

**TRUSTEES ANNUAL REPORT**  
**For the Period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

**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  
K Clay  
J Luque (from 15 November 2022)

**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.

During 2022 Mr J Beech gave notice to Trustees his intention to stand down as Chairman. Mr H Myers also informed Trustees of his intention to stand down as Treasurer as soon as a new candidate for the position could be found.

At the KFM AGM held 15 November 2022 a recommendation was put to Trustees for a Management Committee to be established, with associated delegated powers, to run the operation of the Museum, thus leaving Trustees to concentrate on governance, probity, and oversight. It was initially agreed that the number of Committee members reflect those of Trustees, ie not exceeding 12. The Management Committee will be accountable to Trustees for the day-to-day management of the Museum.

At the AGM Mr Joe Luque was elected Chairman with Mr John Meakins as Vice Chairman: at the inaugural meeting of Management Committee other members will be appointed to

designated roles thus enabling the Management Committee to fulfil its obligation to Trustees.

The Museum continues to operate using volunteers and has no paid employees.

At the AGM a motion was put for Trustees to meet twice per year and the Management Committee four times: this motion was carried. Mrs Trish Hopkins was elected to Secretary to the Board of Trustees and the Museum.

During 2022/23 the Museum was open from 4 March 2022 until 11 December 2022: it re-opened on 8 March 2023.

### **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 eighth year of operation, following the disruption caused by the Covid epidemic, the Trustees sought to bring an air of normality back to the functioning of the Museum with the help of its very resourceful and valuable group of volunteers. It is therefore pleasing to report that during the 2022 season the Museum was able to remain open on 5 days a week for the entire period.

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

Whilst Trustees initially took the decision to open the Museum during 2022 on four days per week, due to the dedication of its volunteer guides it was not long before the Museum opened regularly on five days each week (Wednesday – Sunday) during which time it received an estimated 4,488 visitors. Outside events, such as Fire Station open days, and presentations to various societies continued which further promoted the activities of the Museum.

To remain attractive to visitors, re-ordering of exhibits commenced and will remain ongoing as and when deemed appropriate.

Work on the enhancement of the Website continued throughout 2022 and achieved its target of going live prior to the 2023 opening. Trustees believe the re-vamped Website will greatly assist the promotion of the Museum.

A card reader has been acquired to collect donations electronically: once data connections have been established it will be an additional asset in the operation of the Museum.

## **Section E: Financial reviewon**

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

During the period under report, income from donations and interest was £2,881. Expenditure was £7,364. providing a loss of £4,483. for the year: contributing to this loss was payment for the upgrade of the Website and the markedly higher cost of heating fuel, and higher than anticipated expenditure on repairs and maintenance.

The closing balance at the bank as at 31 March 2023 was £57,308.

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



Jeremy Wilson Beech CBE, QFSM  
Chairman of Trustees

Date: 18 November 2023.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

MUSEUM.  
KENT ARE A44TINGA 157631

## Receipts and payments accounts

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For the period from	Period start date 1-4-22	To	Period end date 31-3-23
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### 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	2795 -	-	-	-	3553 -
BANK INTEREST	86 -	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	2881 -	-	-	-	3553 -
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	2881 -	-	-	-	3553 -
<b>A3 Payments</b>					
PREMISES	1633 -	-	-	-	7902 -
REPAIRS	511 -	-	-	-	447 -
ADMINISTRATION	1685 -	-	-	-	143 -
PROFESSIONAL FEES	1520 -	-	-	-	92 -
ADVERTISING	348 -	-	-	-	525 -
OTHER COSTS	1667 -	-	-	-	2345 -
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	7364 -	-	-	-	11504 -
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	7364 -	-	-	-	11504 -
<b>Net of receipts/(payments)</b>	- 4483 -	-	-	-	7951 -
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	61791 -	-	-	-	69742 -
<b>Cash funds this year end</b>	57308 -	-	-	-	61791 -



## 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	CAR BANK	-	-	-
	ACCOUNT	57308	-	-
		57308	-	-
	<b>Total cash funds</b>	57308	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

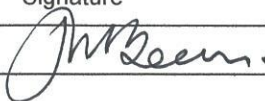
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	57308	-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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 BEEM	15.11.2023