

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
		February	2020			February	2021

## Section A Reference and administration details

**Charity name** Brooking Museum of Architectural Detail

**Other names charity is known by** The Brooking National Collection

**Registered charity number (if any)** 1155363

**Charity's principal address** Brooking Museum of Architectural Detail

Andover Road

Whitchurch

**Postcode**

RG28 7RL

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Bonnici-Waddingham	Chair		The CIO Members
2	Anna Bishop	Secretary		
3	Colin O'Sullivan		Joined 16.09.2020	
4	Lucy Hockley		Joined 09.09.2021	
5	Rosemary Hurtley		Joined 31.01.2021	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

### Name of chief executive or names of senior staff members (Optional information)

n/a

## Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

CIO

Trustee selection methods  
(eg. appointed by, elected by)

Proposed by Trustees and appointed by Members

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the education of the public and the professions in the field of architecture.

To develop, preserve and maintain the Brooking for educational and museum purposes.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The charity continued in its development phase this year.

With the COVID-19 pandemic affecting the UK (and all nations) particularly from the end of March and throughout the financial year with a series of lockdowns and easements and a general uncertainty, the business of the charity was focused on continuing efforts and resource to consolidate its existing commitments and efforts.

The limited resources (financial and human) were focused on the preservation of its collection in storage, a major funding stream and on maintaining its loan collection activities.

The pandemic rendered the loan collections at Charles Brooking's teaching gallery and Villum's Window Museum in Copenhagen inaccessible for the majority of the financial year. Of the private loans held at two prominent London architectural practices, one was returned in early February and the other was put into temporary storage whilst responding to the evolving situation regarding the pandemic. The loan and educational collaboration with London Metropolitan University would have continued into its third year as a basis for elements of year 1 architecture studies but with remote learning being imposed, this was not possible.

The 'Wall of Windows' collection curated for the 2014 Venice Biennale, on loan to the Villum Window Museum (see above) was extended to at least March 2022.

Further partial repayments of legacy loans relating to the move from the University of Greenwich in 2012/13 was made to cover reconciled payments. The termination and settlement of an existing sponsorship agreement was brokered in February (but did not come into effect until after the financial year).

The complement of two trustees was increased to four by September and then five by February to further strengthen the charity governance and in anticipation of more tangible progress that both warranted and demanded it.

The pursuit of a major funding stream – which has already seen success with the award of an initial development grant in December 2019 - was expedited due to the continued deterioration and responsibilities of the main storage facility (a temporary emergency provision in 2012). A revised application was submitted in February aligned to the identification of a potential new and permanent home for the collections and the aspirational museum operation.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity no longer retains volunteer support. Trustees are wholly responsible for operational and administrative duties and ensure the charity to maintained on a day-to-day basis.

The trustees continue to review and implement policies in support of the organisational model.

**Summary of the main achievements of the charity during the year**

The charity continues to meet its purpose by providing opportunities to learn (via loan collections) at Charles Brooking's teaching gallery, within professional establishments, and at the Villum Museum.

Group visits to Charles Brooking's teaching gallery – subject to COVID-19 guidelines - continue to include SPAB, Historic England and National Trust as well as local groups.

The charity is recognised as a 'national treasure' and a unique resource and new trustees are committed to exploit these positions as they explore funding opportunities and establish new academic links.

## Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.


Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
Paul Bonnici-Waddingham	
Chair	
23.08.2021	

# Brooking Museum of Architectural Detail

## ACCOUNTS

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For the Year Ended 28 February 2021



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# Brooking Museum of Architectural Detail

## BUSINESS INFORMATION

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### For the Year Ended 28 February 2021

Charity Registration 1155363

Trustees Paul Bonnici-Waddingham  
Anna Bishop  
Lucy Hockley  
Colin O'Sullivan  
Rosemary Hurtley

Accountants Oakwood Business Consultants  
Honeygreen Barn  
Smithbrook Barns  
Cranleigh  
Surrey  
GU6 8LH

Principal Address; St Martin's Lodge  
44 The Drive  
Cranleigh  
Surrey  
GU6 7LZ



# Brooking Museum of Architectural Detail

## ACCOUNTANT'S REPORT

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### For the Year Ended 28 February 2021

We have prepared the accounts for the year ended 28 February 2021 in accordance with the instructions received from the Trustees.

We have compiled these unaudited accounts from the accounting records information and explanations supplied to us and, in our opinion they are in accordance therewith.

Oakwood Business Consultants  
Honeygreen Barn  
Smithbrook Barns  
Cranleigh  
Surrey  
GU6 8LH

1st June 2021

### Client Approval Certificate:

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.

Paul Bonnici-Waddingham  
Trustee



Dated

13 September 2021

## NOTES TO THE FINANCIAL STATEMENTS

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### For the Year Ended 28 February 2021

#### 1. Accounting Policies

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standards for Smaller Entities. (Effective June 2009)

#### 2. Income

Donations and loans have been received throughout the year

#### 3. Gift Aid

A claim for the relevant gift aided tax relief for the period to 28 February will be made soon.

#### 4. Assets

No new assets were purchased this year.

#### 5. Cash at Bank

All accounts are held with HSBC. There is a Business Money Manager Account to earn interest where possible.

#### 6. Loans

Historical loans have now been brought forward for accounting purposes. Loans carried forward from this year are CB- £6800.00, SB- £9600.00 and NE- £10,824.30.

#### 7. Debtors

Debtors relate to Sponsorship income of £15,000 from Clement Windows, £75 which related to Gift Aid covering donations for the trading year. There is also £71,360 included, which is for the Development Grant.

#### 8. Development Grant

Funds relating to the Development Grant are Restricted and therefore are limited. Expenditure relating to these Restricted funds is labelled as 'Development Costs'.

# Brooking Museum of Architectural Detail

## PROFIT AND LOSS ACCOUNT

For the Year Ended 28 February 2021

INCOME	Notes	28.2.21	28.2.20
		£	£
Donations	2	340	1,800
Sponsorship		32,250	6,000
Gift Aid	3	150	40
Sales		0	0
Interest		6	13
Development Grant	8	150,000	0
<b>GROSS INCOME</b>		<b>182,746</b>	<b>7,853</b>
<b>EXPENDITURE</b>			
Premises Costs		8,207	8,674
Consultancy Fees		0	500
Travel & Subsistence		232	1,371
General Admin Expenses		0	130
Repairs & Renewals		520	1,225
Advertising and PR		0	0
Legal & Professional		968	960
Depreciation		340	307
Subscriptions		82	80
Development Costs	8	3,240	0
<b>TOTAL EXPENSES</b>		<b>13,589</b>	<b>13,247</b>
<b>NET PROFIT</b>		<b>169,157</b>	<b>-5,394</b>

# Brooking Museum of Architectural Detail

## BALANCE SHEET

For the Year Ended 28 February 2021

			2020/2021		2019/2020	
Notes		£	£	£	£	
<b>FIXED ASSETS</b>						
Equipment Machinery	4				0	
Technological Eqpt	4		339		679	
			<b>339</b>		<b>679</b>	
<b>CURRENT ASSETS</b>						
Debtors	7	86,435		0		
Cash at bank & in hand	5	85,465		4,870		
<b>Net Current Assets</b>		<b>171,900</b>	<b>4,870</b>			
<b>CURRENT LIABILITIES</b>						
Loans	6	27,224		29,724		
Creditors		0		26		
Accrual		510		451		
		<b>27,734</b>		<b>30,201</b>		
<b>TOTAL ASSETS</b>			<b>144,505</b>		<b>-24,652</b>	
<b>FINANCED BY:</b>						
Capital Brought Forward		-24,652		-19,258		
Profit		169,157		-5,394		
<b>TOTAL</b>			<b>144,505</b>		<b>-24,652</b>	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

BROOKING MUSEUM OF ARCHITECTURAL DETAIL

On accounts for the year  
ended

28 FEBRUARY 2021

Charity no  
(if any)

1155 363

Set out on pages

1-2

(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 28/02/2021.

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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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: CMHWS

Date: 16/9/2021

Name: CAMILLA HILLS

Relevant professional  
qualification(s) or body

(if any):

Address:

HONEYGREEN BARN, SMITHBROOK BARNS,  
HORSHAM ROAD, CRANLEIGH, SURREY  
GU6 8LH

## 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.

