



THE CLAYMILLS PUMPING ENGINES TRUST LTD.

COMPANY REGISTERED IN ENGLAND NO 2871763

CHARITY NO 1030331

Annual Report & Accounts

for the year ending

31st December 2021

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 Roy Barratt - appointed 15th May 2021
Mrs Jan Dingley - appointed 15th May 2021
Mr John Ford
Mr John Freeman
Mr Derek Goodman
Mr Stephen Goodman
Mr Mike Guthrie
Mrs Lesley Hirst
Mr Geoff Sherratt
Mr Ian Yates

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 2021 to 31st December 2021.

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'.

As last year, this report covers the four areas as follows:-

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 following.

1. Management activities.

2021 saw a change in the way that the board operates, whilst retaining the same overall structure. In a nutshell, previously our board meetings tried to cover both operational and strategic items, and it was proving difficult to get sufficient time and resource to address the strategic items due to the preponderance of operational issues,

As a result, we have split the board meetings and the attendees to these meetings into two 'sub boards' to which the Directors can attend both or either, both being chaired by the chairman. Each sub-board meets monthly 2 months out of 3, with an overall meeting of the complete board on the 3rd month. A particular focus of the strategic board will be to review and update all our policies and procedures to be ready for Museum Re-Accreditation in 2023.

This new board structure commenced in September 2021, and accordingly our boards met as a complete board 9 times, and each of the operation and strategy boards met twice during 2021. Whilst splitting the responsibilities of the Trust into two boards is a major step, early indications are that this is working well.

During the year 2021 the Board of Directors met 11 times and the attendance by Directors for the main board ranged from 10 to 13. These are the main business meetings of the Trust and now more clearly cover operational and strategic matters.

All board meetings take place virtually via Zoom and we imagine that this situation will eventually evolve to include both Face to Face and Zoom meetings. Use of Zoom is proving effective and has actually made the increased number of meetings more practical. Members are reminded that all board meetings are open for any member to attend should they so wish – please ask for the Zoom link to the meeting you wish to attend.

The board continued to send ad-hoc communications to all members to keep them informed regarding the Covid situation and these were well received.

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 museum's registration and, importantly, to our landlords Severn Trent Water with whom meetings are held approximately every six months, and include a H&S audit carried out by STW H&S professionals once a year. These meetings included STW, as landlords, committing to both building repairs arising from requests from the board, and to necessary electrical works as a result

of the findings of a statutory fixed wiring inspection. On the subject of electrical safety, whilst we do not normally single out activities in this summary, it is of note that we maintain our own PAT testing and recording and this onerous task continues year-round.

The Trust's Annual General Meeting was held on 15th May 2021 via Zoom due to the restrictions still in place as a result of the Covid pandemic. Over thirty members were in virtual attendance.

A key decision was agreed during the AGM to increase the maximum number of directors to 14 from the previous upper limit of 12.

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 two new directors, Roy Barratt and Jan Dingley. The three officers of the Trust, Andrew Parsons, John Reeve and John Cooper, were re-elected unopposed.

By the year-end, membership was 337, a recovery back to a more usual level of membership from 2020. We expect further membership numbers as our recovery continues during 2022.

During 2021 we also engaged with a leading Heritage sector consultant who has provided valuable advice and an 'outside eye' on our activities and we are working through the recommendations from the provided report – but one impact was the splitting of the board as previously detailed.

Finally, the Chairman wishes to thank the board for their flexibility and united approach during another challenging year. We continue to manage and operate the site to the satisfaction of compliance bodies, our landlords and our customers.

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 also of Local government Covid grants for the hospitality and leisure sector. Overall, the Trust recorded an operating margin of £12,691 for the year.

In addition, we applied for and were fortunate to win a grant from the West Midlands Museum Development Fund of just over £1800 which was used on PR materials and guidance, and a small grant to cover the costs of a first aid course.

A major grant of £20,000 was gained from the Pilgrim Trust toward the cost of the workshop / display building,

Regarding other major funding sources such as the HLF and the Arts Council, there are some small signs of a return to a more normal distribution of moneys but the bias toward recovery funding – as opposed to new project type funding - is still apparent and it will be some time before we consider a bid for large funds toward a visitor centre – perhaps this may be possible in 2023.

As is usually the case, our accounts give the appearance of being 'cash rich' – the AGM is reminded that during 2021 we committed to the new workshop and recognised that there would be extensive bills in excess of £70,000 to pay for groundworks, materials and construction of the workshop/display building during 2022, and in addition some £60K of balance are restricted funds, and also we do not intend to break own rule of retaining one year's operational costs 'in the bank'.

3. Operating the site as a visitor attraction

Of course, our steaming events in 2021 were impacted by the Covid pandemic and we held a total of three steaming events in 2022, commencing with the August steaming.

Our visitor number totals of 1572 for 2021 were significantly higher than 2020 but of course much lower than a 'normal' year due to only three events being held..

The site opened for the public with a 'grand reopening' steaming at the end of August followed by the September and October steaming events. The site was also open for 'drop in' visitors following relaxation of the Covid restrictions. The Trust also opened for a weekend to support the annual 'Heritage Open Days' initiative.

The Trust was also able to support the Claymills Classic Car Club who were able to hold a small number of meetings on site when the site was open.

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.

The 2021 volunteer hours totalled some 19473 recorded hours but as always not all hours are recorded. This is a good number – equivalent to around 12 full time staff - but of course was somewhat impacted by Covid in the earlier part of the year. During the period of restricted access in the early part of the year due to Covid the site was generally shut, but small working parties took place to carry out specific tasks mainly related to security, 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.

Regardless of Covid, 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: -

- Commencement of the works to build the new workshop/display building
- Ongoing restoration of vertical twin dynamo engine
- C/D engine house on going cleaning and painting as required
- Full restoration of the bookshop 'living van'
- Modernisation of the Mess room including new plumbing and electrics
- Boilers 4&5 maintenance completed and ready for inspections
- Continued work on 'A' Engine
- Continued work to lagging of 'B' 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 undergo a full functional system check prior to the site being in steam for the public.

This concludes the annual report for 2021 – another challenging year but progress was made in many areas.

In summary, we continue to ensure that the site survives both in terms of equipment, infrastructure, finances and compliance. 2022 will see some major steps forward in terms of major projects (New building, Firebars, A Engine). The support of our members and volunteers will, as always, be vital to our continued post Covid recovery.

Prepared 17th July 2022 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 £12,691.

Total funds of the Charity at 31st December 2021 were £180,899.

Post balance sheet events

At the date of this report, the Trust has been in receipt of further HM Government Local Restrictions Business Support Grants to the value of £5,600. The balance of the Pilgrim Trust grant £17,120 has been received. Expenditure on the new workshop / display building to date is £26K, with a further invoice of £40K expected on completion of the building shell.

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 July 2022 and was signed on its behalf by:



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 2021

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	17 th August 2022
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 2021

Income and Expenditure

	Note	Unrestricted Funds	Restricted Funds	Total	2020
Income					
Operation of the Pumping Station	6	22,516		22,516	14,055
Grants and restricted donations	7	24,500	5,112	29,612	33,500
Bank Interest		15		15	289
Total Income		£47,031	£5,112	£52,143	£47,844
Expenditure					
Cost of operation of the Pumping Station	8	29,919	5,399	35,318	31,841
Managing and administering the charity	9	4,134		4,134	923
Total Expenditure		£34,053	£5,399	£39,452	£32,764
Excess of income over expenditure		12,978	(287)	12,691	15,080
Funds brought forward at 1 st Jan 2021		96,971	71,237	168,208	153,128
Funds carried forward at 31 st Dec 2021		£109,949	£70,950	£180,899	£168,208

Balance Sheet

At 31st December 2021

	Note	Unrestricted Funds	Restricted Funds	Total	2020
Fixed Assets	4	24,838	10,018	34,856	26,238
Current Assets					
Shop + Stationery Stock		7,266		7,266	7,753
Cash in Hand		944		944	966
Cash at Bank		70,608	60,932	131,540	123,548
Coal		1,680		1,680	5,632
Debtors & Pre-payments	2	4,802		4,802	4,091
		<u>£110,138</u>	<u>£70,950</u>	<u>£181,088</u>	<u>£168,228</u>
Current Liabilities					
Creditors less than 1 year	3	(189)		(189)	(20)
Net current Assets		<u>£109,949</u>	<u>£70,950</u>	<u>£180,899</u>	<u>£168,208</u>
Funds					
Unrestricted funds		<u>£109,949</u>	<u>-</u>	<u>£109,949</u>	<u>£96,971</u>
Restricted funds		<u>-</u>	<u>£70,950</u>	<u>£70,950</u>	<u>£71,237</u>
		<u>£109,949</u>	<u>£70,950</u>	<u>£180,899</u>	<u>£168,208</u>

For the year ending 31st December 2021, 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 July 2022 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	2021	2020
Gift Aid	1,666	
Pre-payments	2,764	2,091
East Staffordshire Borough Council		2,000
Reach Publishing	372	
	<hr/>	<hr/>
	£4,802	£4,091
	<hr/>	<hr/>
3 Creditors	2021	2020
Staffordshire County Council	100	
Other creditors	89	20
	<hr/>	<hr/>
	£189	£20
	<hr/>	<hr/>

4 Tangible Fixed Assets

	Total	Leasehold Property	Historic Engines & Machinery	Modern Tools & Machinery	Office & Shop Equipment	New Buildings
Cost:						
Brought Forward	70,936	3,259	226	13,715	22,506	31,230
Additions	12,503		0	3,729	358	8,416
Disposals	0		0	0	0	0
Balance c/f	£83,439	£3,259	£226	£17,444	£22,864	£39,646
Depreciation:						
Brought Forward	(44,698)	(2,108)	0	(9,880)	(19,556)	(13,154)
Charge	(3,885)	0	0	(1,274)	(1,025)	(1,586)
Disposals	0	0	0	0	0	0
Balance c/f	£(48,583)	£(2,108)	0	£(11,154)	£(20,581)	£(14,740)
Net Book Value:						
At 1 st January 2021	£26,238	£1,151	£226	£3,835	£2,950	£18,076
At 31 st December 2021	£34,856	£1,151	£226	£6,290	£2,283	£24,906

5 Transactions involving Trustees

None

6 Incoming resources from the operation of the Pumping Station

	2021	2020
Subscriptions & Donations	11,576	8,520
Open Day Takings	6,819	3,473
Shop Takings	4,121	2,062
	£22,516	£14,055

7	Unrestricted Grants	2021	2020	
	Retail, Hospitality and Leisure Grant		25,000	
	Local Restrictions Support Grant (November)		2,000	
	Local Restrictions Support Grant (December)		2,000	
	Local Restrictions Support Grant (January)	9,428		
	Local Restrictions Support Grant (March)	3,072		
	Restart Grant	12,000		
		£24,500	£29,000	
	Restricted Grants and donations			
	Operational Grant Income			
	Severn Trent Water		2,000	
	Covid Recovery Grant	1,932	2,500	
	AIM	300		
	Capital Grant Income			
	Pilgrim Trust	2,880		
		£5,112	£4,500	
8	Cost of operation of the Pumping Station	2021 Unrestricted Funds	2021 Restricted Funds	2020
	Restoration of Claymills site	5,299	711	12,758
	Shop Stock	1,798		775
	Insurance	272	1,556	1,834
	Advertising	2,419	658	3,287
	Operating Expenses			
	Running site in steam	2,949		4,946
	Other	10,341	1,850	3,240
	Coal	3,952		5,128
	Depreciation & Amortisation	3,261	624	2,626
		£30,291	£5,399	£36,218
9	Managing & administering the charity	2021		2020
	Postage & Stationery	364		257
	Legal & Professional fees	3,295		
	Office costs	475		666
		£4,134		£923