



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

about ghost stories in the area also attracted popular comments.



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>



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)

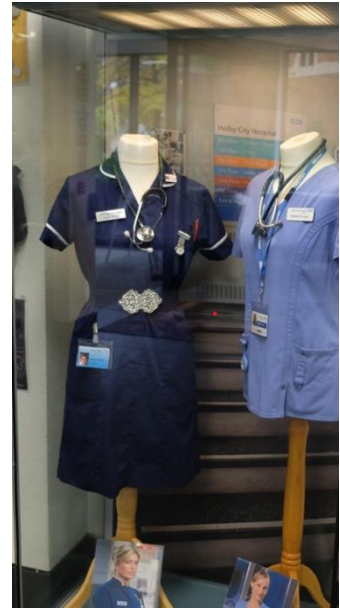


Ann and Alan Lawrence remain Honorary Patrons.

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		
	assets	Provisions	Total
	£	£	£
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>