



# **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](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

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



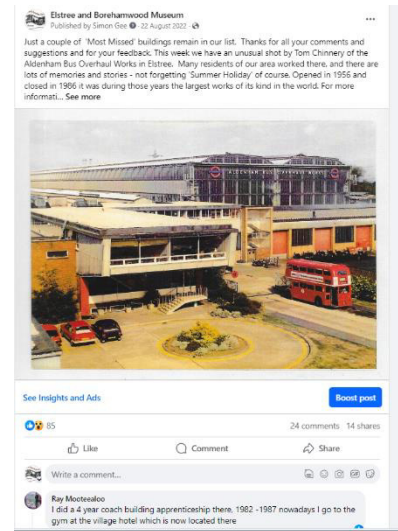
Simon Gee was contacted by a private collector who had some unique plans of the original line. These were transported to Borehamwood to be photographed before being returned to the private collector.

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 27<sup>th</sup> 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 16<sup>th</sup> 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 19<sup>th</sup> 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 18<sup>th</sup> 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 18<sup>th</sup> 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  
FOR THE YEAR ENDING 31st MARCH 2023  
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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](http://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
<b>CURRENT ASSETS</b>			
Stocks		927	1308
Debtors	5	1210	1340
Cash at bank & in hand		90496	83801
		<u>92633</u>	<u>86449</u>
<b>CREDITORS:</b>			
Amounts falling due within one year	6	2638	2638
		<u>89995</u>	<u>83811</u>
<b>NET CURRENT ASSETS</b>			
Provision for liabilities	7	76146	71896
		<u>13849</u>	<u>11915</u>
<b>NET ASSETS</b>			
<b>REPRESENTED BY :</b>			
Unrestricted funds		13849	11916
<b>TOTAL FUNDS</b>		<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
<b>INCOME FROM:</b>			
		10550	13412
Grants	2	691	983
Donations & gifts	3	688	502
Shop Sales		601	0
Friends		212	37
Interest Received		282	0
Schools		150	0
Storage			
		<u>13174</u>	<u>14934</u>
<b>TOTAL INCOME</b>			
<b>EXPENDITURE ON:</b>			
		11241	8373
Charitable Activities	4		
		<u>11241</u>	<u>8373</u>
<b>TOTAL EXPENDITURE</b>			
<b>NET INCOME</b>		1933	6561
Balance as at 1st April 2022		11916	5355
<b>BALANCE CARRIED FORWARD</b>		<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
<b>INCOME FROM ;</b>	<b>1348</b>	<b>781</b>
Shop sales	688	502
Gross Profit		
<b>OTHER INCOME</b>	<b>10550</b>	<b>13412</b>
Grants	691	983
Donations & presentations	601	0
Friends subscriptions	282	0
Schools	150	0
Storage	212	37
Bank interest received		
<b>TOTAL INCOME</b>	<b>13174</b>	<b>14934</b>
<b>EXPENDITURE ON CHARITABLE ACTIVITIES</b>		
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
<b>OTHER EXPENSES</b>		
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
<b>TOTAL EXPENDITURE</b>	<b>11241</b>	<b>8373</b>
<b>NET INCOME</b>	<b>1933</b>	<b>6561</b>
Balance as at 1st April 2022	11916	5355
<b>BALANCE CARRIED FORWARD</b>	<b>13849</b>	<b>11916</b>

**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 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 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**

**2. Income from grants**

General grants

Year Ending	15 Months to
<u>10550</u>	<u>13412</u>

**3. DONATIONS & GIFTS**

Donations & Gifts

<u>691</u>	<u>983</u>
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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>
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**6. CREDITORS: Amounts falling due within one year**

Deferred income

<u>2638</u>	<u>2638</u>
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**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.