



# Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | Day               | Month | Year |    | Day             | Month | Year |
|      | 01                | 11    | 2019 |    | 31              | 10    | 2020 |

## Section A Reference and administration details

Charity name

Bottisham Airfield Museum

Other names charity is known by

Registered charity number (if any)

1159036

Charity's principal address

Wilbraham Road

Bottisham

Cambridge

Postcode

CB25 9BU

### Names of the charity trustees who manage the charity

| Trustee name   | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----------------|-----------------|-----------------------------------|---|
| 1 David Rayner |                 | Whole Year                        |   |
| 2 Jason Webb   | Chairman        | Whole Year                        | Jason Webb  |
| 3 Steve Gotts  |                 | Whole Year                        |   |
| 4              |                 |                                   |   |
| 5              |                 |                                   |   |
| 6              |                 |                                   |   |
| 7              |                 |                                   |   |
| 8              |                 |                                   |   |
| 9              |                 |                                   |   |
| 10             |                 |                                   |   |

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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

## **Section B                      Structure, governance and management**

**Description of the charity's trusts**

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                              |
| How the charity is constituted<br>(eg. trust, association, company) | CIO                                       |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed by the Chairman of the Trustees |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

to establish and maintain a museum and archive for the benefit of the public to be known as the Bottisham Airfield Museum and in furtherance of this the trustees shall have power:

- a) collect, restore, conserve and display items relevant to the history of Bottisham airfield, including material relating to home front in the local communities;
- b) to establish and maintain a reference archive facility and to acquire materials for this purpose;
- c) to educate the public in 'the role of the airfield, the units that served there and the role the local villages played in the war effort;
- d) to record the history of the Royal Air Force (RAF) and the, United States Army Air Force {USAAF} with particular reference to their connection to Bottisham ,airfield: and
- e) to promote and encourage research into Bottisham Airfield for the benefit of the public.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- The Bottisham Airfield Museum completed its major refurbishment program of the original wartime buildings which meant replacing the roofs, windows, and some substantial structural work.
- For the majority of the year we were able to safely able to keep the museum running by just using the Nissen hut for museum visitors, although for a short period from October we were able to open the complete museum,
- We spent a lot of time upgrading our displays with new display boards and invested in the purchase of some new display items.
- We welcomed groups of visitors, including car clubs, the Newmarket Historical Society, relatives of servicemen from the USA.
- We also continued on various outreach activities at the Flying Legends airshow at Duxford, the Newmarket 1940's event, and Bottisham village fete.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

- We formed a strong body of volunteers who were willing to act as tour guides once we had trained them
- We significantly upgraded our displays which allow us to better develop a narrative of how the airfield developed and changed in the war years.
- We continued to improve our website to include more information both on the museum and the history of the airfield.
- We maintained a strong social media presence, especially on Facebook, making people aware of improvements at the museum and how to visit the museum.
- We were able to attract many groups to the museum and also held initial discussions with schools over the viability of schools visiting the museum.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We don't have a policy regarding reserves

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F



## Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

|   |   |
|---|---|
|  |  |
|---|---|

Full name(s)

|            |                |
|------------|----------------|
| JASON WEBB | David A. Eynon |
|------------|----------------|

Position (eg Secretary,  
Chair, etc)

|       |           |
|-------|-----------|
| CHAIR | ✓ TRUSTEE |
|-------|-----------|

Date

|            |
|------------|
| 13/12/2021 |
|------------|



## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/11/2019

To

Period end date  
31/10/2020

### Section A Receipts and payments

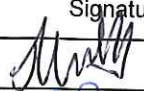

|   | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|---|--------------------|------------------|------------------|------------------|------------------|
|   | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Donations   | 123,313            | -                | -                | 123,313          | 102,949          |
| Gift Aid  | 15,443             | -                | -                | 15,443           | 49,106           |
| Rent  | 8,813              | -                | -                | 8,813            | 6,345            |
| Membership Fees                                       | -                  | -                | -                | -                | 220              |
| Sundries  | -                  | -                | -                | -                | 500              |
| Open Days   | 750                | -                | -                | 750              | 903              |
|   |                    | -                | -                | -                |                  |
|   |                    | -                | -                | -                | -                |
|   |                    | -                | -                | -                | -                |
|   |                    | -                | -                | -                | -                |
|   |                    | -                | -                | -                | -                |
| <b>Sub total (Gross income for AR)</b>                | <b>148,318</b>     | <b>-</b>         | <b>-</b>         | <b>148,318</b>   | <b>160,023</b>   |
| <b>A2 Asset and investment sales, (see table).</b>    |                    |                  |                  |                  |                  |
|   | -                  | -                | -                | -                |                  |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>                                 | <b>148,318</b>     | <b>-</b>         | <b>-</b>         | <b>148,318</b>   | <b>160,023</b>   |
| <b>A3 Payments</b>                                    |                    |                  |                  |                  |                  |
| Renovations   | 10,595             | -                | -                | 10,595           | 423              |
| Security  | 121                | -                | -                | 121              | -                |
| Consultancy and Advice                                | 1,272              | -                | -                | 1,272            | 288              |
| Electricity   | 6,985              | -                | -                | 6,985            | 800              |
| Insurance   | 1,501              | -                | -                | 1,501            | 1,315            |
| Open Day Expenses                                     | 227                | -                | -                | 227              | 307              |
| Exhibits  | 3,546              | -                | -                | 3,546            | 1,240            |
| Materials & Tools                                     | 1,682              | -                | -                | 1,682            | 312              |
| Toilet & Welfare                                      | 3,226              | -                | -                | 3,226            | 2,519            |
| Subscriptions   | 216                | -                | -                | 216              | 188              |
| Printing  | 1,622              | -                | -                | 1,622            | 229              |
| Internet  | 918                | -                | -                | 918              | 752              |
| Water   | 117                | -                | -                | 117              | 48               |
| Marketing   | -                  | -                | -                | -                | 60               |
| Bank Charges  | -                  | -                | -                | -                | 15               |
| Sundries  | 236                | -                | -                | 236              | 108              |
| Gardening   | 947                | -                | -                | 947              | -                |
|   |                    | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>33,210</b>      | <b>-</b>         | <b>-</b>         | <b>33,210</b>    | <b>8,604</b>     |
| <b>A4 Asset and investment purchases, (see table)</b> |                    |                  |                  |                  |                  |
| Renovation to Site Buildings                          | 132,372            | -                | -                | 132,372          | 137,182          |
|   | -                  | -                | -                | -                |                  |
| <b>Sub total</b>                                      | <b>132,372</b>     | <b>-</b>         | <b>-</b>         | <b>132,372</b>   | <b>137,182</b>   |
| <b>Total payments</b>                                 | <b>165,582</b>     | <b>-</b>         | <b>-</b>         | <b>165,582</b>   | <b>145,786</b>   |
| <b>Net of receipts/(payments)</b>                     | <b>- 17,264</b>    | <b>-</b>         | <b>-</b>         | <b>- 17,264</b>  | <b>14,237</b>    |
| <b>A5 Transfers between funds</b>                     | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>A6 Cash funds last year end</b>                    | <b>18,014</b>      | <b>-</b>         | <b>-</b>         | <b>18,014</b>    | <b>3,777</b>     |
| <b>Cash funds this year end</b>                       | <b>750</b>         | <b>-</b>         | <b>-</b>         | <b>750</b>       | <b>18,014</b>    |



## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                | Bank Statement @ 31st October 2020                     | 750                                | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   | <b>Total cash funds</b>                                | 750                                | -                                | -                               |
|   | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|   |  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                     |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                         |  |                                    | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b> |  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   | Land & Buildings (gift April 2015)                     | Unrestricted                       | 300000                           | -                               |
|   | Site Preparation at cost                               | Unrestricted                       | 20355                            | -                               |
|   | Nissen Hut at cost                                     | Unrestricted                       | 32156                            | -                               |
|   | Exhibits & Mustang Project                             | Unrestricted                       | 8998                             | -                               |
|   | Renovations to site buildings (2018)                   | Unrestricted                       | 44298                            | -                               |
|   | Renovations to site buildings (2019)                   | Unrestricted                       | 137182                           | -                               |
|   | Renovations to site buildings (2020)                   | Unrestricted                       | 132372                           | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                               |  | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|   | Mead Construction                                      | Unrestricted                       | 24698                            |                                 |
|   | M Garner   | Unrestricted                       | 1950                             |                                 |
|   | A Wallbridge   | Unrestricted                       | 813                              |                                 |
|   | R Lawrence   | Unrestricted                       | 1314                             |                                 |
|   | Price Bailey   | Unrestricted                       | 1500                             |                                 |

Signed by one or two trustees on behalf of all the trustees

| Signature   | Print Name        | Date of approval |
|---|-------------------|------------------|
|  | JASON WEBB        | 13/12/2021       |
|  | David A. R. Jones | 13/12/2021       |

# **INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF BOTTISHAM AIRFIELD MUSEUM**

**FOR THE YEAR ENDED 31 OCTOBER 2020**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 October 2020 which are set out on pages 1 to 9.

## **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

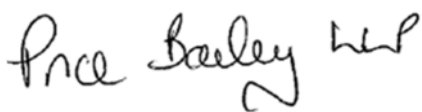
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Helena Wilkinson**

For and on behalf of

**Price Bailey LLP**  
Tennyson House  
Cambridge Business Park  
Cambridge  
CB4 0WZ

Date: 16 December 2021