



New Barn Road, Amberley, West Sussex BN18 9LT

A Registered Charity No. 1092339

**TRUSTEES ANNUAL REPORT  
AND EXAMINED ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

# **FRIENDS OF AMBERLEY MUSEUM AND HERITAGE CENTRE**

## **Legal and administrative information**

### **Trustees**

Martin Piggott - Chairman  
Peter Harbord – Hon Secretary and Hon Treasurer  
Andrew Tate  
Gerry Cork  
Neville Bridle  
Ex officio: Museum Director

### **Registered Charity number**

1092339

### **Principal address**

Amberley Museum and Heritage Centre  
New Barn Road  
Amberley  
Arundel  
BN18 9LT

### **Independent examiner**

Andrew Wells

### **Bankers**

CAF Bank Ltd  
25 Kings Hill  
West Malling  
Kent  
ME19 4JQ

Virgin Money plc  
Jubilee House  
Gosforth  
Newcastle upon Tyne  
NE3 4PL

# FRIENDS OF AMBERLEY MUSEUM AND HERITAGE CENTRE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

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The trustees present their report and accounts for the year ended 31 December 2021.

### Structure, Governance and Management

The Friends of Amberley Museum and Heritage Centre, New Barn Road, Amberley, Arundel BN18 9LT is a registered charity number 1092339.

It is an unincorporated Society governed by its Constitution adopted at a Special General Meeting on the 4 November 2001 as amended by resolution on 9 March 2002 and further amended on 6 March 2004, 23 May 2009, 1 May 2010, 20 May 2012, 2 June 2013, 8 July 2018 and 28 July 2019.

The conduct and administration of the Friends is the responsibility of the Friends Committee whose members are also the Charity Trustees. The Committee consists of the Officers: Chairman, Hon Secretary and Hon Treasurer and up to four other elected members. There is also an Executive Committee consisting of the Officers and up to two other members to consider urgent grants up to a value of £5,000. Each year all the Officers and Committee members retire at the AGM and are eligible to stand for re-election. At the AGM the members elect the Chairman, Hon Secretary and Hon Treasurer to serve for one year together with the other Committee members. The Committee also has the power up to three co-opted members to assist the Committee but they do not have voting rights. All trustees give their time voluntarily and receive no remuneration or other benefit. They are also fully aware of the Friends Constitution and the responsibilities of being a charity trustee.

During the year the Committee consisted of:

Martin Piggott	Chairman re-elected 28 September 2021
Peter Harbord	Hon Secretary and Hon Treasurer re-elected 28 September 2021
Andrew Tate	Committee member re-elected 28 September 2021
Gerry Cork	Committee member re-elected 28 September 2021
Ian Evans	Stood down 28 September 2021
Neville Bridle	Committee member elected 28 September 2021
Sheila Tobin	Re co-opted 1 December 2021
Suzanne White	Re co-opted 1 December 2021

Ex officio member: Museum Director

Every year all members of the Friends and other supporters of the Museum are invited to the Annual General Meeting. Copies of the annual report and accounts together with the previous AGM minutes are available at the AGM or from 7 days before the meeting until the end of October, from the Hon Secretary. All members are invited to nominate candidates for the posts of officers and committee members to be considered at the AGM. In the event that there are more candidates than there are vacancies the matter is decided by a vote of the members present. New trustees are provided with a copy of the Constitution and a Charity Commission booklet detailing the responsibilities of being a charity trustee.

### Committee meetings

During 2021 there were 5 committee meetings held on 18 February, 27 April, 20 July, 7 September and 1 December. The attendance details were:

	Possible	Actual
Martin Piggott	5	5
Peter Harbord	5	4
Andy Tate	5	5
Ian Evans	4	2
Gerry Cork	5	3
Neville Bridle	1	0
Sheila Tobin co-opt	5	4
Suzanne White co-opt	5	5

# **FRIENDS OF AMBERLEY MUSEUM AND HERITAGE CENTRE**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **Objectives and activities**

The Association was established to support and assist the Museum and to promote its use and enjoyment by the public in co-operation with its Trustees and Director. It receives income from fund raising, donations, legacies and social events. All funds may only be used for making grants to the Museum and for the proper expenses of administering the Association.

The Trustees have had due regard to guidance issued by the Charity Commission in deciding what activities the Friends should undertake.

The fund-raising activities during the year were disrupted by the Covid restrictions up until May 2021 but income for the rest of the year from the sales in the Emporium and commission received for operating the Pepper Lane Stop (refreshment trailer at the far end of the Museum) on behalf of Amberley Museum (Retail) Ltd has exceeded expectations.

A Quiz Night was held on 9 November 2021 postponed from 5 October 2021. Over 50 people attended and a net profit of £291.31 was made.

### **Achievements and performance**

During the year 15 grants were made to the Museum totaling £12,546.39, the largest being £6,600 for resurfacing the tarmac outside the TATHS building. The surface had become pitted and needed to be done for H & S reasons. A full list of grants is shown in the notes to the 2021 accounts.

When the Friends Emporium was able to be open it had numerous visitors who made a substantial number of purchases both by cash or card. The Sum Up card reader has proved to be a very worthwhile addition as the fee paid on each transaction is only 1.69%. The volunteer staff are led by Sheila Tobin and Sue White who together with their team have worked hard to make the Emporium an attractive place to browse for the not to be missed bargains.

The Pepper Lane Stop was open on special event days and other days when a good number of visitors was expected. All takings belong to Amberley Museum (Retail) Ltd but they have agreed to pay the Friends a commission for days when it is open. The volunteer sales team was led by Martin Piggott.

No donations of tax overpayments were received in the year.

### **Financial review**

As at 31 December 2021 there were no ring-fenced amounts which represented grants approved in principle but unpaid.

The retained earnings carried forward to 2022 was £171,239.52 (£21,673.24.60 for year ended 31 December 2020). The funds at 31 December 2021 which were available for distribution to the Museum (Free Reserves) were £171,239.52.

The Executive Committee has determined that the free reserves should not fall below £5,000 to allow for any unexpected but urgent request for a grant(s).

On behalf of the Trustees

**Martin Piggott - Chairman**

**Peter Harbord - Hon Secretary**

Approved on behalf of the Charity Trustees on 23 September 2021

# Friends of Amberley Museum and Heritage Centre

A Registered Charity No. 1092339

## Statement of Financial Activities for the year ended 31 December 2021

	2021 £	2020 £
<b>Incoming Resources</b>		
1. Donations and Legacies	150,207.50	250.83
2. Funds generation	12,325.78	5,366.31
3. Gift Aid	0	0
4. Bank interest - gross	20.38	75.12
<b>Total Incoming Resources</b>	<b>162,553.66</b>	<b>5,692.26</b>
<b>Resources Expended</b>		
5. Cost of Funds generation	32.98	310.80
6. Charitable expenditure - Grants paid	12,546.39	5,011.96
7. Support costs	418.01	506.86
<b>Total resources expended</b>	<b>12,997.38</b>	<b>5,829.62</b>
<b>Net Incoming resources retained</b>	<b>149,566.28</b>	<b>-137.36</b>
Total funds brought forward from 2020	21,673.24	21,810.60
<b>Total funds carried forward to 2022</b>	<b>171,239.52</b>	<b>21,673.24</b>

## Balance Sheet at 31 December 2021

### Current assets

CAF Bank current account	155,842.46	6,296.56
Virgin Charity Money deposit account	15,372.06	15,351.68
Emporium Petty cash	25.00	25.00
<b>Total net assets</b>	<b>171,239.52</b>	<b>21,673.24</b>

*P S Harbord*  
Hon. Treasurer

Date 8 Sept 2022

I have examined the above accounts and found them  
to be in agreement with the books of account

*A Wells*  
Independent Examiner

Date 22 Sept 2022

## NOTES

**1. Donations and Legacies**– Small donations totalled £207.50. During the year we received a very generous payment on account of a legacy from the estate of John Woolgar who was a keen volunteer at the Museum.

**2. Funds generation** - The total funds generated of £12,325.78 comprised £2,683.90 commission from Amberley Museum Retail Ltd for running Pepper Lane Stop, £5,426.05 from the Emporium cash sales, £3,924.52 from card sales in the Emporium (net of commission of 1.69%) and £291.31 net proceeds from Friends Quiz Night on 9 November 2021.

**3. Gift Aid** – No Gift Aid claims were made or Gift Aid repayments received during the year.

**4. Bank interest - gross**

The figure of £20.38 is the gross interest received from the Virgin charity deposit account. The CAF current account does not pay any interest but charges a monthly account fee of £8.

**5. Cost of Funds generation** - The total costs of £32.98 was made up as follows:

Edging shears for the Emporium	24.99
Till rolls for the Sum Up card reader	7.99

**6. Charitable Expenditure** - Grants paid to or on behalf of the Museum totalled £12,546.39 as follows:

TATHS resurfacing	6,600.00
Brockham Station resurfacing	2,154.00
Structural report for De Witt kiln	900.00
Support for at risk buildings	628.13
New signs for Museum	460.60
Renovation of Fire Station Black Shed	420.63
Brake blocks for Fauld coach	354.00
New air pipe for diesel loco	250.00
Materials for outside redecoration of Radio Hall	201.62
Materials for repainting rear of Radio Hall	200.00
Bus shelter paint	150.00
Balance of Black Shed grant	124.67
New pottery sign	50.00
Wheelwright's coal	30.00
Set of screwdrivers for the Cycle Shop	22.74

**7. Support Costs** – Friends administration costs totalled £418.01 as follows:

Printer ink and paper	197.25
BAFM subscription	100.00
Monthly CAF Bank fee (12 x £8)	96.00
Stamps	23.76
CAF cheque fee x 2	1.00



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Friends of Amberley Museum and Heritage Centre

On accounts for the year  
ended

31 December 2021

Charity no  
(if any)

1092339

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Andrew Wells*

Date: 22 September 2022

Name: Andrew Wells

Relevant professional  
qualification(s) or body  
(if any):

Accountant

Address: 99 Western Road, Lewes BN7 1RS

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None