



Heritage Network Norfolk

Registered Charity, No: 1161645

Trustees' Annual Report & Statement of Financial Activity for the financial year ended 31 March 2022

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for the financial year ended 31 March 2022

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Trustees Annual Report & Statement of Financial Activity for the financial year ended 31 March 2022

1 Reference and Administration Details

1.1 Charity Name & Registration

Heritage Network Norfolk

The charity is a Charitable Incorporated Organisation, registration no: 1161645, registered with the Charity Commission on 13 May 2015.

The charity is not registered with HM Revenue & Customs.

1.2 Charity's Address

c/o Museum4Watton, Wayland Hall, Middle Street, Watton, Thetford, IP25 6AG

(previously c/o SHARE Museums East, Shirehall, Market Street, Norwich NR1 3JU)

e-mail: museumsnorfolk@gmail.com

website: hnn.org.uk

1.3 Names of the Trustees of the Charity

	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Sue Gattuso			
Lisa Little			09.02.2022
Megan Dennis		09.02.2022	
Chris Hutchings			
Sarah Coleman	Chair	19.10.2022	
Su Booth	Ex Officio		

1.4 Names of Advisors & Senior Members of Staff

The management of the organisation is the role and responsibility of the Board of Trustees. The end of year financial statement was drawn up by a volunteer who works as a professional accountant. There are no sub-committees at present.

1.5 Bank

Barclays Business Banking, Leicester, LE87 2BB

2 Structure, Governance & Management

2.1 Type of Governing Document

Heritage Network Norfolk is registered as a Charitable Incorporated Organisation and was set up with an Association Model constitution on 13 May 2015 as Museums Norfolk. On 17 March 2019 the charity's name was changed to Heritage Network Norfolk. Hitherto Museums Norfolk was an unincorporated membership organisation, known as the Museums in Norfolk Group.

2.2 Charitable Objects

Our charitable objectives, as defined in our governing document, are to promote the efficient and effective use of the charitable resources of museums, archives, art galleries and heritage organisations in Norfolk whose collections are open to the public and operated on a not-for-profit basis with the aim of advancing education, the arts and local heritage for the benefit of the public by:

- (1) Promoting the highest professional standards of work and public service;
- (2) Supporting the education, training and development of staff and volunteers;
- (3) Delivering other services to support the charitable work of such organisations;
- (4) Acting as a representative to other bodies;
- (5) Encouraging public education through the promotion and maintenance of, and access to, high quality museums, art galleries and heritage organisations;
- (6) Making grants to support the charitable work of such organisations.

2.3 Trustee Selection Methods

Appointment to the Board of Trustees is approved by the membership at Annual General Meetings. In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years. Sue Gatusso, Lisa Little and Chris Hutchings were re-appointed at the 5th AGM on 22 September 2021. Trustees are selected by an open recruitment process including advertising, application and interview. In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law. There must be at least three charity trustees. The maximum number is seven. The Norfolk Museum Development Officer, employed by Norfolk Museums Service, is an ex officio trustee. A Board Review was conducted in February 2020 to identify roles for Trustees and identify gaps in skills and experience.

3 Activities

3.1 Statutory Declaration

The Trustees of Heritage Network Norfolk confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

4 Achievements & Performance

4.1 Outputs and Outcomes for the Charity's Beneficiaries

The three remaining trustees worked hard to keep their own museums going during the COVID-19 pandemic and subsequently faced further difficulties at their museums in the loss of some volunteers and trustees as well as needing time to complete ambitious development projects. However, they continued to meet, to complete the board review and undertake a trustee recruitment campaign, resulting in the appointment of a new Chair and a trustee to replace Lisa Little, who had informed the board of her decision to stand down due to new demands on her time.

We continue to host a website to publicise the member organisations under the domain name hnn.org.uk. Megan Dennis is leading a review of the site with the aim of

improving its use to members in the first instance, along the lines of the Museums Essex website, and building up to a public facing element in the future.

We are developing a programme of activity for 2023 – two virtual and two in-person events – and an outline action plan for 2023-5 so we can deliver benefits to members of the organisation while completing the trustee group and encouraging members to volunteer to support the trustees in whatever capacity they can manage.

In June 2021 we held a virtual coffee morning to discuss school visits to museums. Speakers from the Group for Education in Museums and Festival Bridge were invited. A recording of this session is available to members who were unable to attend. We intend to follow this up with further activity for museums interested in their role as a place for learning and enjoyment.

Information was passed to the membership as applicable by the ex officio trustee as part of her role as Norfolk Museum Development Officer. As it contains similar content, the SHARE newsletter was promoted as an alternative to the old HNN newsletter, avoiding duplication.

4.2 How the Public Have Benefitted

It is safe to say the charity has been largely dormant this year while we rebuild the way it is organised, and subsequently there has been little short-term benefit to the public. However, by taking the time to make sure we get this right we will be in a better position to support museums to use their resources to provide the best experience for the public. The Charity will no longer be reliant on external funding, improving its chances of long term survival, and allowing it to concentrate on fundraising for projects directly benefitting its member organisations, rather than for running costs.

4.3 Contributing to Activities Run by Other Organisations

Heritage Network Norfolk continues to support and work with SHARE Museums East. We worked with Norfolk & Norwich Festival Bridge and the Group for Education in Museums to inform our membership about the current thinking in working with schools and to inform the membership about the role and activities of these organisations.

4.4 Trustee Development

Trustees are encouraged to participate in development opportunities as and when appropriate. A skills analysis was conducted as part of the Board Review in February 2020.

5 Financial Review

5.1 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

5.2 Policy on Reserves

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- a) to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income;
- b) to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as

a precursor to securing the external funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are at least £5000.

5.3 Principal Sources of Funding and Outgoings

There has been very little income and expenditure this financial year. Membership fees were suspended until April 2023. Expenditure was minimal and chiefly on administration such as the annual payment for the website domain name. There is some movement in the accounts this year due to adjustments made to correct a mistake in previous years' accounts. A grant from a local Charitable Trust was reported in previous years as restricted but was in fact unrestricted. The result of this was that the MN Development Grant from SHARE Museums East was reported as underspent. In fact, the MN Development Grant has been spent in full and can now be reported against. All monies are now unrestricted with the exception of a wellbeing workshops grant of £600 from SHARE Museums East which remains in the bank. The grant must be spent in line with Arts Council England Investment Principles and will be reported on by SHARE Museums East by spring 2024 at the latest.

5.4 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost. No expenses were claimed.

5.5 Financial Status

Though modest, Heritage Network Norfolk's current unrestricted resources are more than sufficient to meet its outgoings for at least next year.

The re-organisation of the way we manage the charity ensures that we are not reliant on external funding for our core costs in the foreseeable future. Fundraising will be required for projects and activity requiring external support. The financial statements for April 2021 – March 2022 were approved by the trustees on 23 November 2022.

5.6 Statutory Statements on Liabilities

The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of the statement of assets and liabilities.
- ✓ The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the charity at the date of the statement of assets and liabilities.

Approved by the Trustees and signed on their behalf,

Sarah Coleman
Chair of the Charity Trustees

Date: 27 January 2023

6 Statement of Financial Activity

6.1 Receipts & Payments accounts for the Financial Year Ended 31 March 2022

Heritage Network Norfolk (formerly Museums Norfolk)

Income & Expenditure Account

12 months to 31 March 2022

	Notes	2022			2021		
		Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Income							
Wellbeing Workshops grant	3	-	-	-	-	600.00	600.00
Bank interest		0.76	-	0.76	3.50	-	3.50
Supplementary grant adjustment	1	361.06	-	361.06	-	-	-
Total income		361.82	-	361.82	3.50	600.00	603.50
Expenditure							
Marketing, admin & office costs		111.76	-	111.76	103.88	-	103.88
Supplementary grant adjustment	1	-	361.06	-	-	-	-
Total expenditure		111.76	361.06	111.76	103.88	-	103.88
Surplus/(Deficit) for the year		250.06	(361.06)	250.06 -	(100.38)	600.00	499.62
Brought forward							
MN Development grant	1	-	407.06	407.06	-	407.06	407.06
Shared Enterprise grant		-	(46.00)	(46.00)	-	(46.00)	(46.00)
Wellbeing Workshops grant		-	600.00	600.00	-	-	-
Unrestricted funds		8,087.35	-	8,087.35	8,187.73	-	8,187.73
Total brought forward		8,087.35	961.06	9,048.41	8,187.73	361.06	8,548.79
Funds carried forward		8,337.41	600.00	8,937.41	8,087.35	961.06	9,048.41
Comprising							
MN Development grant	1		-			407.06	
Shared Enterprise grant	2		-			(46.00)	
Wellbeing Workshops Grant	3		600.00			600.00	
			600.00			961.06	

Heritage Network Norfolk (formerly Museums Norfolk)

Notes to Income & Expenditure account
12 months to 31 March 2022

Note 1 MN Development grants

	<u>Budgeted</u>	<u>b/fwd</u>	<u>Grants</u>	<u>Spend</u>	<u>c/fwd</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Development manager Fees	-	5,820.00		-	5,820.00
Expenses	-	896.70		-	896.70
Network and training events	-	2,358.82		-	2,358.82
Admin assistant	-	487.30		-	487.30
New website and logo	-	2,500.00		-	2,500.00
GDPR training/networking	-	(782.90)		-	(782.90)
Volunteering leaflet	-	(129.50)		-	(129.50)
Audience development (schools)	-	500.00		-	500.00
Small grants to members	-	49.59		-	49.59
Transfer to unrestricted funds	-	(135.80)		-	(135.80)
Surplus adjustment	-	(107.15)		-	(107.15)
Adjustment to reflect grant shortfall against budget	-	(11,050.00)		-	(11,050.00)
Shared enterprise grant overspend (note 2)	-	-		46.00	(46.00)
	-	407.06	-	46.00	361.06

£2,000 supplementary grant received during the year to 31 March 2000 was in fact unrestricted, not restricted as previously reported. Therefore, the £361.06 underspend on the grant c/fwd is unrestricted.

Note 2 Shared Enterprise grant 2018

It has been agreed by the Norfolk Museum Development Officer that the total overspend b/fwd, £46.00, can be taken from the MN development grant (see note 1 above).

Note 3 Wellbeing Workshops grant

Grant of £600 made in July 2020 to run 3 Wellbeing Workshops that were subsequently cancelled due to COVID-19.

	<u>Budgeted</u>	<u>b/fwd</u>	<u>Grants</u>	<u>Spend</u>	<u>c/fwd</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Workshops	-	600.00		-	600.00
	-	600.00	-	-	600.00

6.2 Statement of Assets and Liabilities for the Financial Year Ended 31 March 2021

Heritage Network Norfolk (formerly Museums Norfolk)

Statement of Assets and Liabilities
as at 31 March 2022

	2022			2021		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Assets						
Cash funds	8,291.13	600.00	8,891.13	8,041.07	961.06	9,002.13
Prepayments	46.28	-	46.28	46.28	-	46.28
Total assets	8,337.41	600.00	8,937.41	8,087.35	961.06	9,048.41
Liabilities	-	-	-	-	-	-
Net assets (agrees to Income & Expenditure account)	8,337.41	600.00	8,937.41	8,087.35	961.06	9,048.41

Signed on behalf of the Trustees

1. Sue Gattuso 23.11.2022
2. Chris Hutchings 23.11.2022

Prepayments

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Expenditure						
Marketing, admin & office costs	46.28	-	46.28	46.28	-	46.28

6.3 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own simple accounts spreadsheet.

b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the charity's activities are reimbursed at cost.

No Trustees received any reimbursement of out-of-pocket expenses in the financial year 2021-22.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.

In the 2021-22 financial year the charity employed no staff or external contractors.

d) Fixed Assets

The charity has not purchased or disposed of any fixed assets in the current financial year.

e) Creditors & Debtors

Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.