Severn Trent Water Limited and are not disclosed within these accounts. Other historic assets do not represent a true value as they include many gifted items. The reader of these accounts should appreciate the undisclosed aspect of the inventory which arises and which remains a difficult judgement of value.

Historic assets have not been depreciated on the basis that they will only appreciate. Following the lease agreement with STW and the passing of ownership of historic engines & equipment, these assets have been reclassified and will be depreciated over the remaining term of the lease. (being 60 years)

Fixed assets are depreciated according to the following table.

New Buildings	4.0%
Modern Tools & Machinery	12.5%
Office & Shop Equipment	20.0%
Leasehold Property	Remaining term of the lease (1.67%)

Income

All income is accounted for gross and when receivable.

Expenditure

All expenditure is accounted for gross and when incurred. All restoration costs at the Claymills site are written off as incurred. Acquisition costs of historic assets are currently written off as incurred.

Water and electricity costs are borne by Severn Trent Water.

2 Debtors & Pre-payments	2020	2019
Gift Aid		47
Pre-payments	2,091	1,978
East Staffordshire Borough Council	2,000	
	<hr/>	<hr/>
	£4,091	£2,025

3 Creditors	2020	2019
Barclaycard		47
Other creditors	20	61
	<hr/>	<hr/>
	£20	£108
	<hr/>	<hr/>

4 Tangible Fixed Assets

	Total	Leasehold Property	Historic Engines & Machinery	Modern Tools & Machinery	Office & Shop Equipment	New Buildings
Cost:						
Brought Forward	67,290	3,259	226	11,445	21,130	31,230
Additions	3,646		0	2,270	1,376	0
Disposals	0		0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance c/f	£70,936	£3,259	£226	£13,715	£22,506	£31,230
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation:						
Brought Forward	(41,662)	(2,108)	0	(9,068)	(18,581)	(11,905)
Charge	(3,036)	0	0	(812)	(975)	(1,249)
Disposals	0	0	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance c/f	£(44,698)	£(2,108)	0	£(9,880)	£(19,556)	£(13,154)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Book Value:						
At 1 st January 2020	£24,785	£1,151	£226	£2,377	£2,549	£19,325
At	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
31 st December 2020	£26,238	£1,151	£226	£3,835	£2,950	£18,076
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

5 Transactions involving Trustees

None

6	Incoming resources from the operation of the Pumping Station	2020	2019
	Subscriptions & Donations	8,520	16,421
	Open Day Takings	3,473	14,705
	Shop Takings	2,062	8,483
		£14,055	£39,609
7	Unrestricted Grants	2020	2019
	Retail, Hospitality and Leisure Grant	25,000	
	Local Restrictions Support Grant (November)	2,000	
	Local Restrictions Support Grant (December)	2,000	
		£29,000	
	Restricted Grants and donations		
	Operational Grant Income		
	Severn Trent Water	2,000	4,000
	Covid Recovery Grant	2,500	
	Capital Grant Income		
	Heritage Lottery Fund		5,610
		£4,500	£9,610
8	Cost of operation of the Pumping Station	2020 Unrestricted Funds	2020 Restricted Funds 2019
	Restoration of Claymills site	12,737	21 6,072
	Shop Stock	775	3,556
	Insurance	264	1,570 1,734
	Advertising	3,287	5,166
	HLF Development project		3,750
	Operating Expenses		
	Running site in steam	2,106	4,946
	Other	5,789	408 3,240
	Coal	1,848	5,128
	Depreciation & Amortisation	2,526	510 2,626
		£29,332	£2,509 £36,218
9	Managing & administering the charity	2020	2019
	Postage & Stationery	257	450
	Legal & Professional fees		924
	Office costs	666	1,008
		£923	£2,382