

**TRUSTEES ANNUAL REPORT**  
**For the Period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

**Section A: Reference and administration details**

Kent Firefighting Museum  
Registered Charity No: 1157631

**Principal Address**

Kent Firefighting Museum  
Woodlands Garden Centre, Ash Lane, Ash, Nr Sevenoaks, Kent TN17 7EG

**Names of Trustees**

J W Beech, Chairman of Trustees  
AC Wells, Vice Chairman  
H Myers, Treasurer  
J Meakins, Curator  
R Miller  
D Howe  
T Ling  
C White (Until 1<sup>st</sup> May 2020)

**Section B: Structure Governance and Management**

Kent Firefighting Museum is a Charitable Incorporated Organisation the only voting members of which are its charity trustees. The charity has the “Foundation” model constitution, and new Trustees are appointed by the Board of Trustees

Trustees meet at least four times a year and all decisions pertaining to the governance and management of the Charity are taken at those meetings. In view of the small size of the Charity, the Trustees have chosen not to delegate any of their powers to sub-committees. The Charity does not employ any staff.

The Secretary to the Board of Trustees and the Museum, is Mrs Trish Hopkins.

**Section C: Objectives and activities**

The objects of the charity set out in its governing document, are to advance education for the public benefit in the subject of firefighting in Kent, its history and heritage by the establishment and maintenance of a museum and learning resources. All Trustees have made the statutory declaration to have regard to the guidance of the Charity commission on public benefit.

In this exceptional sixth year of operation, the Museum received an estimated 1132 visitors, during the 45 days that it was open. Museum Volunteers also attended outside events to promote the Museum, and gave talks to societies either in person or via Zoom.

## **Section D: Achievements and performance**

As a consequence of the Government Covid 19 Lockdown restrictions the Museum was closed in the previous operating year, on 17<sup>th</sup> March 2020. At the start of the current reporting period on 1<sup>st</sup> April therefore, the Museum remained closed.

Following the Government announcement of the easing of Covid restrictions for museums during July, Trustees consulted the Visitor Guide workforce concerning a possible limited re-opening. The majority of volunteers are over the age of 70 and some have health conditions requiring them to “shield”, and great care was exercised to consider how a partial re-opening might be possible.

On 18<sup>th</sup> August the Museum re-opened for three days a week using PPE and under a socially distanced and risk assessed regime in accordance with sector best practice. The museum was forced to close again on November 5<sup>th</sup> however, as the Government took steps to limit the spread of Covid, and in fact remained closed for the remainder of the reporting year. Although the museum was closed, in October 2020 a talk was given to a historical society about the history of firefighting in Kent via Zoom, the first of several such events which took place thereafter.

The Museum suffered a marked reduction in income as a result of the long period of closure, but benefited from a Government Grant Scheme, receiving £10,000 support via the local authority, Sevenoaks District Council.

The Museum was normally staffed by two people, from a team of approximately 30 Visitor Guides, the number of volunteers having grown as a result of local advertising and increased awareness of the work of the Museum. In the short period of re-opening however, the number of available Visitor Guides was reduced due to “shielding” and the need to have everyone double vaccinated before they could return to duties.

The Museum continues to consolidate the collection, adding to and improving the presentation, labelling items and giving provenance and technical information as necessary. The Museum was unable to hold its usual Christmas event to welcome Visitor Guides and their families and also Friends of the Museum, to thank them all for their support.

In addition to receiving visitors, the Museum received numerous enquiries from schools, clubs, societies and individuals. Some enquiries were personal searches for historical information about relatives who had served in the many Fire Brigades throughout Kent in the last two centuries. Other enquiries were related to the possibilities of talks or group visits. In all of the circumstances, group visits were suspended, to be reinstated when circumstances allow.

## **Section E: Financial review**

The Charity did not adopt a policy on reserves in this period of operation.

During the period under report, income from donations was £635. The Museum also received a Government Pandemic grant of £10,000. Expenditure was £2,587, providing a surplus of £8,048 for the year. Including the balance of cash carried forward, the year-end total financial assets were £69,742.

The Charity's bankers are the Charities Aid Foundation, 25 Kings Hill Avenue, Kings Hill, Kent ME19 4TA.

The Charity has no funds materially in deficit.

#### **Section F: Other optional information**

The Museum does not charge for admission.

#### **Section G: Declaration**

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of the Charity's Trustees

A handwritten signature in black ink, appearing to read 'J. Beech', with a long horizontal flourish extending to the right.

Jeremy Wilson Beech CBE, QFSM  
Chairman of Trustees

Date: 18<sup>th</sup> January 2022

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF BANK	69742	-	-
	ACCOUNT	-	-	-
		-	-	-
	<b>Total cash funds</b>	69742	-	-
	(agree balances with receipts and payments account(s))			


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	UNRESTRICTED		-	-
	FUNDS	69742	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JEREMY BEECH	5-1-2021





CHARITY COMMISSION  
FOR ENGLAND AND WALES

KENT FIRE FIGHTING MUSEUM 1157631

## Receipts and payments accounts

CC16a

For the period from 1-4-20 To 31-3-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
DONATIONS	635 -	-	-	635 -	5404 -
GOVERNMENT COVID SUPPORT GRANT	10000 -	N/A -	N/A -	10000 -	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	10635 -	-	-	10635 -	5404 -
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-
<b>A3 Payments</b>					
PREMISES	0 -	-	-	-	-
REPAIRS	0 -	-	-	-	-
ADMINISTRATION	0 -	-	-	-	-
VEHICLE COSTS	107 -	-	-	-	-
PROFESSIONAL COSTS	169 -	-	-	-	-
ADVERTISING	383 -	-	-	-	-
OTHER COSTS	1931 -	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	2587 -	-	-	-	-
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	2587 -	-	-	-	-
<b>Net of receipts/(payments)</b>	8048 -	-	-	-	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	61694 -	-	-	-	-
<b>Cash funds this year end</b>	69742 -	-	-	-	-