



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 2022**

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

## **Legal and administrative information**

### **Current Trustees**

Martin Piggott - Chairman  
Peter Harbord – Hon Secretary and Hon Treasurer  
Andrew Tate  
Gerry Cork  
Pauline Merritt

### **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 2022

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The trustees present their report and accounts for the year ended 31 December 2022.

### 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 Committee members to consider urgent grants up to a value of £5,000. Each year all the Officers, Committee members and any co-opted members retire at the AGM and are eligible to stand for re-election. At the AGM the Friends 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 to appoint 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 27 September 2022
Peter Harbord	Hon Secretary and Hon Treasurer re-elected 27 September 2022
Andrew Tate	Committee member re-elected 27 September 2022
Gerry Cork	Committee member re-elected 27 September 2022
Ian Evans	Stood down 28 September 2021
Neville Bridle	Committee member elected 27 September 2022
Pauline Merritt	Committee member elected 27 September 2022
Sheila Tobin	Re co-opted 23 November 2022
Suzanne White	Re co-opted 23 November 2022
Alan Brown	Co-opted 23 November 2022
Museum Director	Ex officio member

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.

During 2022 there were 5 committee meetings held on 16 February, 27 April, 20 July, 7 September and 23 November. The attendance details were:

	Possible	Actual
Martin Piggott	5	5
Peter Harbord	5	4
Andy Tate	5	4
Gerry Cork	5	5
Neville Bridle	5	3
Pauline Merritt	1	1
Sheila Tobin co-opt	5	4
Suzanne White co-opt	5	4
Alan Brown co-opt	1	1

# FRIENDS OF AMBERLEY MUSEUM AND HERITAGE CENTRE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

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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 raised 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 activity during the year returned to normal after the restrictions imposed by Covid. Income from the Emporium (net of fees on card sales) was £12,387.85 and commission received from Amberley Museum (Retail) Ltd for running Pepper Lane Stop amounted to £2,874.18.

Two Quiz Nights were held on 28 April and 3 November which raised a combined net profit of £471.85.

A final payment of £16,971.55 was received from the estate of late John Woolgar making the total amount received from his legacy as £166,971.55.

### Achievements and performance

During the year 22 grants were made to the Museum totaling £26,353.23, comprising £15,180 for various essential tarmac resurfacing jobs down to £17.52 for paint and sundries to improve the Cycle shop. A full list of grants is shown in the notes to the 2022 accounts.

The Friends Emporium had another very good performance in 2022 thanks to a steady flow of very saleable donated items and some keen customers who recognised a good bargain when they saw one. The use of a card reader remains an efficient means of taking payment with a reasonable fee of 1.69% of the transaction value. The volunteer staff are very ably led by Sheila Tobin and Sue White who together with their team have worked tirelessly to make the Emporium an efficient funding raising resource for the Friends.

The Pepper Lane Stop (catering trailer) 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 and operated by the Friends. 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 2022 there were no ring-fenced amounts which represented grants approved in principle but unpaid.

The retained earnings carried forward to 2023 was £177,637.30 (£171,239.52 for year ended 31 December 2021). The funds at 31 December 2022 which were available for distribution to the Museum (Free Reserves) were £177,637.30.

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) from the Museum.

On behalf of the Charity Trustees

**Martin Piggott - Chairman**

**Peter Harbord - Hon Secretary**

Approved on behalf of the Charity Trustees on 21 September 2023

# Friends of Amberley Museum and Heritage Centre

A Registered Charity No. 1092339

## Statement of Financial Activities for the year ended 31 December 2022

	2022 £	2021 £
<b>Incoming Resources</b>		
1. Donations and Legacies	17,187.55	150,207.50
2. Funds generation	15,733.88	12,325.78
3. Gift Aid	0	0
4. Bank interest - gross	191.79	20.38
<b>Total Incoming Resources</b>	<b>33,113.22</b>	<b>162,553.66</b>
<b>Resources Expended</b>		
5. Cost of Funds generation	86.00	32.98
6. Charitable expenditure - Grants paid	26,353.23	12,546.39
7. Support costs	276.21	418.01
<b>Total resources expended</b>	<b>26,715.44</b>	<b>12,997.38</b>
<b>Net Incoming resources retained</b>	<b>6,397.78</b>	<b>149,566.28</b>
Total funds brought forward from 2021	171,239.52	21,673.24
<b>Total funds carried forward to 2023</b>	<b>177,637.30</b>	<b>171,239.52</b>

## Balance Sheet at 31 December 2022

### Current assets

CAF Bank current account	162,199.83	155,842.46
Virgin Charity Money deposit account	15,412.47	15,372.06
Emporium Petty cash	25.00	25.00
<b>Total net assets</b>	<b>177,637.30</b>	<b>171,239.52</b>

*P S Harbord*  
Hon. Treasurer

Date 24 Aug 2023

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

*A Wells*  
Independent Examiner

Date 14 Sept 2023

**NOTES:-**

**1. Donations and Legacies**– Small donations totalled £216.00. In 2021 the Friends received a payment on account of £150,000 being part of a legacy from the estate of John Woolgar. During 2022 a final payment of £16,971.55 was received from the estate being the balance due of the full legacy of £166,971.55.

**2. Funds generation** - The total funds generated of £15,733.88 comprised £2,874.18 commission from Amberley Museum Retail Ltd for running Pepper Lane Stop, £7,332.40 from the Emporium cash sales, £5,055.45 from card sales in the Emporium (net of commission of 1.69%) and £471.85 net proceeds from Friends Quiz Nights on 28 April and 3 November 2022.

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

**4. Bank interest - gross**

The figure of £191.79 comprises £40.41 gross interest received from the Virgin charity deposit account. and £151.38 gross interest from the CAF Bank current account.

**5. Cost of Funds generation** - The total costs of £86.00 was for a new Emporium heater and plastic storage crates.

**6. Charitable Expenditure** - Grants paid to or on behalf of the Museum totalled £26,353.23 as follows:

Resurfacing work	6,840.00
Resurfacing work at Amberley station	6,240.00
Dart bus repairs	3,145.00
New scaffold tower	2,520.00
Resurface entrance path	2,100.00
New petrol bowser	1,674.00
New picnic tables	920.98
Repairs to Pepper Lane Stop	803.94
One year rental for new defibrillator	365.00
Fire station black shed improvements	316.30
Fire station improvements	272.21
New microwave and fridge for volunteers	259.99
Repairs to Peldon gearbox	252.32
New battery for van	149.94
New jump start booster	141.85
New electric drill for village garage	139.99
New QSL cards	64.80
Wheel repair	44.63
Coal for wheelwright	40.00
New cycle inner tube and mat	23.76
New HEPA bags	21.00
Paint and sundries	17.52

**7. Support Costs** – Friends administration costs totalled £276.21 as follows:

Printer ink and paper	127.25
Monthly CAF Bank fee (12 x £8)	81.00
BAFM subscription	60.00
Stationery	5.96
CAF cheque fee x 3	1.50



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 2022

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 31/12/2022.

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: 14 September 2023

Name: Andrew Wells

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

FMAAT

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