

# Walthamstow Pumphouse Museum

**Trustee's Annual Report and Financial Statement**

**For the year ending 31 January 2025**

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## Reference and Administrative Details

Charity Name	Walthamstow Pumphouse Museum
Charity Registration Number	1104509
Principal Address	10 South Access Road, Walthamstow, London E17 8AX

## Trustees

Trustee Name	Dates acted (if not for whole year)
Cllr. Rosalind Doré	-
Dr Alison Lee	04 September 2024
Mr. Andrew Lewis	-
Mr. Ian McLaughlin	-
Mr. Malcolm Yull	-
Mrs. Maureen Blunden	-
Ms. Katie Ann Smith	-
Ruth Britt	04 September 2024
Sally Bruce	13 November 2024
Simon Oliver	04 September 2024

## Corporate trustees

None.

## Trustees holding title to property belonging to the charity

None.

## Funds held as custodian trustees

None.

## Chief Executive Officer

Mr. Abdullah Seba

## Trading Subsidiary

WPM Trading Limited

## Primary Bank

The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP

## Trustees' Report

### Beneficiaries

The Trustees are aware of their responsibility to operate the charity for the public benefit. The following bodies are seen as the most likely beneficiaries.

- The general public who visit the museum
- Local families and communities
- The London Borough of Waltham Forest Council who own the site
- Owners of items on loan to the museum
- The volunteers who give their time freely

### Purpose of the Charity

The charity was setup with the purpose of creating a museum in a former sewage pumping station which was redundant and facing the possibility of demolition. By focussing the themes of the museum on the industrial heritage of the region it was aimed at preserving not only the building and its two historic steam engines, but also the memory of bygone technologies and local industries for the benefit of the public, and particularly the residents of the local community in Waltham Forest.

The Charity's objects are: -

To promote initiate advance encourage administer support and procure for the benefit of the public at large the collection restoration reconstruction renovation reinstatement replacement reproduction and exhibition of sites buildings pumps engines plant equipment apparatus devices gadgets contrivances exhibits plans models and inventions of historical and technical interest.

These objects form the purpose of the charity.

### Main Activities

1. The main activity in terms of time and money expended has been to enhance the building and site, which was formerly a sewage pumping station to make it fit for purpose as a museum serving the local community.
2. At the same time a collection, appropriate to the main themes of the museum, is being built up and displayed to the public.
3. The museum is open to the public every Tuesday, Thursday and Sunday with free admission. The museum open throughout the week for volunteering activities and special events.
4. Activities appropriate to the nature of the Charity which bring in income have been encouraged provided that they do not detract from the service to the public.

### Grant Making

The Charity does not make any grants.

### Social Investments

The Charity does not make social investments.

## Contribution of volunteers

Most activities are carried out by a team of volunteers except those which are put out to contract. Maintaining the size of the team and motivating them is an important part of the Charity's activities. The Charity employs a limited number of paid staff.

## Main Achievements

The charity has enjoyed another strong and productive year. The Trustees are pleased to report that almost all of the goals set for this period were met, with progress made across every major area of activity. This report focuses specifically on the work of the Walthamstow Pumphouse Museum, as the legal merger with the Markfield Beam Engine & Museum took place right at the end of the reporting year. It therefore serves as the final standalone report for the Pumphouse before the new, merged charity begins its joint reporting next year.

Visitor numbers were especially encouraging this year. The museum welcomed more people than ever before, marking a record year for attendance. This success reflects the strong public interest in industrial heritage and the commitment of the museum's staff and volunteers, who have worked hard to improve community engagement. The team's efforts in broadening local partnerships and running events have been particularly effective.

Over recent years, the size of the Board of Trustees had gradually reduced. Recognising the need to strengthen its governance capacity, the charity launched a targeted recruitment campaign, which successfully brought several new trustees onto the Board. Under the leadership of the new Chair, Andrew Lewis, the organisation also undertook the most substantial restructure in its history. After much discussion and with specialist legal advice, it was agreed that merging with the Markfield Beam Engine & Museum would be the best way to secure a stronger and more sustainable future.

The two museums share a common outlook, similar aims, and comparable ways of working. They are also geographically close, both located within the Lee Valley area, and have long shared trustees and volunteers. Following extensive consultation between the two Boards, both sides agreed that a formal merger would allow the combined organisation to operate more efficiently and with greater resilience. Once the decision was made, the Chief Executive Officer coordinated the legal and practical steps required to bring the two charities together. Legal advisers supported the process to ensure thorough due diligence and to help establish an effective new structure. It was also agreed that the merged charity would adopt a new name to reflect its broader purpose and ambitions.

Alongside the merger process, the Trustees reviewed the charity's internal governance arrangements. Although Annual General Meetings had continued each year, attendance had been falling, and the number of members able to take part in key decisions had become very limited. Because the original constitution required that many important matters be decided at the AGM, this had begun to make it harder for the charity to operate smoothly. After consulting with the remaining members, the Board proposed removing the formal membership body and the requirement for open AGMs. This proposal was discussed and approved unanimously at an Extraordinary General Meeting. From now on, the Trustees themselves will constitute the legal membership of the charity, creating a more efficient and responsive governance model.

The Trustees would also like to record their appreciation to the London Borough of Waltham Forest for its ongoing support. A grant received during the year helped fund improvements to visitor facilities and site accessibility, ensuring that the museum remains welcoming and inclusive for all visitors. The charity is very grateful for this continued partnership.

In summary, this has been a year of achievement and transition. The Walthamstow Pumphouse Museum concludes its final year as an independent charity in a strong position, marked by record visitor numbers, and renewed governance. The new, combined organisation is well placed to build on these foundations and continue its work with confidence and purpose.

## Public Benefit

The museum is open to the public every Tuesday, Thursday Sunday in addition to private tours by schools and touring groups. Visits by school groups adult clubs and societies can be made by arrangement on a weekday. The opening hours are currently restricted by the limited availability of volunteers to show people around. When further work has been done to complete the displays, it will be possible to make visitors less dependent on staff for information, and thereby to use them when available to increase the opening hours. Because of the free entry and the welcoming nature of the staff many visitors come quite regularly. The contribution of the museum to the local community is recognised by the local council.

## Investment Policy

All the museum's money is either kept in the form of cash or in the current bank account. It has no long-term financial investments.

## Reserves Policy

The Museum currently has a reserves policy of £10,000.

# Structure, Governance and Management

## Governing Document

The Charity is constituted as a Charitable Incorporated Organisation (CIO) and governed by its CIO Constitution.

## Trustee selection

The members appoint the trustees at the annual general meeting. Nominations can be made by the Board or by individual members. The Board seeks to find new trustees who can bring qualities to the Board not currently possessed by the current membership of the Board. The Trustees appoint one of their number to be the chairman for the following year and to make such other appointments to specific posts as they think fit.

## Organisational structure

The Charity is run by a Board of Trustees who meet quarterly. The Board is responsible for the high-level, strategic and legal operation of the Charity and ensures that the strategic interests and charitable objectives of the Charity are met and protected in an open and transparent manner. The Board is also legally responsible for risk management and due diligence in order to protect its interests and the image of the charity. It scrutinises policy and ensures that Museum departments act in accordance with the set policy in order to ensure that the heritage, community and educational interests of the charity as well as the Grade II listed building are protected. The Board acts as a body, and no individual trustee has authority outside the body, although the Chair can exercise discretionary authority on behalf of the Board and has overall responsibility. The Board derives its powers from its charitable constitution, a legally binding and governing document. The Chief Executive Officer is responsible for administering the policies set by the Board, maximising the potential of the Charity, managing its operations, finance, and providing leadership for the Charity's growth and development.

## Relationship with Other Charities

The Charity is the sole member of Markfield Beam Engine and Museum, charity reg. no: 290486. This membership gives Walthamstow Pumphouse Museum certain governance rights, including the ability to appoint and remove trustees of Markfield Beam Engine and Museum. The arrangement exists to ensure alignment of charitable objectives and effective collaboration between the two organisations following the merger.

## Financial position

The Charity had three financial objectives for the year.

1. To provide free admission to the public on a weekly basis throughout the year, although voluntary donations were welcomed.
2. To ensure that there was always enough money to pay for the ongoing development programme, so the work and growth of the Charity was never hindered by a shortage of money
3. To develop sources of income which would support the above.

All the above objectives have been achieved, with the museum maintaining a high level of both income and expenditure on the development of both the buildings and the displays of the exhibits. There are no specific reasons to think that the future of the museum is insecure.

## Financial Report

### Income & Expenditure Account

Walthamstow Pumphouse Museum

Year Ended 31st January 2025

	2025	2024
	£	£
<b>Incoming Resources</b>		
Supperclub (Legacy)	-	3,334
Supperclub Contributions	-	-
Retail Sales	11,968	7,890
Location Hire	-	10,874
Tool House Ticket Sales	9,376	2,281
Tool House Pass Sales	20	267
Tool House Events	300	-
Tool House Gift Card Sales	50	-
Other Sales	180	100
Card Donations (Visitors)	6,289	5,238
Cash Donations (Visitors)	2,177	2,290
Easy Fundraising	48	60
Donations	680	9,226
Donations (Gift Aidable)	8,160	-
Cash Back	311	314
Gift Aid	4,199	4,113
Grants	12,892	950
Stripe Fees Reimbursement	3	5
Amazon Smile Donations	-	42
Special Events	696	-
Donations from Associated Charity	20,603	-
Donations Received from Trading Subsidiary	94,506	112,966
<b>Total Incoming Resources</b>	<b>172,458</b>	<b>159,949</b>
<b>Outgoing Resources</b>		
Transaction Fees (On Income)	4	226
Location Hire Agent Fees	-	555
Café Stock	2,204	2,310
Café Supplies & Equipment	775	409
Shop Stock	1,319	1,743
Tool House Workshop Payments	2,120	660

	2025	2024
Tool House Expenses	149	4,111
Tool House Consumables	89	76
Cloud & Software Subscriptions	4,073	3,653
Insurance	1,898	1,611
Tax & Import Duty	200	250
Loyverse Discounts	1,077	420
Consulting	-	1,026
Legal Expenses	11,974	2,694
Bank Fees	27	1
Telephone & Internet	1,807	991
Play Equipment	-	160
Waste Collection	2,679	4,314
Water & Electricity	988	871
Website	520	421
Office Equipment & Stationery	178	208
Business Rates	200	- 409
Retail Services	-	24
Card Transaction Fees (Retail)	134	104
Accountancy, Payroll & Independent Examination Fees	2,406	2,322
Gross Staff Salaries	31,917	28,199
Pension Contributions	468	441
Computer Equipment (Legacy)	-	679
Educational Supplies	725	342
Conferences & Event Tickets	-	45
IT Software & Consumables	153	-
Student Expenses	-	68
Travel	-	224
Staff Benefits	1,801	4,174
Technical & Maintenance Department	-	14
Staff Training	-	108
Security & Access	-	3,558
Storage	-	547
Tools	1,706	2,798
Tools (Consumables)	132	138
Fuel	213	456
Fundraising Expenses	-	36
Radio and Comms Systems	490	-
Transportation & Lifting	920	637
Fire Station Expenses	- 600	-
Site Maintenance	-	1,532
PPE	187	207
Pest Control	91	127

	2025	2024
Postage, Freight & Courier	32	17
Engineering Supplies	425	190
Building Supplies	2,876	3,682
IT Supplies	5,463	4,921
Building Maintenance	21	-
Building Materials (Legacy)	-	4,826
General Supplies	688	1,217
Compliance & Health & Safety	89	1,005
Shop Equipment & Furniture	28	-
Stationary Engines	18	-
Cleaning	1,356	429
Cleaning Supplies	309	217
Advertising	3,975	-
Marketing & Community Engagement	7,570	7,573
Membership Subscriptions	271	628
Craft Activities	12	-
Visitor Services	33	235
Event Electrical Distribution	25	-
Fire, Security & Access	7,232	-
Electrical Supplies	1,980	3,995
Depreciation of Tangible Fixed Assets	20,928	8,693
Historical Research	60	-
Collections Acquisition	140	289
Collections Department	209	-
<b>Project Costs</b>		
Collection Store		
New Toilets	5,222	737
Toilet Area Concrete Pad	9,661	-
Model Railway	508	347
Bike Area (Restricted)	1,528	18,402
New Café	2,063	3,357
<b>Total Outgoing Resources</b>	<b>145,748</b>	<b>133,841</b>
<b>Net Surplus (Deficit) for the Year</b>	<b>26,710</b>	<b>26,108</b>

**Balance Sheet**

Walthamstow Pumphouse Museum

Year Ended 31st January 2025

	2025 £	2024 £
<b>Tangible Fixed Assets</b>		
Equipment	30,262	14,485
<b>Current Assets</b>		
Trade Debtors	21,124	67
Accrued Income from Trading Subsidiary	25,088	
Cash & Bank Balances	10,966	46,853
<b>Current Liabilities</b>		
Overdrawn Balances	-	78
Trade Creditors	120	-
Social Security Liabilities	282	232
Pension Contributions Payable	91	91
Accruals	1,620	1,512
Inter-Organisation Account with Trading Subsidiary	-	875
<b>Net Current Assets</b>	55,065	44,132
<b>Net Assets</b>	<b>85,327</b>	<b>58,618</b>
<b>Charity's Reserves</b>		
Unrestricted Funds	85,327	58,618
	<b>85,327</b>	<b>58,618</b>

## Audit Exemption Disclosure

For the year ending 31<sup>st</sup> January 2025, the charity, which is also a charitable incorporated organisation, was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The trustees have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Name: Mrs. Maureen Blunden

Date: 28/11/2025

Signed:

A handwritten signature in dark ink, appearing to read 'M. Blunden', written over a horizontal line.

Signed on Behalf of The Trustees.

## Notes to The Financial Statements

### 1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### A. Heritage Assets

The heritage assets form the basis of the museum's reasons for existing, i.e. it collects, preserves and displays these items for the benefit of the public. They fall into three groups in terms of ownership.

1. The land, buildings, and the Marshall engines together with the associated pipework belong to the lessor, the London Borough of Waltham Forest Council. The museum holds them on a thirty year lease. The value of these items is not shown on the balance sheet.
2. Many items are privately owned and are subject to a five year loan agreement with the museum. Their value is not shown on the balance sheet.
3. Items which belong to the museum have mainly been given either by other museums as being surplus to their requirements or by volunteers and other individuals. The museum assesses these in terms of their relevance to the collecting themes of the museum, but has no information as to the monetary value of these items, and considers that the cost of obtaining such information would be disproportionate to the benefit of the information. Museums which dispose of heritage items for money risk losing their accreditation status. For these reasons, their value is not shown on the balance sheet.

#### B. Other Tangible Assets

1. Money has been expended on developing the site, but any new buildings or structures fastened to the ground or the buildings become the lessor's property. These items are not shown on the balance sheet.
2. Potential assets are capitalised based on the trustees' judgement.
3. If the charity does identify assets, then depreciation is provided at the following rates in order to write off each asset over its estimated useful life
  - a. Equipment – 33.3% straight line basis.

#### C. Fund Accounting

The museum has no restricted or designated funds. All funds are unrestricted and available for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

#### D. Incoming Resources

All incoming resources are included in the income and expenditure account on an accruals basis. Grants are payments made by an outside body to enable the museum to carry out a specific activity. Services which are provided free to the museum are not included.

#### E. Resources Expended

The museum is not registered for VAT and does not recover any VAT on purchases

### 2. Donations by Visitors

No charge is made for entrance to the museum but a collecting box, inviting donations, is on display.

**3. Friends of The Pumphouse et al.**

This is an organisation for people who wish to support the museum financially but without being committed to attending regularly or being responsible for any particular activities. There is a minimum level of subscription, but most people make an extra voluntary donation.


**4. Tangible Fixed Assets**

<b>Cost</b>	<b>Equipment (£)</b>
As At 01 February 2024	26,079
Additions	36,705
Disposals	-
As At 31 January 2025	62,784
 <b>Depreciation</b>	
As At 01 February 2024	11,594
Charges	20,928
Eliminations	-
As At 31 January 2025	32,522
 <b>Net Book Values</b>	
As At 01 February 2024	14,485
As At 31 January 2025	30,262

## Trustees' Approval

Name: Mrs. Maureen Blunden

Date: 28/11/2025

Signed:   
\_\_\_\_\_

Signed on Behalf of The Trustees.

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End of report



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
WALTHAMSTOW PUMPHOUSE MUSEUM

On accounts for the year  
ended

31 January 2025

Charity no  
(if any)

1104509

Set out on pages

7 to 14

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/01/2025.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

\* Please delete the words in the brackets if they do not apply.

Signed:

*D Cooper*

Date:

28.11.2025

Name:

Daniel Cooper

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

Chartered Certified Accountant with Appropriate Experience

Address:

Havard & Associates, Suite 1, Concept House, 23 Billet Lane, RM11 1XP

**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.**