



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2020		31	10	2021

## 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 Chris Kenny		Appointed 1/4/2021	
5			
6			
7			
8			
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10			

11  
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18  
19  
20

**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)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (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 was able to open the complete museum every Sunday from April through to October.
- The displays were re-arranged and upgraded to better tell the story of the airfield and were more clearly defined to delineate between RAF and USAAF displays.
- We held some large events - notably Bottisham at War, a Remembrance Day Service and a Christmas Fair.
- We welcomed groups of visitors, including car clubs, the Newmarket Historical Society, airman from Mildenhall and Lakenheath and relatives of servicemen from the USA.
- We also continued on various outreach activities by attending at events at Duxford and Newmarket.

**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 continued to add to our volunteer team with additions to our visitor service, cafe and maintenance teams.
- We added a small cafe which improved the visitor experience and increased visitor stay time.
- We laid on a number of events such as Bottisham at War (1940's reenactment event), a Remembrance Day Service and a Christmas fair which attracted significant additional visitor numbers.
- We continued to significantly upgrade our displays which allows us to better develop a narrative of how the airfield developed and changed in the war years.
- We added new exhibits such as a P-51 Mustang cockpit that kids and visitors could sit in and interact with. We also acquired a complete P-51 Mustang replica and began its restoration.
- We attracted a number of groups to visit the museum such as the Newmarket Historical Society, the Bottisham Cubs and Scouts, the Bottisham WI and airmen from Lakenheath and Mildenhall.

## 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

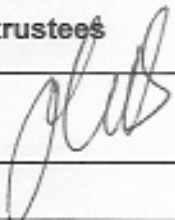
## Other optional information

## 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

Position (eg Secretary,  
Chair, etc)

CHAIR.

Date

12/9/2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Bottisham Airfield Museum	No (if any) 1159036
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## Receipts and payments accounts

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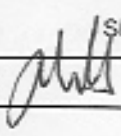
For the period from	Period start date 01/11/2020	To	Period end date 31/10/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	40,093	-	-	40,093	123,313
Gift Aid	15,779	-	-	15,779	15,443
Rental Income	9,870	-	-	9,870	8,813
Museum Admissions	2,370	-	-	2,370	-
Event Admissions	3,698	-	-	3,698	750
Café Sales	3,303	-	-	3,303	-
Gift Shop Sales	1,956	-	-	1,956	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>77,069</b>	<b>-</b>	<b>-</b>	<b>77,069</b>	<b>148,318</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>77,069</b>	<b>-</b>	<b>-</b>	<b>77,069</b>	<b>148,318</b>
<b>A3 Payments</b>					
Renovations	12,090	-	-	12,090	10,595
Exhibits	3,906	-	-	3,906	3,546
Electricity	5,767	-	-	5,767	6,985
Security	3,014	-	-	3,014	121
Toilet & Welfare	2,560	-	-	2,560	3,226
Consultancy and Advice	1,800	-	-	1,800	1,272
Café Purchases	1,640	-	-	1,640	-
Insurance	1,626	-	-	1,626	1,501
Event Expenses	1,458	-	-	1,458	227
Gift Shop Purchases	1,384	-	-	1,384	-
Internet and IT	1,258	-	-	1,258	918
Materials & Tools	818	-	-	818	1,682
Waste	487	-	-	487	-
Water	361	-	-	361	117
Marketing	341	-	-	341	-
Subscriptions	90	-	-	90	216
Post Office & Stationery	71	-	-	71	-
Bank Charges	14	-	-	14	-
Other Expenses	678	-	-	678	2,804
<b>Sub total</b>	<b>39,363</b>	<b>-</b>	<b>-</b>	<b>39,363</b>	<b>33,210</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Renovations to Site Buildings	24,890	-	-	24,890	132,372
Mustang Cockpit Project	5,544	-	-	5,544	-
<b>Sub total</b>	<b>30,434</b>	<b>-</b>	<b>-</b>	<b>30,434</b>	<b>132,372</b>
<b>Total payments</b>	<b>69,797</b>	<b>-</b>	<b>-</b>	<b>69,797</b>	<b>165,582</b>
<b>Net of receipts/(payments)</b>	<b>7,272</b>	<b>-</b>	<b>-</b>	<b>7,272</b>	<b>- 17,265</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>750</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>18,014</b>
<b>Cash funds this year end</b>	<b>8,022</b>	<b>-</b>	<b>-</b>	<b>8,022</b>	<b>750</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Lloyds Bank Treasurer's Account Oct 31st	1,794	-	-
	Lloyds Bank BUS Account Oct 31st	6,228	-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,022</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds 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	300,000	-
	Site preparation at Cost	Unrestricted	20,355	-
	Nissen Hut at Cost	Unrestricted	32,156	-
	Exhibits & Mustang Project (Prior years)	Unrestricted	8,998	-
	Mustang Cockpit Project - This period	Unrestricted	5,544	-
	Renovations to Site Buildings (2018 - 20)	Unrestricted	313,852	-
	Renovations to Site Buildings - This period	Unrestricted	24,890	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
	Richard Lawrence (R&M)	Unrestricted	6,688	
	Troy Security	Unrestricted	250	
	Jason Rayner	Unrestricted	1,044	
	Graham Buchanan	Unrestricted	1,248	
	Prisc Bailey	Unrestricted	1,020	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			JASON WEBB	12/19/2022

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

**FOR THE YEAR ENDED 31 OCTOBER 2021**

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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 2021 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').

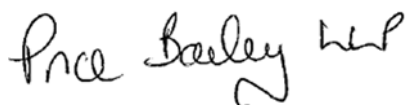
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## **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 BSc FCA DChA**

For and on behalf of

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

Date: 13 September 2022