



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2023		31	10	2024

### 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	Jason Webb	Chair of Trustees	Whole Year	
2	Ollie Camp		Whole Year	
3	Jenny Hirst		Appointed July 2024	Chair of Trustees
4	Steve Gotts		Until March 2024 (Deceased)	

#### 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 Chair 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.

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**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:

- collect, restore, conserve and display items relevant to the history of Bottisham airfield, including material relating to home front in the local communities.
- to establish and maintain a reference archive facility and to acquire materials for this purpose,
- 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,
- 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
- 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 Museum enjoyed a successful 2024 season - opening every Sunday and Wednesday from 10.30am to 4.00 pm from March to November and attracting a record number of visitors.
- We expanded our outreach activities by having a stall at shows such as the Victory Shows, the Americans Air Day at Duxford and attending D-Day events in Newmarket and Bottisham.
- We acquired a significant collection of papers and photographs from the estate of Steve Gotts pertaining to the history of the RAF and USAAF at Bottisham.
- We acquired a significant collection of papers, letters, uniform and photographs from Matt Mathis whose grandfather had served at Bottisham in 1943/44.
- We acquired the fuselage of an Auster Mk 1 aircraft that served at Bottisham in 1941/42.
- We significantly upgraded many of our displays, creating a new communications/operations room which helps tell the story of D-Day at Bottisham.
- Museum volunteers restored the Memorial to Bottisham's Group Commander, Colonel Thomas Christian and held a service to re-dedicate the memorial, raising awareness of the role of the airfield and the units that served there.
- We visited local clubs and societies to give talks on the role of the airfield and the units that served at Bottisham in WW2.

In setting the above objectives and planning the activities of the charity, the Trustees have given careful consideration to the Charity Commission's public benefit guidance.

**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.

**Section D**

**Achievements and performance**

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

- We attracted more visitors to the museum than ever before, with a 20% increase on the previous year, at a time many similar organisations were seeing a downturn.
- We attracted more young volunteers than ever before and increased the size of our volunteer team as a whole.
- We have reached an agreement to add another room to our display space which will give us a record amount of display space for the 2025 season.
- We undertook more outreach events than ever before – taking the museum to new audiences both through having stalls at events and by giving talks at local clubs and societies.
- We attracted more organised tour groups to the museum than ever before.
- We significantly increased the size and scope of our historical archive through the acquisition of additional paperwork, letters and photographs.
- We won a third consecutive Travelers Choice Award from TripAdvisor.
- We significantly increased total revenues and the Charity's year end cash position was also significantly improved.

Section E

Financial review

Brief statement of the charity's policy on reserves	Cash reserves will be maintained to cover the Charity's current obligations and provide a contingency to meet the base fixed costs of the Charity and the museum buildings for a minimum period of six months in the event of unforeseen events (Base fixed costs estimate £8,000 for six months based on historic run-rate).
Details of any funds materially in deficit	None

Further financial review details (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"><li>the charity's principal sources of funds (including any fundraising);</li><li>how expenditure has supported the key objectives of the charity;</li><li>investment policy and objectives including any</li></ul>	<p><b>Financial Review:</b></p> <p>Total revenues for the museum were £134.7k in the year 2023/24, compared to £124.9k in 2022/23, an increase of 8%.</p> <p>Key sources of funding in the year were donations, contributing 27% of the total (last year 39%), café and shop 32% (lyr 27%), and public admissions to the museum and events 26% (lyr 22%). Other income derived from rental, facilities hire (e.g. for helicopter pleasure flights) and other activities contributed 15% of total income in 2023/24 compared to 12% in the previous year.</p>
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ethical investment policy adopted.

Regular Museum opening hours in 2023/24 were unchanged from the previous year (Wednesdays and Sundays from March to November) and admission prices were kept at prior year levels. During regular opening hours the Museum attracted 2,770 visitors, an increase of 20% over last year (2022/23: 2,300 visitors). This increased footfall has contributed to an increase in café sales of 37%, and gift shop sales of 7%, over the prior year.

The annual Bottisham at War 1940s event in July attracted 878 paying visitors across the weekend. This was less than last year (2022/23: 1,020 visitors) due to very wet weather. However, the Museum staged three successful one-day classic car shows during the year in May, August and September (one more than last year) attracting 1,623 people plus many exhibitors. Overall, event revenues of £21.4k were 17% up on the previous year.

Total operational expenditure in 2023/24 (excluding purchases of items for resale in the shop and café) was £68.3k, an increase of £11.0k or 19% on the previous year.

At the end of the reporting period the Charity's cash position was much improved, with a bank balance of £97.7k compared to £64.5k at the end of October 2023.

**Related Party Transactions:**

Payments made during the year to Trustees for reimbursement of expenses incurred totaled £1,491:

- Jason Webb £681; for fuel & mileage expenses, furniture and exhibits purchased for museum.
- Jennifer Hirst £69; for sundry café supplies.
- Ollie Camp £741; for fixtures, fittings and security cameras purchased for the museum

These payments were made in accordance with the terms of the charity's trust deed, and with regard to the applicable sections of the Charities Act 2011.

## 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)



Jason Webb (Tue, 18th Mar 2025 20:34:40 GMT)

Full name(s)

Jason Webb

Position (eg Secretary,  
Chair, etc)

Chair of Trustees

Date

18 Mar 2025



## Receipts and payments accounts

For the period from	Period start date <b>01/11/2023</b>	To	Period end date <b>31/10/2024</b>
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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	34,500	1,864	-	36,364	48,508
Café Sales	31,022	-	-	31,022	22,623
Events	21,411	-	-	21,411	18,263
Gift Shop Sales	12,019	-	-	12,019	11,276
Museum Admissions	13,162	-	-	13,162	9,737
Rental Income	8,460	-	-	8,460	7,755
Facilities Hire	3,600	-	-	3,600	1,405
Other Income	8,176	-	-	8,176	5,362
<b>Sub total (Gross income for AR)</b>	<b>132,350</b>	<b>1,864</b>	<b>-</b>	<b>134,214</b>	<b>124,929</b>
<b>A2 Asset and investment sales, (see table).</b>					
Replica Merlin Engine (Deposit - sale agreed)	500	-	-	500	-
<b>Sub total</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>
<b>Total receipts</b>	<b>132,850</b>	<b>1,864</b>	<b>-</b>	<b>134,714</b>	<b>124,929</b>
<b>A3 Payments</b>					
Renovations	15,300	1,864	-	17,164	13,598
Café Purchases	13,175	-	-	13,175	8,392
Materials & Tools	9,350	-	-	9,350	7,906
Gift Shop Purchases	8,941	-	-	8,941	5,111
Exhibits	7,367	-	-	7,367	4,898
Event Expenses	5,859	-	-	5,859	3,627
Security	5,178	-	-	5,178	6,018
Electricity	3,361	-	-	3,361	4,343
Rental Expense	2,500	-	-	2,500	2,500
Gardening	2,459	-	-	2,459	1,297
Outside Catering	1,924	-	-	1,924	1,065
Insurance	1,885	-	-	1,885	2,114
Waste	1,573	-	-	1,573	697
Toilet & Welfare	1,549	-	-	1,549	674
Consultancy and Advice	1,500	-	-	1,500	2,265
Internet and IT	1,043	-	-	1,043	989
Printing	977	-	-	977	726
Marketing	785	-	-	785	437
Post Office & Stationery	177	-	-	177	174
Water	144	-	-	144	178
Permits & Licenses	62	-	-	62	1,692
Other Expenses	3,415	-	-	3,415	2,080
<b>Sub total</b>	<b>88,523</b>	<b>1,864</b>	<b>-</b>	<b>90,388</b>	<b>70,780</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Exhibits	7,867	-	-	7,867	-
Cafe Appliances	1,305	-	-	1,305	467
Plant & Machinery	844	-	-	844	-
Aircraft hanger	774	-	-	774	8,543
IT Equipment	263	-	-	263	514
Power Supply Upgrade (Refund)	-	-	-	-	8,059
<b>Sub total</b>	<b>11,052</b>	<b>-</b>	<b>-</b>	<b>11,052</b>	<b>1,465</b>
<b>Total payments</b>	<b>99,576</b>	<b>1,864</b>	<b>-</b>	<b>101,440</b>	<b>72,246</b>
<b>Net of receipts/(payments)</b>	<b>33,274</b>	<b>-</b>	<b>-</b>	<b>33,274</b>	<b>52,683</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>64,499</b>	<b>-</b>	<b>-</b>	<b>64,499</b>	<b>11,816</b>
<b>Cash funds this year end</b>	<b>97,773</b>	<b>-</b>	<b>-</b>	<b>97,773</b>	<b>64,499</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	9,507	-	-
	Lloyds Bank Deposit Account Oct 31st	88,206	-	-
	Cash floats - Shop & Café	60	-	-
	<b>Total cash funds</b>	<b>97,773</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	Land & Buildings	Unrestricted	699,526	
	Collection & Exhibits	Unrestricted	57,531	
	Aircraft Hanger	Unrestricted	14,100	
	Café Appliances	Unrestricted	1,820	
	IT Equipment	Unrestricted	730	
	Plant & Machinery	Unrestricted	844	
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	British Gas	Unrestricted	154	
	S. Easey	Unrestricted	100	
	React CP	Unrestricted	76	
	Veolia	Unrestricted	87	
	Booker Foods	Unrestricted	203	
	Nick Taylor t/a The Green Barn	Unrestricted	966	
	Troy Security	Unrestricted	279	
	Price Bailey LLP	Unrestricted	1,560	

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

Signature



Print Name

Jason Webb - Chair of Trustees

Date of approval

18 Mar 2025

Jason Webb (Tue, 18th Mar 2025 20:34:40 GMT)

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BOTTISHAM AIRFIELD MUSEUM

## FOR THE YEAR ENDED 31 OCTOBER 2024

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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 2024 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.

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.



**Shaun Jordan ACA**

For and behalf of

**Price Bailey LLP**

Tennyson House  
Cambridge Business Park  
Cambridge  
CB4 0WZ

Date: 20 March 2025