



# **Elstree and Borehamwood Museum**

## **Annual Report**

### **April 2020 – March 2021**



## Contents:

<b>1. Charity Information</b>	<b>2</b>
<b>2. A Message from the Chairman</b>	<b>3</b>
<b>3. A Review of the Year</b>	<b>3</b>
<b>4. Background Activities</b>	<b>5</b>
<b>5. Events</b>	<b>6</b>
<b>6. Friends and Volunteers</b>	<b>6</b>
<b>7. Trustees</b>	<b>6</b>
<b>8. Collections</b>	<b>7</b>
<b>9. Finance</b>	<b>8</b>

## 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](http://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 4<sup>th</sup> 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 17<sup>th</sup> 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



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 enagement 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 100<sup>th</sup> 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 26<sup>th</sup> 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 £
<b>Income from:</b>			
Donations	2	12,708	13,520
Charitable activities	3	(120)	479
Investments	4	93	210
<b>Total income</b>		<b>12,681</b>	<b>14,209</b>
<b>Expenditure on:</b>			
Charitable activities	5	(11,586)	(12,649)
<b>Total expenditure</b>		<b>(11,586)</b>	<b>(12,649)</b>
Net movement in funds		1,095	1,560
Total funds at 1 January		4,260	2,700
<b>Total funds at 31 December</b>		<b>5,355</b>	<b>4,260</b>



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

	<b>Note</b>	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
<b>Current assets</b>			
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
<b>Creditors: amounts falling due within one year</b>	9	<u>(5,500)</u>	<u>(5,500)</u>
<b>Net current assets</b>		73,954	63,859
<b>Total assets less current liabilities</b>		<u>73,954</u>	<u>63,859</u>
<b>Provisions for liabilities</b>	10	(68,599)	(59,599)
<b>Net assets</b>		<u>5,355</u>	<u>4,260</u>
<b>Represented by:</b>			
Unrestricted funds	11,12	5,355	4,260
<b>Total funds</b>		<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**

<b>2 Income from donations</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
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.

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

All of the above relates to unrestricted funds.

<b>4 Investment income</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bank interest	93	210

All of the above relates to unrestricted funds.

<b>5 Analysis of expenditure on charitable activities</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
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>

<b>6 Stock</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Charitable activities:</b>		
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**

<b>7 Debtors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Prepayments	14	12
	<hr/>	<hr/>
<b>8 Cash at bank and in hand</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Cash at bank and in hand	78,438	68,328
	<hr/>	<hr/>
<b>9 Creditors: amounts falling due within one year</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Deferred income	5,500	5,500
	<hr/>	<hr/>
<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	5,500	5,500
	<hr/>	<hr/>
<b>10 Provisions for liabilities and charges</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 1 January	59,599	56,099
Change in provision	9,000	3,500
Balance at 31 December	68,599	59,599
	<hr/>	<hr/>
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.		
<b>11 Unrestricted income funds</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 1 January	4,260	2,700
Incoming resources	12,681	14,209
Outgoing resources	(11,586)	(12,649)
Balance at 31 December	5,355	4,260
	<hr/>	<hr/>

**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	73,954	(68,599)	5,355

**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 £
<b>Income from:</b>		
Donations:		
Grants Received	11,900	11,550
Sales, donations and presentations	808	1,970
	12,708	13,520
Charitable activities		
Friends subscriptions	18	628
Fund raising	-	-
Retail	(138)	(149)
	(120)	479
Investments		
Bank interest earned	93	210
<b>Total income</b>	<b>12,681</b>	<b>14,209</b>
<b>Expenditure on charitable activities:</b>		
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)
	(207)	(689)
<b>Total expenditure</b>	<b>(11,586)</b>	<b>(12,649)</b>
Net movement in funds	1,095	1,560
Total funds at 1 January	4,260	2,700
<b>Total funds at 31 December</b>	<b>5,355</b>	<b>4,260</b>