

ELSTREE & BOREHAMWOOD MUSEUM

England & Wales · Charity number 1157770

Details

Status Registered

Legal form CIO

Registered 2014-07-08

Register [View on the Charity Commission register](#)

Contact

Address 72 Milton Drive
Borehamwood
WD6 2BB

Phone 02089531827

Email elaine@effigacy.co.uk

Website www.elstree-museum.org.uk

Activities

Objects: TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT, IN PARTICULAR IN THE SUBJECT OF ESLETREE AND BOREHAMWOOD, ITS HISTORY AND HERITAGE, BY THE ESTABLISHMENT AND MAINTENANCE OF A MUSEUM

Activities: the Trustees have established a museum in Elstree & Borehamwood with free access to our collections and events for members of the public. In order to promote our objects we hold frequent educational exhibitions. these serve to promote the history and heritage of the area in an interactive learning environment.

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£13,162	£14,912	-	-
2024-03-31	£12,994	£9,558	-	-
2023-03-31	£13,174	£11,241	-	-
2022-03-31	£14,934	£8,373	-	-
2020-12-31	£12,681	£11,586	-	-

Trustees

Name	Role	Appointed
CLIVE STEPHEN BUTCHINS MA	Chair	2016-01-06
Elaine Sylvia Butchins		2014-03-31
John Edward Cartledge		2024-12-13
NORMAN ALAN SHUKER		2014-03-31
Pat Strack		2016-01-06
Samuel Kenneth Freedman		2024-12-13
Simon Francis Gee		2021-01-22

ELSTREE & BOREHAMWOOD MUSEUM

England & Wales - Charity number 1157770

Accounts



Elstree and Borehamwood Museum

Annual Report

March 2024 – March 2025



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Charity Information

Charity Trustees

Clive Butchins (Chair)
Elaine Butchins
(V.C. and Secretary)
John Cartledge
Ken Freedman

Simon Gee
Pat Strack
Norman Shuker

Museum Manager

Dave Armitage

Museum Officer (Hertsmere Borough Council)

Ruth Stratton

Principal Address: 96 Shenley Road, Borehamwood, Hertfordshire WD6 1EB

Website: www.elstree-museum.org.uk

Registered Number: 1157770

Principal Activities and Objectives: The charitable objects are to advance education for public benefit, in particular in the subject of Elstree and Borehamwood, its history and heritage.

A Message from the Chairman

I am very pleased to report that the Elstree & Borehamwood Museum passed yet another successful year with effective outreach and popular exhibitions created by our resourceful team. It has also been a busy time cataloguing many more acquisitions to be added to our comprehensive archive of donated material relevant to the history of Elstree & Borehamwood and its Film and TV heritage. I am very proud of all those who have dedicated many weeks and months to this work and all the other jobs that enable the Museum to run smoothly. It is a pleasure to welcome Mike Goldwater, our new Newsletter Editor, to the team.

WE are always pleased to welcome new volunteers as there are always more jobs to be done, so if you have an interest in local history and some time to spare, do please get in touch with our museum manager who does an amazing job with his limited number of enthusiastic co-workers.

This year (2025) we have been notified of the economic value to the town of what we do – a truly amazing figure. Bristol University examines our volunteer figures and informs us that for the year of this report the estimated social and economic impact the museum is providing to the local community/economy is around £47,000.

Our Christmas Party, held by kind permission of Ann and Norman Shuker at their home, continues to prove popular among our volunteers and provides an opportunity to recognise outstanding individual contributions to the success of our endeavours.

We still await from our landlords an acceptable draft lease that it would be legal and advantageous for us to sign.

Review of the Year

Sadly we lost three of our friends and volunteers in 2024.

Irene White – August 2024

Paul Welsh – September 2024



Betty Chandler – October 2024

Also, Bill O' Neill who was a great friend of the Museum. Bill's autobiography *Bow Bells to Borehamwood* can be purchased from the Museum shop. Bill was instrumental in setting up Boreham Wood Football Club.

All are much missed.

Spring 2024

Hertsmere Borough Council celebrated its 50th Year:



This year we celebrated the creation of the Borough of Hertsmere from the combination of a number of local councils in 1974. The Museum had a small display of Council related items in the foyer case at 96.



Lease:

Progress with settling the issue with the Lease came to a standstill with the retirement of the Church Warden and Main Trustee of the property/ Landlord, Tim Warr and the discovery that subletting is not permitted under the covenant. Nothing can move forward until these issues can be resolved.

Summer 2024

Taking Stock:

The merchandise stock was reassessed and the popular *Elstree Confidential* book was reprinted and copies of this and *MGM British Hollywood* were ordered. Reliable sellers, the clapperboard keyrings and pens, were also restocked.

We also took stock of two new publications:

The Winn Everitt Story by Avril Chick

This is the story of the much-loved local GP in Elstree, who is still remembered by many in this area. The book includes Winn's talks to local groups, and newspaper reports on her life.

In conjunction with the summer exhibition on local schools, **Six of the Best**, Simon Gee liaised with Alan Martin, who was writing a book on Borehamwood Grammar School. Alan offered the book for sale at the Museum. It is based on his personal memories of life and times at the School in the late 50s and early 60s. A fascinating look back at a time when everything seemed to be so full of promise and change.

Elstree Screen Heritage:

Paul Welsh and Bob Redman from Elstree Screen Heritage (ESH) announced they were winding down. Due to ill health, Paul took the difficult decision to cease writing his newspaper columns. ESH has long been affiliated with the Museum and wished to remain as an advisory body. The Museum is now the repository for local film and television heritage.

Lift:

Most of the summer, the lift at 96 was out of action due to a major fault. This resulted in steep reduction of visitors and retirement of some of the volunteers such as Joan Dorrington, Christine Hoy and Pat Stillwell.

96 Buildings Manager:

In July, the Building Manager of 96 Shenley Road, Peter Windsor, left for pastures new. Beth Hobday took up the reigns and her first job was to sort out the lift issue.

Autumn 2024

September was a month of highs and lows.



The month began with the sudden and sad death of Paul Welsh on the 4th. Paul was a Museum Trustee, personal friend and had achieved much in his life, most notably instigating a campaign to save Elstree Studios in 1988.

Here he is being filmed by a TV Crew in the ruins of Elstree Studios

Later in the month, Dave Armitage celebrated his 80th birthday. A party was held at Schopwick on Friday 20th September attended by Friends and Volunteers. John Woolston entertained with renditions of Happy Birthday on the piano and the sun shone.



Winter 2024

Paul's Legacy:

Paul Welsh bequeathed most of his private collection to the Museum and the mammoth task began of clearing his house and packing up boxes. Paul had lived in the same house in Cleveland Crescent since his birth in one of the bedrooms, so there was a lot of life accumulation! Sterling work by his executor and family and with help from Bob Redman, 50 archive boxes were safely transported into Museum storage.

With not having enough storage in the Stanborough Avenue store, a unit in Safe Store had to be hired. This is at considerable cost to the Museum.

Tribute to Paul Welsh in 96 Café



On Friday 6th December Dave, Bob Redman (Elstree Screen Heritage) and Hannah Oliver (HBC) put up Paul Welsh's photo-memorial in the foyer café at 96.

This has been positively received by members of the public and volunteers of the museum.

The Armistice Parade happened in November, with Derek Allen laying the wreath for the museum and Clive Butchins laying one for the Rotary.

Reel Cinema exhibition:

Cllr Ozarow and Dan Salter from the Town Council invited Ruth and Dave to advise on a proposed temporary film and television exhibition in the Foyer of the Reel Cinema, which opened on the Christmas Lights Switch-on afternoon, 1st December.

Christmas Party 2024:

Held on Friday 13th December 2024 at Schopwick Place in Elstree again this year. The AGM happened first and then was followed by the Christmas Party.



Christmas Cards:

Thanks to John Woolston, who designed and printed a new range of Christmas cards at his own expense.

Reminiscence meetings: Going Down the Village

These continued throughout the year on themes such as Going Down the Cinema, Old Photos, Best and Worst Holidays and Old Fashioned Medicines. The last meeting held on the 3rd December was centred on old-fashioned Christmases and was called "Long Gone Restaurants and Traditional Christmas Food".

Exhibitions

April – September: Six of the Best:

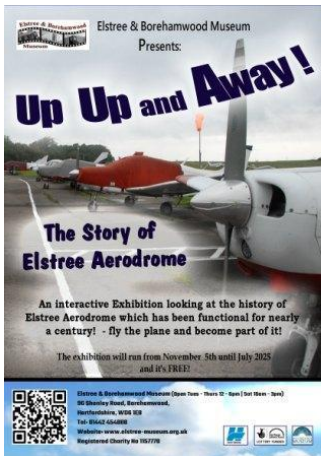
This mainly focussed on six local schools but with the aid of an interactive map, included all the other schools in Borehamwood and Elstree. There were also photos and archive film footage showing on the TV screen and an accompanying booklet had QR Codes for all the other schools, where more information could be found. The new Our History pages on the website featured all the schools from the map.

Thanks to all our volunteers but particularly Tony Deswarte for the creation of the interactive map, John Woolston who spent hours putting together video footage and Simon Gee who got to grips with the QR codes.

Dave and Simon were filmed to publicise the exhibition. This can be found on You Tube under the 'Hertsmere Museums' link.



November – July: Up, Up and Away!



Elstree Aerodrome celebrated its 90th anniversary this year. To commemorate this, the Museum worked with some new volunteers to present the *Up Up and Away!* exhibition.

Grant Peerless, author of 'Elstree Aerodrome 90 Years in Pictures' joined the exhibition team as advisor, research student Anoushka and her Mum, Hetal, also joined as panel text writers.

Star of the show though was pilot Alan Kirtley's reproduction of the Topsy Nipper 2 which used to fly from Elstree as a training plane. Small enough to fit in the Museum space but with the flight simulation software installed by Dave, visitors can fly out of Elstree, further afield and back again.



Alan introduced certificates for all who managed a successful circuit with a safe landing.

The exhibition was formally opened with a private view on the evening of Monday 4th November.



Mayor Cllr Richard Butler and Cllr Dan Ozarow look on as Museum Trustee, Norman Shuker navigates a circuit.



Events

FRIENDS EVENING:



On the 16th September 2024, the Friends of the Museum enjoyed an evening talk with Lesley Davies. She explained in depth the history of the schools of Elstree and Borehamwood from the pre-Victorian school in Elstree in 1814, all the way up to the outbreak of the Second World War. Including 1949 when Furzehill School burnt down.

Lesley's research was the driving force behind the Museum's exhibition **Six of the Best**

TALKS / PRESENTATIONS:

Presentation to the Rotary Club

Held at the Manor; Dave did a condensed talk about the growth of Borehamwood since 1936.

SCHOOLS VISITS

October 2024 was a busy month for school visits.

Kenilworth School primary group visited in conjunction with the Library.

Cowley Hill School had two classes visit in one week with 56 children attending in all.

In November 2024, **Summerswood** School visited.

2025 began with a visit from **Woodlands** School in February.

VISITOR / VOLUNTEER NUMBERS

Visitor Numbers:

March 2024 to March 2025:

2,040

Outreach: 462

Visitor figures are affected by the lift being out of action for most of June and July and the fact the QR codes seem to be more successful on the website for people finding out more information.

Volunteer Hours:

March 2024 to March 2025:

4,139.5

Trustees

The AGM took place at Schopwick Place on Friday 13th December 2024.

Following the loss of Paul Welsh and Betty Chandler, this meant there were only five Trustees on the board. Therefore it was decided that two more would be instated.

Ken Freedman was first nominated, seconded and elected by the members of the AGM.

John Cartledge was then nominated, seconded and elected by the members of the AGM.

Norman Shuker stood down and was re-elected by the members of the AGM.

Simon Gee stood down and was re-elected by the members of the AGM.

Therefore, the Trustee board at 13th December 2024 stands as:

Clive Butchins: Chair

Elaine Butchins: Vice Chair and Secretary

Pat Strack

Norman Shuker

Simon Gee

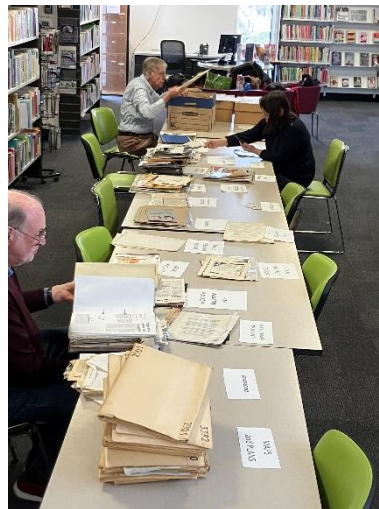
Ken Freedman

John Cartledge

Collections

The Modes cataloguing and documentation team continue to work most Fridays. Following the large donation of Paul Welsh items in October, the team has been mostly focussed on working through these. First stage is to sort through the boxes and put items into rough categories. The next stage will be to do a more intense search into more defined categories ready for accessioning.

Here are some photos of the team hard at work.



Finance

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Statement of financial activities

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Elstree & Borehamwood Museum Charity information

Charity Trustees

Clive Butchins

John Cartledge

Ken Freedman

Norman Shuker

Pat Strack

Elaine Butchins

Simon Gee

Museum Curator

Dave Armitage

Finance

Dave Armitage & Ken Freedman

Museum Officer Hertsmere Borough Council

Ruth Stratton

Principal Address

96 Shenley Road

Borehamwood

Herts

WD6 1EB

Website www.elstree.museum.org.uk

Registered Number

1157770

Principal address and objectives

The charitable objects are to advance education for the public benefit in particular in the subject of Elstree and Borehamwood its history and heritage

**Registered number
1157770**

**ELSTREE & BOREHAMWOOD MUSEUM
TRUSTEES REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31st MARCH 2025**

ELSTREE & BOREHAMWOOD MUSEUM**Notes To the Financial statements****For the year ended 31st March 2025**

Year	Year
ending	ending
31.3.25	31.3.24

2.Income from grants

General grants	<u>10550</u>	<u>10550</u>
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3.DONATIONS & GRANTS

Donations & gifts	<u>295</u>	<u>95</u>
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The above relates to unrestricted funds

4.EXPENDITURE ON CHARITABLE ACTIVITIES

Exhibitions	4342	2346
Insurance	1580	1490
IT & Equipment expense	325	14
Premises & associated costs	4250	4250
Friends expenses	32	200
Printing,postage & stationery	678	363
Annual fees	216	336
Royalties	0	5
Consumables	50	263
Catering	266	187
Other	282	104
	<u>12021</u>	<u>9558</u>

5.DEBTORS

Prepayments	<u>1210</u>	<u>1210</u>
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6.CREDITORSAmounts falling due in one year

Deferred income	<u>2838</u>	<u>2838</u>
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7.PROVISION FOR LIABILITIES & CHARGES

Premises costs	83646	79396
Exhibition removal costs	1000	<u>1000</u>
	84646	<u>80396</u>

**STATEMENT OF FINANCIAL
ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2025**

	Year ending 31.3.25	Year ending 31.3.24
INCOME FROM:		
Grants	10550	10550
Donations & gifts	295	95
Shop sales profit	541	622
Friends	542	450
Interest received	824	831
Schools & presentations	378	296
Storage	0	150
TOTAL INCOME	<u>13130</u>	<u>12994</u>
EXPENDITURE ON		
Charitable ctivities	15512	9558
TOTAL EXPENDITURE	<u>15512</u>	<u>9558</u>
NET INCOME	-2382	3436
Balance as at 1st April 2024	17285	13849
BALANCE CARRIED FORWARD	<u>14903</u>	<u>17285</u>

**ELSTREE & BOREHAMWOOD MUSEUM
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES
 FOR YEAR ENDING 31st MARCH 2025**

	Year ending 31.03.25	Year ending 31.03.24
INCOME FROM		
Shop sales	1052	780
Gross profit	541	622
OTHER INCOME		
Grants	10550	10550
Donations & presentations	295	95
Friends subscriptions	574	450
Schools & presentations	378	296
Storage	0	150
Bank interest received	824	831
TOTAL INCOME	13162	12994

EXPENDITURE ON CHARITABLE ACTIVITIES

Temporary exhibitions design & print	4342	2346
Storage	2891	0
Insurance	1580	1490
IT & equipment costs	325	14
Premises & associated costs	4250	4250
Printing, postage & stationery	678	363

OTHER EXPENSES

Annual subscriptions & renewals	216	336
Friends Expenses	32	200
Consumables	50	263
Royalties	0	5
Sundry	282	104
Catering	266	187

TOTAL EXPENDITURE	<u>14912</u>	<u>9558</u>
NET INCOME	<u>-1750</u>	<u>3436</u>
Balance as at 1st April 2024	17285	13849
BALANCE CARRIED FORWARD	<u>15535</u>	<u>17285</u>

ELSTREE & BOREHAMWOOD MUSEUM
REGISTERED NUMBER 1157770
BALANCE SHEET
AS AT 31st MARCH 2025

	Notes	31.03.25	31.03.24
FIXED ASSETS			
Computer		499	499
CURRENT ASSETS			
Stocks		4285	944
Debtors		1210	1210
Cash at bank & in hand		96215	97666
		102,209	100,319
CREDITORS			
Amounts falling due in one year		2838	2638
		99371	97681
NET CURRENT ASSETS			
Provision for liabilities		84646	80396
		14725	17285
NET ASSETS			
REPRESENTED BY:			
Unrestricted funds		14725	17285
		14725	17285
TOTAL FUNDS			

These financial statements were approved by the trustees
on 19th December 2025
and signed on their behalf by

Clive Butchins

Norman Shuker

**ELSTREE & BOREHAMWOOD MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31s MARCH 2025**

1.Accounting Policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Charities statement of recommended Practice (applicable to charities preparing their accounts in accordance with the in the UK and Republic of Ireland FRS 102 issued on October 2019 Charities SDRP (FRS 102) the financial reporting standard applicable in the UK and republic of Ireland the financial reporting standard applicable in the UK and Republic of Ireland and with the charities act 2011.

The accounts have been prepared on a going concern basis.

Recognition of income

Income is included in the statement of Financial activities when the charity becomes entitled to the resources. It is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SOFA when the general income recognition criteria are met.

INCOME FROM MEMBERSHIP SUBSCRIPTIONS

Membership subscriptions received in the nature of a gift are recognised in donations. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income from charitable activities.

INCOME FROM INTEREST

This is included in the accounts when receipt is probable and amount receivable can be measured reliably. This is normally on notification of the interest paid or payable by the bank.

VOLUNTEER HELP

The value of any voluntary help received is not included in the accounts but is described in the trustees annual report.

STOCKS

Stock is included at the lower of cost or net realisable value.

DEBTORS

Trade and other debtors are recognised at a settlement amount due after any

discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts.

CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid cash deposits held in bank accounts.

CREDITORS

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

LEGACY

The museum has received a legacy from the estate of Mr. Paul Welsh who was a trustee of the charity. £90000 of the legacy was received in the following financial year and it is expected that a further £20000 to £25000 will be received.

ELSTREE & BOREHAMWOOD MUSEUM

England & Wales - Charity number 1157770

Accounts



Elstree and Borehamwood Museum

Annual Report

March 2023 – March 2024



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Charity Information

Charity Trustees

Clive Butchins (Chair)
Elaine Butchins
(V.C. and Secretary)
Betty Chandler (Deceased 10/24)

Simon Gee
Pat Strack
Norman Shuker
Paul Welsh (Deceased 09/24)

Museum Manager

Dave Armitage

Museum Officer (Hertsmere Borough Council)

Ruth Stratton

Principal Address: 96 Shenley Road, Borehamwood, Hertfordshire WD6 1EB

Website: www.elstree-museum.org.uk

Registered Number: 1157770

Principal Activities and Objectives: The charitable objects are to advance education for public benefit, in particular in the subject of Elstree and Borehamwood, its history and heritage.

A Message from the Chairman

What an exciting and eventful year for our Museum! I believe for such a small museum we have once again progressed above and beyond what many would have considered possible.

We have been in our premises now for ten years and run temporary exhibitions roughly every six months. I think that is truly amazing.

You can read about everything below, but none of it would have been possible without our dedicated team of wonderful volunteers guided by our fantastic and good humoured Museum Manager, Dave Armitage, and our devoted Museum Officer, Ruth Stratton, along with her assistant Catriona Briggs. Sincere and heartfelt thanks to all of you.

We are constantly bemoaning the small area we have for our exhibitions and hope that one day we shall have more space to utilise more of our large collection, increased since the year end by a legacy from former trustee Paul Welsh MBE – a noted film historian and buff. He will be sorely missed as also will Betty Chandler and Irene White. May they all rest in peace with our eternal thanks.

It was particularly pleasing to be able to welcome visitors from two of our Twin Towns to the museum and we hope that is something we can repeat.

A handwritten signature in blue ink that reads "Clive Butcher". The signature is written in a cursive style and is positioned on a light blue rectangular background.

Review of the Year

2023 was a milestone year for the Museum as it commemorated the 10th anniversary of the opening of the new Elstree and Borehamwood Museum on 18th November 2013 in 96 Shenley Road. The event was celebrated with a special temporary exhibition and a tea and cake morning for the volunteers.



March 2023:

Twin Town Visitors:

Representatives from Shoham in Israel came to Borehamwood on 3rd March to sign the Twin Town documents. Clive and Elaine showed the group around the Museum.

Duke of Edinburgh Student:

Maria, a 14 year old D of E student, came to work at the Museum on Saturday mornings for 10 weeks.

She had a project of going through 8mm movies looking for local views, with the help of Derek.

Talks:

Dave Armitage was approached by two walking groups from London to give talks on local history and the growth of Borehamwood. These were the London Appreciation Society and Exploring London and Beyond groups. Dave gave a talk to the ladies of the London Appreciation Society on 21st March. Up to 20 people attended. Audrey volunteered to come in and help. The group was charged £40. They said it was one of the best walks and talks they have had.

Listening Post:

Dave developed a new listening post for presenting the oral histories in exhibitions.

Recollections Through Art Project:

Also in March 2023, the Museum saw the start of a large, collaborative project for which they would eventually win an award. This was called Recollections Through Art and began as the seed of an idea between Ruth and Dave some years before. With the help and support of Catriona Briggs, Hertsmeare Borough Council's



Corporate Support Officer, and some UK Shared Prosperity funding from Hertsmeare Borough Council, this germ of an idea became a reality.

Working with a collection of selected artefacts from the Museum, artists Anji Archer and Christina Armstrong of Open Art Box CIC, facilitated a series of six two hour workshops which took place at St Michael and All Angels Church in Borehamwood between March and June

2023.

These workshops ran on Monday afternoons where already a community group called Chatter Tables was operating. Anyone was welcome to join.

The workshops explored themes inspired by the Museum's collection and the area's local history. Each workshop focused on a different theme and encouraged sharing of stories amongst the group about their memories of Borehamwood. The participants were given the opportunity to learn more about the history of their local area as part of the workshops.

As the project was so successful, funding was sought again for it to run for another six sessions between September and November. A selection of the artwork produced was displayed in the Museum's foyer case at 96 along with seven panels along the café wall. The café display was launched by Revd Louise Collins from St Michaels and All Angels together with Anji and Christina from Artbox.

The photography for the panels was undertaken by Emma Gore, who had joined the Museum for work experience in the summer and who came back again to help out.





May 2023: The Museum was visited by Marco Steffens, the Mayor of Offenburg, one of our twin towns. He was shown around by Clive and Elaine Butchins and Maddie Hipperson. Accompanying the Mayor was Charles Kelly former mayor of Borehamwood and current chair of Elstree and Borehamwood Rotary, on the left in our picture.

Flower Festival: June 2023

The Museum contributed to the annual Civic Festival with the display of flowers in All Saints Church. Celebrating 10 years at 96 Shenley Road, the beautiful arrangement was created by volunteer Maureen Corman.



Store Clean: July 2023

Due to a chemical fire in the Stanborough Avenue stores, everything had to come out to be cleaned down. The floor was also washed twice. During July's warm weather, Dave Armitage, John Woolston, Ruth Stratton and Emma Gore spent days up at the store completing this task and putting everything back once dried out.

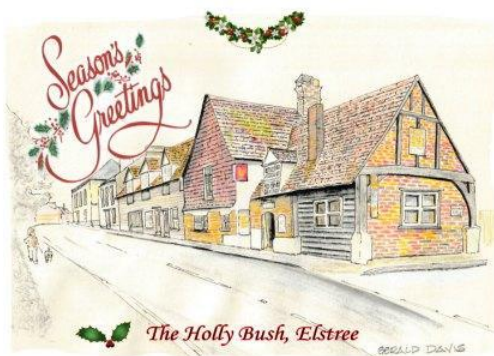
The day after this was completed, a large fly-tip was left outside of the gate to the store. This took two to three weeks for Hertsmere Borough Council's teams to clear away.

Autumn 2023:

In September, Dave gave a local history presentation to a Live Well group who meet in a community hall in Farriers Way. This was a very successful event with 15 attendees. Dave found a wishing well photo which was taken in 1980. It was very popular. The wishing well was originally put there by the Rotary Club

The Museum also took delivery of a card reader for those who prefer this method of payment and for donations.

Winter 2023:



John Woolston made some new Christmas cards for the Museum to sell at £1 for the larger ones and 50p for the smaller. The best seller was the former Red Lion (now McDonalds)

The Christmas Lights switch on took place on Sunday 26th November and the Museum had a special opening between 4pm and 6pm. During those two hours, 150 visitors came to the Museum.

January 2024



We won an award! The Recollections Through Art project, in conjunction with Open Artbox CIC, won the Creative Health Award at the Hertfordshire Association of Museums Awards event in January.

All Four Hertsmere Museums were also awarded Heritage Heroes certificates, in recognition of all the hard working volunteers.

Pictured here are Catriona Briggs (HBC), Anji Archer (Artbox) and Sally Ackroyd from SHARE Museums East.

Ruth picks up the Hertsmere Heritage Heroes certificate for all the volunteers



Exhibitions:

The first temporary exhibition of the year dwelled on the darker side of the area. **Murder, Mayhem and Mystery** featured the actual pistol used in the infamous murder of William Weare, in Gills Hill Lane, Radlett in 1823. Thanks go to Hertford Museum who loaned this exciting object.



Also on display were original broadsheets, so that visitors could read up on local crimes.

Volunteer Tony Deswarte (of model railway fame) built a reconstruction of a Post-War police box, Tardis-shaped, to show our younger visitors what a real Police Box looked like.



Dastardly deeds relayed included: Dick Turpin's invasion of an Elstree farm with his gang, another violent gang rob Barclays bank in Shenley Road in in 1971, secret houses hidden in plain sight and celebrities in trouble - from Martha Ray in 1779 to Sophia Loren in 1960.

OFF THE RAILS
The Line That Never Was

Just imagine, a handy local tube service connecting us via Fogsway Station to London, along the Northern Line. An alternative to the mainline, with walking distances from the new estates to the left, and right of it on Saffee Hill, with substantial car parking spaces for passengers from further afield. And it came so close to reality, with the construction of the line and the station of the entrance to the tunnels close to the A11 near Saffee in the summer of 1939.

It was the Northern Line, along the Saffee Hill, in the summer of 1939. The line was to be built, along the Saffee Hill, in the summer of 1939. The line was to be built, along the Saffee Hill, in the summer of 1939.

UNDERGROUND

The autumn exhibition opened in September in time for the Museum's 10th anniversary and was called **Your Museum at 10**.

This was a lively and colourful display, looking back on the best bits of the past ten years.

Star attraction as ever was Tony Deswarte's model railway, but the recreation of Mary Hanson's sweetshop was also very popular with the children. The old fashioned till and weigh-scales were revived and visitors could weigh out real sweets and pay for them in old money.



Also included was a model of the old Village Hall (courtesy of Tony once again), some hands-on toys and games reminiscent of the Toys Games and Gadgets exhibition.

Events

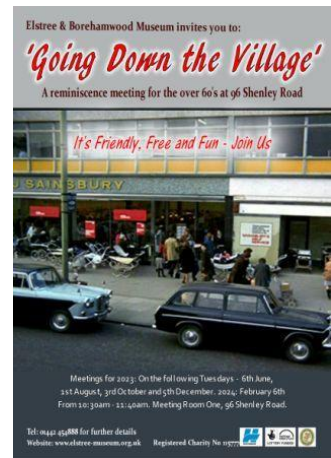


Visit by the London Friendship Centre June 2023

A large group came to see the Murder, Mayhem and Mystery exhibition.

Going Down the Village:

Our regular bi-monthly reminiscence meetings have been going very well. Themes have varied from the local development of Borehamwood since the 1950s, rarely seen images, old toys and your school days (to tie in with the opening of the Six of the Best exhibition in April 2024). Attendance is good, usually around 18 regulars.



Christmas Party at Schopwick – December 2023

A fun, festive get together. Thanks as ever to Norman, Anne and everyone involved in the preparation



Total number of Visitors April 2023 – March 2024: 3,577.

Schools

4th May 2023 Dave and Elaine went to Summerwood School and presented a talk to 150 students and their teachers. This was one of the largest groups we have had. The presentation focused on the local history, dating back to 1952.

In June, Woodlands School Year 5 visited the Museum and their session included a workshop, archive handling and presentation.

November 2023: Visit from Year 2 at Parkside School. It gave the volunteers an opportunity to dress up and join in the fun whilst learning about Victorian times in the area up to modern day.



December 2023: Year 5, St Theresa's Primary School. The children had fun with the model railway, old games, maps of the area and other historical delights. Dave Armitage and Museum volunteers showed the pupils how Borehamwood was in the not so distant past.



Friends and Volunteers

Following the talk given by Bow Street Museum Curator Vicki Pipe in March 2023, the Friends were invited to visit to the Museum in July 2023.



Friends evening with Nick Male – January 2024

The theme of Nick's talk was The Thatched Barn from its early days in the 1930s up until its demise in the 60s. Plenty of reminiscing was had by all.

Two new volunteers joined our team during this period. Kay Chesterton and Ann Wynn-Smith.

Ruby Burke also expressed a wish to return to Front of House duties on Tuesdays.

A volunteer recruitment campaign in conjunction with Communities 1st continues. Kay Chesterton has taken on the role of writing and uploading volunteer role descriptions.

Meantime, the Volunteer Handbook has been updated for new, interested volunteers.



Volunteer Hours

2023 (April – December): 2,841.5

2024 (January to March): 1,044.5

Trustees:

The AGM took place at Schopwick Place on 27th November 2023.

Clive and Elaine Butchins stepped down and were proposed for re-election. This was formerly seconded and they were re-elected in the roles of Chair and Vice Chair.

Therefore, the Trustee board at 27th November 2023 was:

Clive Butchins: Chair

Elaine Butchins: Vice Chair and Secretary

Paul Welsh

Pat Strack

Norman Shuker

Betty Chandler

Simon Gee

Collections

The Modes cataloguing and documentation team continue to work through the collections. Often following an exhibition, new items are donated. We have a number of books relating to the lost line and the underground, for example, after the successful model railway displays, and school photos following the Six of the Best exhibition, which opened in April 2024.

There are still quite a few items in the Stanborough Drive store which are uncatalogued and boxes of items that the volunteers need to go through. In the run up to the Six of the Best exhibition, many of the schools folders were retrieved from the filing cabinets and items listed and catalogued.

As ever, bigger and more appropriate storage is always being sought.

The Modes team meet on a Friday, although some sessions have been stalled due to health issues. However, good progress is being made with over 6000 items being catalogued. All of the boxes of objects stored on site in the Museum, have been checked against the Modes records for accuracy,



**ELSTREE & BOREHAMWOOD MUSEUM
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31st MARCH 2024
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Charity information**

Charity Trustees

Betty Chandler

Clive Butchins

Paul Welsh

Norman Shuker

Pat Strack

Elaine Butchins

Simon Gee

Museum Curator

Dave Armitage

Finance

Dave Armitage & Ken Freedman

Museum Officer Hertsmere Borough Council

Ruth Stratton

Principal Address

96 Shenley Road

Borehamwood

Herts

WD6 1EB

Website www.elstree.museum.org.uk

Registered Number

1157770

Principal address and objectives

The charitable objects are to advance education for the public benefit in particular in the subject of Elstree and Borehamwood its history and heritage

ELSTREE & BOREHAMWOOD MUSEUM

REGISTERED NUMBER 1157770

BALANCE SHEET

AS AT 31st MARCH 2024

	Notes	31.3.24	31.3.23
FIXED ASSETS			
Computer		499	0
CURRENT ASSETS			
Stocks		944	927
Debtors		1210	1210
Cash at bank & in hand		97666	90496
		<u>100319</u>	<u>92633</u>
CREDITORS			
Amounts falling due within one year		2638	2638
		<u>2638</u>	<u>2638</u>
NET CURRENT ASSETS		97681	89995
Provision for liabilities		80396	76146
NET ASSETS		<u>17285</u>	<u>13849</u>
REPRESENTED BY:			
Unrestricted funds		17285	13849
TOTAL FUNDS		<u>17285</u>	<u>13849</u>

These financial statements were approved by the trustees
on
and signed on their behalf by:

Clive Butchins

Norman Shuker

**ELSTREE & BOREHAMWOOD MUSEUM
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES
 FOR YEAR ENDING 31st MARCH 2024**

	Year ending 31.3.24	Year ending 31.3.23
INCOME FROM		
Shop Sales	780	1348
Gross Profit	<u>622</u>	<u>688</u>
OTHER INCOME		
Grants	10550	10550
Donations & Presentations	95	691
Friends Subscriptions	450	601
Schools & presentations	296	282
Storage	150	150
Bank interest received	831	212
TOTAL INCOME	<u>12994</u>	<u>13174</u>
EXPENDITURE ON CHARITABLE ACTIVITIES		
Temporary exhibitions design & print	2346	2668
Education & Events	0	161
insurance	1490	1605
IT & equipment costs	14	1115
Premises & associated costs	4250	4250
Printing, postage & stationery	363	808
OTHER EXPENSES		
Annual subscriptions & renewals	336	265
Bank Charges	0	0
Friends expenses	200	200
Consumables	263	42
Royalties	5	5
Sundry	104	122
Travel	0	0
Catering	187	0
TOTAL EXPENDITURE	<u>9558</u>	<u>11241</u>
NET INCOME	<u>3436</u>	<u>1933</u>
Balance at 1st April 2023	13849	11916
BALANCE CARRIED FORWARD	<u>17285</u>	<u>13849</u>

**ELSTREE & BOREHAMWOOD MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31s MARCH 2024**

1. Accounting Policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Charities statement of recommended Practice (applicable to charities preparing their accounts in accordance with the in the UK and Republic of Ireland FRS 102 issued on October 2019 Charities SDRP (FRS 102) the financial reporting standard applicable in the UK and republic of Ireland the financial reporting standard applicable in the UK and Republic of Ireland and with the charities act 2011.

The accounts have been prepared on a going concern basis.

Recognition of Income

Income is included in the statement of Financial activities when the charity becomes entitled to the resources. It is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SOFA when the general income recognition criteria are met.

INCOME FROM MEMBERSHIP SUBSCRIPTIONS

Membership subscriptions received in the nature of a gift are recognised in donations. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income from charitable activities.

INCOME FROM INTEREST

This is included in the accounts when receipt is probable and amount receivable can be measured reliably. This is normally on notification of the interest paid or payable by the bank.

VOLUNTEER HELP

The value of any voluntary help received is not included in the accounts but is described in the trustees annual report.

STOCKS

Stock is included at the lower of cost or net realisable value.

DEBTORS

Trade and other debtors are recognised at the settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts.

CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid cash deposits held in bank accounts.

CREDITORS

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

ELSTREE & BOREHAMWOOD MUSEUM
Notes to the financial statements
for year ending 31st March 2024

31.3.24 31.3.23

2. Income from grants

General grants	<u>10550</u>	<u>10550</u>
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3. DONATIONS & GIFTS

Donations & gifts	<u>95</u>	<u>691</u>
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The above relates to unrestricted funds

4. EXPENDITURE ON CHARTABLE ACTIVITIES

Exhibitions	2346	2668
Education & events	0	161
Insurance	1490	1605
IT & equipment expenses	14	1115
Premises and associated costs	4250	4250
Friends expenses	200	200
Printing, postage & stationery	363	808
Annual fees	336	265
Royalties	5	5
Consumables	263	42
Catering	187	0
Other	104	122
	<u>9558</u>	<u>11241</u>

5. DEBTORS

Prepayments	<u>1210</u>	<u>1210</u>
-------------	-------------	-------------

6. CREDITORS Amounts falling due within one year

Deferred income	<u>2638</u>	<u>2638</u>
-----------------	-------------	-------------

7. PRVISION FOR LIABILITIES & CHARGES

Premises & utility costs	79396	75146
Exhibition & removal costs	1000	1000
	<u>80396</u>	<u>76146</u>

ELSTREE & BOREHAMWOOD MUSEUM

England & Wales - Charity number 1157770

Accounts



Elstree and Borehamwood Museum

Annual Report

April 2022 – March 2023



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Charity Information

Charity Trustees

Clive Butchins (Chair)
Elaine Butchins
(V.C. and Secretary)
Betty Chandler

Simon Gee
Pat Strack
Norman Shuker
Paul Welsh

Museum Manager

Dave Armitage

Museum Officer (Hertsmere Borough Council)

Ruth Stratton

Principal Address: 96 Shenley Road, Borehamwood, Hertfordshire WD6 1EB

Website: www.elstree-museum.org.uk

Registered Number: 1157770

Principal Activities and Objectives: The charitable objects are to advance education for public benefit, in particular in the subject of Elstree and Borehamwood, its history and heritage.

A Message from the Chairman

What a wonderful team we have that enables us to keep the museum moving forward and achieving such great exhibitions and events. Four thousand visitors is a fantastic testimony to the dedication of all our volunteers and the hard work put in by our exhibitions team. Special mention must go to Dave, our museum manager/curator, Tony De Swarte and his wonderful model railways.

Simon Gee and the other display builders ably supported by Ruth Stratton, our museums officer. And of course this would not be possible without our dedicated team of volunteers who are on hand to greet, help and advise all those visitors.

The outreach programme is also very successful, with regular demands from schools for sessions to support their curriculum, as well as both the external talks and friends' events, which are always interesting and rewarding to attend.

The absence of a lease for ten years means that our accounts have had to include substantial provisions based on estimated future demands on the museum finances. Please be assured we continue to work to regularise this together with agents working for the County Council.

All in all 2022-23 was a most successful year and I complement everyone who was involved for all their hard work and dedication.

Review of the Year

Off the Rails - the Line that Never Was exhibition had opened at the end of the last financial year. It turned out to be one of the most successful exhibitions the Museum has run. Tony de Swarte's model railway attracted visitors from far and wide. When it closed, after extension until March 2023, the total visitor numbers had risen to over 4,000



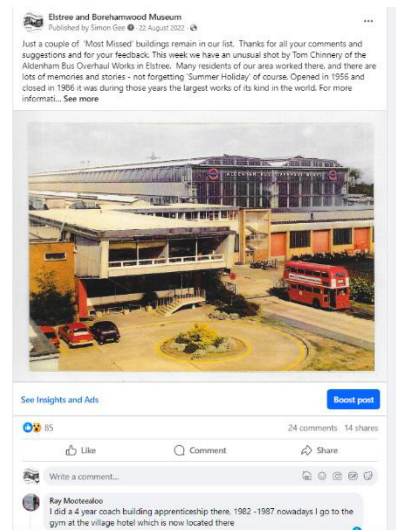
Simon Gee was contacted by a private collector who had some unique plans of the original line. These were transported to Borehamwood to be photographed before being returned to the private collector.

Also as a result of the exhibition, a gentleman came into the Museum one afternoon with some rolled up papers under his arm. These turned out to be important 1946 town plans of Elstree, had the Northern Line Extension gone ahead. The gentleman said he was prompted to bring them along after seeing the



exhibition. They were the work of his grandmother, Angela Christensen, who happened to be the first female planner in the country, and he wanted to donate them to the Museum. Unfortunately these were in a tatty state but Ruth managed to get a small grant from Hertfordshire Association of Museums for conservation and digitisation. The plan is to have the copies on display in the foyer café of 96.

Social Media: Catriona, Corporate Support Officer at Hertsmere Borough Council, and Simon attended an online course, Digital Storytelling. They looked at improving the social media and website. Simon ran a Most Missed Buildings feature on Facebook and Blog, which was extremely popular. Catriona collated all the comments and memories shared, which is an important resource for the Museum.



Balmoral Drive Store: Last summer, Hertsmere Borough Council asked the Museum to vacate this site and



relocate to a smaller store in Stanborough Ave. Negotiation with Hertsmere resulted in being given an adjoining room on the Stanborough site. This was cold and damp and not suitable for object storage. Dave Armitage fitted double glazing with a UV filter to one of the rooms. A dehumidifier was loaned and Dave arranged with Hertsmere to have ceiling heater fitted and the roof leak repaired.

Presentation: Dave was invited to do a talk at St Michael and All Angels to the LeeCliffe Chatter Tables group. The presentation was called 'It's My Life'. This was very popular and attended by forty-four people. Dave also repeated the talk to a WI group in September.

SKY Studios: Also in September, Sophie Owen and Angus Forbes from Sky Studios gave a presentation to the Museum Trustees as an introduction to the development of the Studios in Borehamwood and to discuss ways of working together.

Listening Post: This was purchased for playing the oral history recordings in the exhibitions.

Art Exhibition: Dave and Ruth were approached by Michael Finlay, a former scene painter at Elstree Studios. He asked if some of his abstract art, inspired by his time working in the film industry, could be shown in the foyer café of 96. The Museum funded the reproduction of panels and the display was on show until March 2023. During that time, Michael invited many friends and family to the café to show them his work. A small opening event was arranged by his son Rob and guests were given refreshments. Original prints could be purchased. Michael was extremely grateful to the Museum for this opportunity.



Christmas Lights Switch On: The Museum was open the Sunday afternoon of 27th November for the event. Original design Christmas cards were on sale in the foyer.

A **new card machine** was purchased due to the demand in card payments for merchandise. This also gave opportunity for donations to be made via contactless.

Christmas Party: The annual volunteers Christmas party was held on 16th December at Schopwick Place. The event had not been possible in the previous year due to Covid. Thanks must be given, as ever, to Anne and Norman Shuker for their hospitality.



Events

Armistice Day: Simon laid a wreath on behalf of the Museum

School Visits: Summerswood booked for 3 days at the end of May 2022. They requested activities related to the Queen and her reign. One hundred and twenty school children visited in total.

April 2022 saw the restarting of the **Reminiscence group** and around 18 regulars attended each time.

Bus Centenary Event: The Museum opened for this event on Sunday 19th June between 11am and 3pm and had 93 visitors. Tony de Swarte was on hand to answer detailed questions about the trains and the railway.

Friends and Volunteers

Following the Hertsmere Borough Council led volunteer recruitment campaign with video and leaflets and fliers, the Museum gained six new volunteers, one of which wanted to take over the schools visits. In July 2022, the Museum gained Ken Freedman as a volunteer treasurer.

The First Friends event was in August, and was a talk given by Tony de Swarte. This was an interesting insight into when Tony ran a sandwich bar in Covent Garden for 20 years. Forty people were booked but unfortunately only 22 turned up due to bad weather.



Volunteer Hours

April – December 2022: 3,018

January – end March 2023: 890

Visitors

April – December 2022: 3,369

January – end March 2023: 766

Trustees

The AGM was held on 18th November 2022 outside the Museum on the Library floor.

Betty Chandler and Pat Strack stood down and were unanimously re-elected.

Ken Freedman gave his first report on the Museum finances

The Board of Trustees as of 18th November after the AGM was:

Clive Butchins: Chair
Elaine Butchins: Vice Chair and Secretary
Paul Welsh
Pat Strack
Norman Shuker
Betty Chandler
Simon Gee



Collections

Restarting MODES: After a two year break, the regular Friday object cataloguing project was resumed in the autumn of 2022. The team was back up to full capacity after John Woolston returned.



Finance

Registered number
1157770

ELSTREE & BOREHAMWOOD MUSEUM
TRUSTEES REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31st MARCH 2023

**ELSTREE & BOREHAMWOOD MUSEUM
REPORT AND FINANCIAL STATEMENTS
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**Elstree & Borehamwood Museum
Charity information**

Charity Trustees

Simon Gee
Betty Chandler
Clive Butchins
Paul Welsh
Norman Shuker
Pat Strack
Elaine Butchins

Museum Curator
Dave Armitage

Finance
Dave Armitage and Ken Freedman

Museum officer Hertsmere Borough council
Ruth Stratton

Principal Address
96 Shenley Road
Borehamwood
Herts
WD6 1EB

Website www.elstree-museum.org.uk

Registered number
1157770

Principal address and objectives

The charitable objects are to advance education for the public benefit in particular in the subject of Elstree and Borehamwood its history and heritage.

ELSTREE & BOREHAMWOOD MUSEUM
REGISTERED NUMBER 1157770
BALANCE SHEET
AS AT 31st MARCH 2023

	Notes	Year Ending 31st March 2023	15 Months To 31st March 2022
CURRENT ASSETS			
Stocks		927	1308
Debtors	5	1210	1340
Cash at bank & in hand		<u>90496</u>	<u>83801</u>
		92633	86449
CREDITORS:			
Amounts falling due within one year	6	2638	2638
		<u>89995</u>	<u>83811</u>
NET CURRENT ASSETS			
Provision for liabilities	7	76146	71896
NET ASSETS		<u>13849</u>	<u>11915</u>
REPRESENTED BY :			
Unrestricted funds		13849	11916
TOTAL FUNDS		<u>13849</u>	<u>11916</u>

These financial statements were approved by the trustees
on
and signed on their behalf by:

Clive Butchins



Norman Shuker



**ELSTREE & BOREHAMWOOD MUSEUM
STATEMENT OF FINANCIAL ACTIVITIES
FOR YEAR ENDING 31st MARCH 2023**

	Notes	YEAR TO 31st MARCH 2023	15 MONTHS TO 31st MARCH 2022
INCOME FROM:			
Grants	2	10550	13412
Donations & gifts	3	691	983
Shop Sales		688	502
Friends		601	0
Interest Received		212	37
Schools		282	0
Storage		150	0
TOTAL INCOME		<u>13174</u>	<u>14934</u>
EXPENDITURE ON:			
Charitable Activities	4	11241	8373
TOTAL EXPENDITURE		<u>11241</u>	<u>8373</u>
NET INCOME		1933	6561
Balance as at 1st April 2022		11916	5355
BALANCE CARRIED FORWARD		<u>13849</u>	<u>11916</u>

**ELSTREE & BOREHAMWOOD MUSEUM
 DETAILED STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDING 31st MARCH 2023**

	Year ending 31.3.23	15 Months To 31.3.22
INCOME FROM ;		
Shop sales	1348	781
Gross Profit	<u>688</u>	<u>502</u>
OTHER INCOME		
Grants	10550	13412
Donations & presentations	691	983
Friends subscriptions	601	0
Schools	282	0
Storage	150	0
Bank interest received	212	37
TOTAL INCOME	<u>13174</u>	<u>14934</u>
EXPENDITURE ON CHARITABLE ACTIVITIES		
Temp exhibition design & print	2668	-1986
Education & Events	161	104
Insurance	1605	1639
IT & equipment costs	1115	785
Premises & associated costs	4250	6797
Printing, postage & stationery	808	634
OTHER EXPENSES		
Annual subscriptions & renewals	265	311
Bank Charges	0	7
Friends expenses	200	0
Consumables	42	46
Royalties	5	0
Sundry	122	5
Travel	0	31
TOTAL EXPENDITURE	<u>11241</u>	<u>8373</u>
NET INCOME	<u>1933</u>	<u>6561</u>
Balance as at 1st April 2022	11916	5355
BALANCE CARRIED FORWARD	<u>13849</u>	<u>11916</u>

**ELSTREE & BOREHAMWOOD MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31st MARCH 2023**

1. Accounting policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Charities Statement of recommended Practice (applicable to charities preparing their accounts in accordance with the financial Reporting standard applicable in the UK and Republic of Ireland FRS 102) (issued on October 2019) (Charities SORP (FRS 102) the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The accounts have been prepared on a going concern basis.

Recognition of income.

Income is included in the statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, it is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations are only included *in substance* when the general income recognition criteria are met.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income from charitable activities.

Income from interest

This is included in the accounts when receipt is probable and amount receivable can be measured reliably. This is normally upon notification of the interest paid or payable by the bank.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees annual report.

Stocks

Stock is included at the lower of cost or net realisable value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid cash deposits held in bank accounts.

Creditors

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provision for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

ELSTREE & BOREHAMWOOD MUSEUM
Notes to the financial statements
For the year ending 31st March 2023

	Year Ending	15 Months to
2.Income from grants		
General grants	<u>10550</u>	<u>13412</u>
3.DONATIONS & GIFTS		
Donations & Gifts	<u>691</u>	<u>983</u>
The above relates to unrestricted funds.		
4.EXPENDITURE ON CHARITABLE ACTIVITIES		
Exhibitions	2668	-1986
Education & Events	161	104
Insurance	1605	1639
IT & equipment expenses	1115	785
Premises & associated costs	4250	6797
Friends expenses	200	0
Printing, postage & Stationery	808	634
Annual fees	265	0
Royalties	5	0
Consumables	42	0
Other	122	400
	<u>11241</u>	<u>8373</u>
5.DEBTORS		
Prepayments	<u>1210</u>	<u>1341</u>
6.CREDITORS:Amounts falling due within one year		
Deferred income	<u>2638</u>	<u>2638</u>
7.PROVISION FOR LIABILITY AND CHARGES		
Premises costs	65013	60763
Utility costs	10133	10133
Exhibition removal costs	1000	1000
	<u>76146</u>	<u>71896</u>

Elstree & Borehamwood museum is a charitable incorporated organisation and is registered with the charity commission.It is not required to register with Companies House as a company.It has limited liability so that its members and trustees do not need to contribute in the event of the charity being wound up.

ELSTREE & BOREHAMWOOD MUSEUM

England & Wales - Charity number 1157770

Accounts



Elstree and Borehamwood Museum

Annual Report

April 2021 – March 2022



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Charity Information

Charity Trustees

Clive Butchins (Chair)
Elaine Butchins
(V.C. and Secretary)
Betty Chandler

Simon Gee
Pat Strack
Norman Shuker
Paul Welsh

Museum Manager

Dave Armitage

Museum Officer (Hertsmere Borough Council)

Ruth Stratton

Financial Representative

Ken Freeman

Principal Address: 96 Shenley Road, Borehamwood, Hertfordshire WD6 1EB

Website: www.elstree-museum.org.uk

Registered Number: 1157770

Principal Activities and Objectives: The charitable objects are to advance education for public benefit, in particular in the subject of Elstree and Borehamwood, its history and heritage.

A Message from the Chairman

Well it has certainly been a year of ups and downs. Following the enforced closure because of the pandemic we reopened with the Holby City exhibition still in place for about three months, which was followed by, if anything, a more popular display about "The Line That Never Was" with its wonderful centrepiece of the working train model nearly six metres long. A tour de force by Tony de Swarte.

Looking to the future, we have a new exhibition lined up which should be open early in 2023. We are also in discussions with Sky Studios where, subject to planning permission, there should be some sort of Film and TV Heritage installation. We very much hope to be involved in its creation.

We welcome to the team Ken Freeman, who will be keeping our finances in order going forward. I am pleased to say that we continue to be in what appears to be sound financial shape, although we still have to sign our lease after all this time. The *heads of terms* have been agreed, we just await the actual document for it to be checked by our solicitor and signed so we can start paying our bills!

Please note that we have changed our financial year end to the end of March, to coincide with that of our major funder, Hertsmere Borough Council, so the financial report is for a 15 month period.

It just remains for me to say a really sincere **thank you** to all our volunteers and Jaspreet for once again preparing our accounts. However the museum could not be the success it is without our Museum Officer, Ruth Stratton from Hertsmere Borough, and our Museum Manager, Dave Armitage, who between them do an amazing amount of work.

Review of the Year

The Museum remained closed from March 2020 until 4th September 2021. When it re-opened, for various reasons, it was down 30% on staff. A temporary arrangement of closing on a Wednesday had to be put in place but by December normal opening hours had resumed.

During the enforced closure, the behind the scenes activities had continued, with the Object of the Week feature on the Blog and Facebook. A Halloween feature



Elstree and Borehamwood Museum
Published by Simon Gee · 18 October 2021 ·

At this time of year, with the nights drawing in, our thoughts turn to the more spooky side of Elstree and Borehamwood. See our blog for the full story of the mystery of the King's Arms at Stirling Corner.

<https://www.elstree-museum.org.uk/blog.php?id=285>



about ghost stories in the area also attracted popular comments.

Social media and website activity kept people engaged with the Museum and consequently, requests for local history information filtered in, which kept Dave Armitage busy.

Dave was also working on populating a new Touchscreen computer for the archive photo collection. This will enable

visitors to search the photo collection themselves. This also creates a new role for volunteers, to keep adding the photos.

The *Holby City at 20* exhibition was still running when the Museum re-opened. Some of the displays were tired and ceiling tiles had fallen down where work had been carried out during closure. Before the re-opening date, Ruth and Dave went into the Museum to spruce it up and get it ready for the return of the public.

The Museum was asked to move out of its Balmoral Drive Store to another property located at the Stanborough Avenue depot. This building has a toilet and washing facilities but also had a roof leak and the building smelled of damp. It was not felt to have the right conditions for storing a museum collection but with some double glazing installed by Dave and some ceiling heaters put in by Hertsmere Borough Council the building is much better now. Subsequently the roof leak has been fixed, Hertsmere Borough Council also agreed to the Museum using two rooms instead of just one originally provided. Many thanks need to go to Peter Windsor and his team at 96 Shenley Rd who have been invaluable supplying a van and driver to help the moves take place.

Museum re-furbishment – stage one

Plans had been to completely refresh the permanent Museum displays in the autumn of 2020. Money had been secured from Hertsmere Borough Council's S106 funds. However with the Museum having to remain closed, this



they were able to including a narrow void to shelve the archive photo files.

has not taken place as yet. In the winter of 2021, Dave and volunteer helpers, removed a cupboard area near the desk as a location for the new Touchscreen database. Behind the cupboard was a void, so with some alterations, gain 3 cupboard spaces

The Touchscreen went 'live' in March 2022 and the public are now able to swipe the screen and look at all the photos in detail with the ability to enlarge. More photos can be added as and when the photo archive is catalogued.

The Criss-Cross display was put up in the Foyer of 96 whilst the Museum had to remain closed. The original, unseen panels, *Did You Know..?* which had a number of little known facts about Elstree and Borehamwood, were supplemented by two new panels on the history of the Prefabs. This proved of great interest to passers-by until it had to be moved to The Venue for a few weeks. A permanent public display place is being sought for it.



David Lally, long-time supporter of the Museum and Elstree Screen Heritage, presented a cheque to Dave Armitage for £750 on 15th October 2021. Also unveiled at Elstree Screen Arts is the model of the MGM Tower, built by students at the college and which will hopefully be on display in the Foyer display case soon.

Paul Welsh's glossy coffee table book about MGM's history was published and many copies were sold.

Exhibitions



Some members of the exhibition team had been lost since the pandemic due to changes in circumstance. So it was that in the autumn of 2021, Dave, Ruth, Simon, Helen and model builder Tony de Swarte, all sat down to discuss plans for the next exhibition. It was a shorter time frame than usual. Tony had spent the previous two years of the pandemic constructing

an 18 foot model railway of how the line to Edgware from Elstree would have looked, had it been built.

We had hoped to borrow some Underground related objects from the London Transport Museum for the displays, but on enquiry, they specified a six month lead-in time, which we didn't have. The exhibition team members made their own enquiries and contacts and items were eventually found.

The BBC team came in on January 3rd and dismantled the Holby City exhibition. Dave and Ruth were on hand to assist. A number of items from the show have been given as long term loans or gifts to the Museum's collection. This now forms part of the growing TV and Film heritage collection of the area. This is especially valuable now that production of Holby City has ceased after 22 years.

Off The Rails – The Line That Never Was opened on 1st March 2022 and in just two months, had 1,130 visitors.



Events

Armistice Day could not be attended due to Lockdown restrictions. Therefore the ceremony could only be viewed virtually and was not able to be recorded live this year, the first time in the Museum's history. You can view a prior staging of it at <https://youtu.be/d18gW6HEAuk>

A wreath was laid on behalf of the Museum by Clive Butchins in advance of the day.

Friends and Volunteers

In October 2021 Hertsmere Borough Council funded a recruitment campaign across all four of the Borough's museums. This consisted of Keely from Corporate



Communications filming at each location and a professional photographer taking shots of volunteers at work. The video was run on You Tube and social media and a Volunteers Guide, leaflets and fliers were produced alongside.



Consequently, the

Museum gained 6 new volunteers, one of which is keen to take over the arrangements for our outreach visits to schools.

Sadly there was no summer party or Christmas gathering this year, due to the restrictions.

Volunteer Hours

April – December 2021: 827.5 recorded

January – end March 2022: 1,914 (these include all hours Tony Deswarte spent building the model)

Trustees

The first Trustee meeting after the Museum re-opened in September 2021 was held on 26th October.

Thus the Board of Trustees as of 26th October 2021 after the AGM was:

- Clive Butchins: Chair
- Elaine Butchins: Vice Chair and Secretary
- Paul Welsh
- Pat Strack
- Norman Shuker
- Betty Chandler
- Simon Gee (co-opted January 2021)



Ann and Alan Lawrence remain Honorary Patrons.

Collections

When the Museum re-opened, much focus had to be given to the next exhibition, therefore the MODES team have been temporarily unable to continue, so the cataloguing project has been on hold since March 2020. However, plans are to re-start the sessions from the autumn of 2022.

Many donations continue to come into the Museum, however, including those from the BBC's *Holby City* series, and these will be showcased as new accessions on the website once cataloguing can resume.



**Elstree & Borehamwood Museum
Statement of Financial Activities
for the 15 months ended 31 March 2022**

	Note	15 months to 31 March 2022 £	Year to 31 Dec 2020 £
Income from:			
Donations	2	14,395	12,708
Charitable activities	3	502	(120)
Investments	4	<u>37</u>	<u>93</u>
Total income		<u>14,934</u>	<u>12,681</u>
Expenditure on:			
Charitable activities	5	<u>(8,373)</u>	<u>(11,586)</u>
Total expenditure		<u>(8,373)</u>	<u>(11,586)</u>
Net movement in funds		6,561	1,095
Total funds at the beginning of the period		5,355	4,260
Total funds at the end of the period		<u>11,916</u>	<u>5,355</u>

Elstree & Borehamwood Museum
Registered number: 1157770
Balance Sheet
as at 31 March 2022

	Note	31 March 2022 £	31 Dec 2020 £
Current assets			
Stocks	6	1,308	1,002
Debtors	7	1,341	14
Cash at bank and in hand	8	<u>83,801</u>	<u>78,438</u>
		86,450	79,454
Creditors: amounts falling due within one year			
	9	<u>(2,638)</u>	<u>(5,500)</u>
Net current assets		83,812	73,954
Total assets less current liabilities		<u>83,812</u>	<u>73,954</u>
Provisions for liabilities	10	(71,896)	(68,599)
Net assets		<u>11,916</u>	<u>5,355</u>
Represented by:			
Unrestricted funds	11,12	11,916	5,355
Total funds		<u>11,916</u>	<u>5,355</u>

These financial statements were approved by the trustees on 2 September 2022 and signed on their behalf by:

Clive Butchins

Norman Shuker

Elstree & Borehamwood Museum
Notes to the financial statements
for the 15 month period ended 31 March 2022

1 Accounting policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued on October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and with the Charities Act 2011.

The accounts have been prepared on a going concern basis.

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, it is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income from charitable activities.

Income from interest

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably. This is normally upon notification of the interest paid or payable by the bank.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Stocks

Stock is included at the lower of cost or net realisable value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid cash deposits held in bank accounts.

Creditors

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Elstree & Borehamwood Museum
Notes to the financial statements
for the 15 month period ended 31 March 2022

2 Income from donations	2022	2020
	£	£
Donations and gifts	983	808
General grants	13,412	11,900
	<u>14,395</u>	<u>12,708</u>

General grants include an annual grant of £10,550 received from Hertsmere County Council. All of the above relates to unrestricted funds.

3 Income from charitable activities	2022	2020
	£	£
Membership subscriptions	-	18
Retail	502	(138)
	<u>502</u>	<u>(120)</u>

All of the above relates to unrestricted funds.

4 Investment income	2022	2020
	£	£
Bank interest	37	93

All of the above relates to unrestricted funds.

5 Analysis of expenditure on charitable activities	2022	2020
	£	£
Exhibitions	1,986	(1,145)
Education and events	(104)	(19)
Insurance	(1,639)	(1,400)
IT and equipment expenses	(785)	(597)
Premises and associated costs	(6,797)	(8,056)
Printing, postage & stationery	(634)	(162)
Other	(400)	(207)
	<u>(8,373)</u>	<u>(11,586)</u>

6 Stock	2022	2020
	£	£
Charitable activities:		
Opening stock as at 1 January	1,002	1,019
Change in the period	306	(17)
Closing stock as at 31 March 22/ 31 Dec 20	<u>1,308</u>	<u>1,002</u>

Elstree & Borehamwood Museum
Notes to the financial statements
for the 15 month period ended 31 March 2022

7 Debtors	2022	2020
	£	£
Prepayments	<u>1,341</u>	<u>14</u>
8 Cash at bank and in hand	2022	2020
	£	£
Cash at bank and in hand	<u>83,801</u>	<u>78,438</u>
9 Creditors: amounts falling due within one year	2022	2020
	£	£
Deferred income	<u>2,638</u>	<u>5,500</u>
<i>Movement in deferred income:</i>		
Balance at 1 January	5,500	5,500
Amounts added in the year	2,638	5,500
Amounts released to income from prior year	<u>(5,500)</u>	<u>(5,500)</u>
Balance at 31 March 22/ 31 Dec 20	<u>2,638</u>	<u>5,500</u>

Deferred income relates to the annual grant received in advance from Hertsmere County Council

10 Provisions for liabilities and charges	2022	2020
	£	£
Balance at 1 January	68,599	59,599
Change in provision	<u>3,297</u>	<u>9,000</u>
Balance at 31 March 22/ 31 Dec 20	<u>71,896</u>	<u>68,599</u>

Provisions include £60,763 (2020: £40,966) provision for premises costs , £10,133 provision for utility costs (2020: £10,133), £1,000 (2020: £4500) provision for exhibition removal costs, £0 (2020: £13,000) provision for acquisition of storage space for exhibition materials.

The provision of premises costs was increased by £19,797 to £60,763 based on costs detailed in the draft Heads of Terms dated June 2022 and based on estimates of rent. The provision for utility costs of £10,133 was based on 3.6% of total utility (gas and electricity) bills estimated by chartered surveyors. The timing of the payments for these costs are uncertain and as at the signing date of these accounts the lease is yet to be drafted.

The provision for exhibition removal costs was reduced as these costs were incurred by a third party instead of the Museum. The provision for acquisition of storage space for exhibition materials was reduced as suitable premises have not been identified in the period and the timing of this is uncertain. The Museum, however, is actively looking for premises and intends to use the accumulated funds to purchase suitable premises, once identified.

Elstree & Borehamwood Museum
Notes to the financial statements
for the 15 month period ended 31 March 2022

11 Unrestricted income funds	2022	2020
	£	£
Balance at 1 January	5,355	4,260
Incoming resources	14,934	12,681
Outgoing resources	(8,373)	(11,586)
Balance at 31 March 22/ 31 Dec 20	<u>11,916</u>	<u>5,355</u>

12 Analysis of net assets between funds	Net		
	Current	Provisions	Total
	assets		
	£	£	£
Unrestricted income funds	<u>83,812</u>	<u>(71,896)</u>	<u>11,916</u>

13 Other information

Elstree & Borehamwood Museum is a charitable incorporated organisation and is registered with the Charity Commission. It is not required to register with the Companies House as a company. It has limited liability so that its members and trustees do not need to contribute in the event of the charity being wound up.

Elstree & Borehamwood Museum
Detailed Statement of Financial Activities
for the 15 month period ended 31 March 2022

This schedule does not form part of the submitted financial statements

	15m to 31 March 2022	Year to 31 Dec 2020
	£	£
Income from:		
Donations:		
Grants Received	13,412	11,900
Donations and presentations	<u>983</u>	<u>808</u>
	14,395	12,708
Charitable activities		
Friends subscriptions	-	18
Fund raising	-	-
Retail	<u>502</u>	<u>(138)</u>
	502	(120)
Investments		
Bank interest earned	<u>37</u>	<u>93</u>
Total income	<u>14,934</u>	<u>12,681</u>
Expenditure on charitable activities:		
Temp Exhibition Design & Print	1,986	(1,145)
Education and events	(104)	(19)
Insurance	(1,639)	(1,400)
IT and equipment expenses	(785)	(597)
Premises and associated costs	(6,797)	(8,056)
Printing, postage & stationery	(634)	(162)
Other		
Annual subscriptions and renewals	(311)	(253)
Bank charges	(7)	0
Consumables	(46)	0
Friends Expenses	0	(99)
Sundry	(5)	0
Travel	<u>(31)</u>	<u>145</u>
	(400)	(207)
Total expenditure	<u>(8,373)</u>	<u>(11,586)</u>
Net movement in funds	6,561	1,095
Total funds at 1 January	5,355	4,260
Total funds at 31 March 22/31 Dec 20	<u>11,916</u>	<u>5,355</u>

ELSTREE & BOREHAMWOOD MUSEUM

England & Wales - Charity number 1157770

Accounts



Elstree and Borehamwood Museum

Annual Report

April 2020 – March 2021



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Charity Information

Charity Trustees

Clive Butchins (Chair)
Elaine Butchins
(V.C. and Secretary)
Cynthia Barker
(Passed Away Sept 2020)

Betty Chandler
Simon Gee (Co-opted 22/01/21)
Pat Strack
Norman Shuker
Paul Welsh

Museum Curator

Dave Armitage

Museum Officer (Hertsmere Borough Council)

Ruth Stratton

Principal Address: 96 Shenley Road, Borehamwood, Hertfordshire WD6 1EB

Website: www.elstree-museum.org.uk

Registered Number: 1157770

Principal Activities and Objectives: The charitable objects are to advance education for public benefit, in particular in the subject of Elstree and Borehamwood, its history and heritage.

A Message from the Chairman

As you will see from the Review of the Year below, 2020-21 was both difficult in many ways but in others easy, as work on Museum related activities all but ceased.

Please note that our financial year runs coincident with the calendar year, whilst the rest of our report is from April to March.

I must in any case praise the work done by all our volunteers – this includes our outstandingly dedicated, innovative and resourceful Museum Manager, Dave Armitage - all of whom deserve most sincere thanks.

Since the year end in summer 2021 a stand-alone unit with panels illustrating facts about Borehamwood entitled “Did You Know?” was erected in the Café area at 96 Shenley Road.



It was very welcome when the museum was finally able to open again with the Holby Exhibition on 4th September 2021 with most of our fantastic volunteers being raring to get stuck in once again. We now look forward to our next exhibition due to open in 2022 with new and exciting displays.

Review of the Year

2020 opened with the successful **Holby City at 20** exhibition just three months into its six month run. It continued to be very popular with people planning to travel long distances to see it. Visitor figures for the period October to March were already 1,411.



In response to demand, Hertsmere Print Services produced postcard sized staff files of some of the most popular characters and these were offered as souvenirs free of charge but donations welcomed. These ran out almost immediately and several more print runs followed.

Plans were moving ahead for the commemoration of 50 years since MGM Studios closed, with meetings taking place with Paul Welsh and Bob Redman of Elstree Screen Heritage to discuss a display in the Foyer area. This was also to coincide with the publication of Paul's coffee table MGM history book.

This collaboration was just one of the plans as part of of activities and events for the Hertfordshire 2020 Culture Campaign.



a series Year of

planning called

The Exhibition Team had met and were well into the next temporary exhibition which was to be

Northern Heights and the Lost Line, the subject being local transport and the abandoned plan of bringing the Underground from Edgware to Bushey.

Unfortunately everything was brought to an abrupt halt on 17th March 2020 when the first lockdown was introduced due to the Covid 19 pandemic. The Museum was forced to shut its doors like everywhere else and quickly, a team of volunteers adapted material to create a Virtual Museum online, using the Facebook, website and other social media platforms.

very

Tweets by @EBWMuseumHerts



and linked

Volunteer Matt Caro worked alongside Hertfordshire Museums with a weekly # campaign based on various themes. Matt used photos from the Museum's archive posted them daily on Facebook and Twitter. The # to all the other county museums and promoted our museum more widely. Matt reported Facebook engagement numbers were between 20-25,000 people.

Heritage and Museums Officer, Ruth Stratton worked alongside volunteer Simon



Gee to produce Object of the Week feature for Facebook and the website blog. The idea was that if visitors could not come to the Museum, the Museum would come to them. Objects were selected in an A-Z format with background help from volunteer MODES cataloguer Peter Seaman and Museum Manager Dave

Armitage.

When National restrictions began to ease in July 2020, some of the other Hertsmere Museums were able to open. Unfortunately, Elstree and Borehamwood Museum was not one of these. The small size of the Museum would have made rules about 2m social distancing very difficult. Also, with the stairs and lift out of use due again to social distancing requirements, there was no access to the top floor. The Library

used the area to quarantine incoming books and for extra office space to allow the staff to socially distance.

In August 2020, Dave Armitage held a socially distanced meeting of the volunteers in the Hall at 96. When asked who was willing to return to work, all were keen. With the Museum out of bounds, a plan was hatched to use the café area in the Foyer of 96, which was not being used. Peter Windsor, Building and Events Manager at 96, agreed to the plan, and Ruth and Dave worked with Peter on a risk assessment and Dave drew up a workable layout for a temporary exhibition space. The idea was to put up a series of display boards showing unseen photographs from the archive, to keep the Museum in people's minds whilst it was closed. The Foyer area is prime exhibition space and a good opportunity to publicise the Museum.

Chairman of the Trustees, Clive Butchins applied for a grant from Hertsmere Borough Council to cover the cost of providing PPE and this was given. Ruth and Dave spent many hours trawling through the Museum's photo database looking for images. However, before the display could get off the ground, another Lockdown was announced and everything stalled once again.

At the time of writing, we are still in the third National Lockdown and with no clear idea of when things will change, we are putting plans on hold for the time being and continuing with our online effort.

Background Activities

More enquiries have been coming in via the Museum's email and Dave has been busy behind the scenes researching and answering these.

This has certainly been a year like no other and whilst many will be happy to forget it, 2020 will go down in history for the profound effect it has had on all our lives.

Future generations will look back at this time and learn about it. The Hertsmere Heritage and Museums Officer, Ruth Stratton, initiated a campaign across all four Hertsmere Museums to actively encourage donations for the collection which reflect and encapsulate this period in our lives. Indeed, this Annual Report also becomes a piece of history, charting how the Museum has coped during this unprecedented year. This

campaign links to a National initiative #Collecting Covid Campaign. Elstree and Borehamwood Museum have wholeheartedly signed up to this initiative.



Events

Armistice Day could not be attended due to Lockdown restrictions. Therefore the ceremony could only be viewed virtually and was not able to be recorded this year, the first time in the Museum's history. You can view it at

<https://youtu.be/d18gW6HEAuk>

A wreath was laid on behalf of the Museum by Cllr Clive Butchins in advance of the day.

Friends and Volunteers

Florrie Cowley celebrated her 100th birthday in July 2020. A card from the Museum was sent to her.

Sadly there was no summer party or Christmas gathering this year, due to the restrictions.

Volunteer Hours

March 2020: **221**

April – December 2020: **1,322** (Lockdown)

January - March 2021: **63**

Trustees



In September we were very sad to learn that Cynthia Barker had passed away.



Cynthia had been a great supporter of the Museum and a Trustee from the beginning.

The AGM was held in October via Zoom. Trustees standing down and offering themselves for re-election were: Elaine Butchins.

Volunteer Simon Gee was voted onto the Board.

Thus the Board of Trustees as of 26th October 2021 after the AGM was:

Clive Butchins: Chair
Elaine Butchins: Vice Chair and Secretary
Paul Welsh
Pat Strack
Norman Shuker
Betty Chandler
Simon Gee (co-opted January 2021)

Ann and Alan Lawrence remain Honorary Patrons.

Collections

Due to the pandemic, the MODES team have been unable to continue, so the cataloguing project has been on hold since March 2020.



Hertsmere Borough Council has stated that it will be closing the Balmoral Drive storage facilities at some point in the near future. A new store is being developed in Stanborough Avenue.

Items relating to the Covid crisis are being encouraged. People are being asked to send an email with a photo of the potential donation and some background information. Once volunteers are allowed back into the Museum, donations can start to be taken in.

Finance

Elstree & Borehamwood Museum Statement of Financial Activities for the year ended 31 December 2020

	Note	2020 £	2019 £
Income from:			
Donations	2	12,708	13,520
Charitable activities	3	(120)	479
Investments	4	93	210
Total income		12,681	14,209
Expenditure on:			
Charitable activities	5	(11,586)	(12,649)
Total expenditure		(11,586)	(12,649)
Net movement in funds		1,095	1,560
Total funds at 1 January		4,260	2,700
Total funds at 31 December		5,355	4,260

Elstree & Borehamwood Museum
Registered number: 1157770
Balance Sheet
as at 31 December 2020

	Note	2020 £	2019 £
Current assets			
Stocks	6	1,002	1,019
Debtors	7	14	12
Cash at bank and in hand	8	<u>78,438</u>	<u>68,328</u>
		79,454	69,359
Creditors: amounts falling due within one year			
	9	<u>(5,500)</u>	<u>(5,500)</u>
Net current assets		73,954	63,859
Total assets less current liabilities		<u>73,954</u>	<u>63,859</u>
Provisions for liabilities	10	(68,599)	(59,599)
Net assets		<u>5,355</u>	<u>4,260</u>
Represented by:			
Unrestricted funds	11,12	5,355	4,260
Total funds		<u>5,355</u>	<u>4,260</u>

These financial statements were approved by the trustees on 31 July 2021 and signed on their behalf by:

Clive Butchins

Norman Shuker

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2020

1 Accounting policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on October 2019, and with the Charities Act 2011.

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, it is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income from charitable activities.

Income from interest

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Stocks

Goods provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2020

2 Income from donations	2020	2019
	£	£
Donations and gifts	808	1,970
General grants	11,900	11,550
	<u>12,708</u>	<u>13,520</u>

All of the above relates to unrestricted funds.

3 Income from charitable activities	2020	2019
	£	£
Membership subscriptions	18	628
Retail loss	(138)	(149)
	<u>(120)</u>	<u>479</u>

All of the above relates to unrestricted funds.

4 Investment income	2020	2019
	£	£
Bank interest	93	210

All of the above relates to unrestricted funds.

5 Analysis of expenditure on charitable activities	2020	2019
	£	£
Exhibitions	(1,145)	(7,410)
Education and events	(19)	(234)
Insurance	(1,400)	(1,365)
IT and equipment expenses	(597)	(555)
Premises and associated costs	(8,056)	(209)
Printing, postage & stationery	(162)	(2,187)
Other	(207)	(689)
	<u>(11,586)</u>	<u>(12,649)</u>

6 Stock	2020	2019
	£	£
Charitable activities:		
Opening stock as at 1 January	1,019	1,168
Change in the year	<u>(17)</u>	<u>(149)</u>
Closing stock as at 31 December	<u>1,002</u>	<u>1,019</u>

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2020

7 Debtors	2020	2019
	£	£
Prepayments	14	12
	<u> </u>	<u> </u>
8 Cash at bank and in hand	2020	2019
	£	£
Cash at bank and in hand	78,438	68,328
	<u> </u>	<u> </u>
9 Creditors: amounts falling due within one year	2020	2019
	£	£
Deferred income	5,500	5,500
	<u> </u>	<u> </u>
<i>Movement in deferred income:</i>		
Balance at 1 January	5,500	5,500
Amounts added in the year	5,500	5,500
Amounts released to income from prior year	(5,500)	(5,500)
Balance at 31 December	<u>5,500</u>	<u>5,500</u>
10 Provisions for liabilities and charges	2020	2019
	£	£
Balance at 1 January	59,599	56,099
Change in provision	9,000	3,500
Balance at 31 December	<u>68,599</u>	<u>59,599</u>
Provisions include £4,500 (2019: £3500) provision for exhibition removal costs, £51,099 (2019: £46,099) of historic premises costs which are awaiting assessment by the landlord, and £13,000 (2019: £10,000) which is reserved for acquisition of storage space for exhibition materials. The timing of both of the latter two outflows is uncertain.		
11 Unrestricted income funds	2020	2019
	£	£
Balance at 1 January	4,260	2,700
Incoming resources	12,681	14,209
Outgoing resources	(11,586)	(12,649)
Balance at 31 December	<u>5,355</u>	<u>4,260</u>

**Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2020**

12 Analysis of net assets between funds

	Net Current assets £	Provisions £	Total £
Unrestricted income funds	<u>73,954</u>	<u>(68,599)</u>	<u>5,355</u>

13 Other information

Elstree & Borehamwood Museum is a charitable incorporated organisation and is registered with the Charity Commission. It is not required to register with the Companies House as a company. It has limited liability so that its members and trustees do not need to contribute in the event of the charity being wound up.

Elstree & Borehamwood Museum
Detailed Statement of Financial Activities
for the year ended 31 December 2020

This schedule does not form part of the submitted financial statements

	2020	2019
	£	£
Income from:		
Donations:		
Grants Received	11,900	11,550
Sales, donations and presentations	808	1,970
	<u>12,708</u>	<u>13,520</u>
Charitable activities		
Friends subscriptions	18	628
Fund raising	-	-
Retail	(138)	(149)
	<u>(120)</u>	<u>479</u>
Investments		
Bank interest earned	93	210
Total income	<u>12,681</u>	<u>14,209</u>
Expenditure on charitable activities:		
Temp Exhibition Design & Print	(1,145)	(7,410)
Education and events	(19)	(234)
Insurance	(1,400)	(1,365)
IT and equipment expenses	(597)	(555)
Premises and associated costs	(8,056)	(209)
Printing, postage & stationery	(162)	(2,187)
Other		
Annual subscriptions and renewals	(253)	(311)
Bank charges	0	45
Consumables	0	(45)
Friends Expenses	(99)	(227)
Increase in accruals	0	0
Sundry	0	(77)
Travel	145	(74)
	<u>(207)</u>	<u>(689)</u>
Total expenditure	<u>(11,586)</u>	<u>(12,649)</u>
Net movement in funds	1,095	1,560
Total funds at 1 January	4,260	2,700
Total funds at 31 December	<u>5,355</u>	<u>4,260</u>