



Heritage Network Norfolk

Registered Charity, No: 1161645

**Trustees' Annual Report &
Statement of Financial Activity
for the financial year ended 31
March 2023**

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Trustees Annual Report & Statement of Financial Activity for the financial year ended 31 March 2023

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

Sue Gattuso

Megan Dennis

Chris Hutchings

Sarah Coleman appointed 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. 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 reappointed for a term of three years. Sue Gatusso was re-appointed at the 7th AGM on Friday 29 September 2023. 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. There is a rotation schedule for retiring and reappointing Trustees.

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 which activities the charity should undertake.

4 Achievements & Performance

4.1 Outputs and Outcomes for the Charity's Beneficiaries

The trustees worked hard to keep their own museums going post pandemic and continued to meet to plan for a new website, programme of activity for 2023/24 and hosted an in-person AGM in Norwich at the Writer's Centre in King Street which was attended by a range of member organisations from across the heritage sector. The accompanying training sessions explored developing interpretation, wellbeing and mindfulness activities and an introduction to 'The Beaney Health & Wellbeing in Museums Toolkit'. Members were also given a tour of the venue and history of the



development and conservation of the site of Dragon Hall. The 2023 AGM was held in September at Gressenhall Farm and Workhouse and was accompanied by presentations on good practice in collections storage and tours of the Norfolk Museums Service Collections Centre. Many thanks are due to Wayne Kett, Mercy Yates, the staff at Gressenhall and the volunteers at Dragon Hall for generously giving us their time.

The HNN website is currently under reconstruction and will publicise the member organisations under the domain name hnn.org.uk. Megan Dennis has led 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 2024-25 so we can deliver benefits to members of the organisation through a programme of four member events per year (split online and in-person) while completing the trustee group and encouraging members to volunteer to support the trustees in whatever capacity they can manage.

As in previous years, 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. This situation is currently under review as SHARE will be merging with South East Museum Development from April 2024 so there is likely to be an increased need for more localised information.

4.2 How the Public Have Benefitted

We have continued to rebuild the way HNN 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. Moving forward, 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.

4.4 Trustee Development

Trustees are encouraged to participate in development opportunities as and when appropriate. For example, one of our trustees is currently working towards an Associateship of the Museums Association.

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 2024. Expenditure was chiefly on room hire and refreshments for events plus some administration such as the annual payment for the website domain name. All monies are 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 only for projects and activity. The financial statements for April 2022 – March 2023 were approved by the Trustees on 29 September 2023.

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: 22 December 2023

6 Statement of Financial Activity

6.1 Receipts & Payments accounts for the Financial Year Ended 31 March 2023 Heritage Network Norfolk (formerly Museums Norfolk)

Income & Expenditure Account - 12 months to 31 March 2023

| | | 2023 | | | 2022 | | |
|-----------------------------------|-------|--------------|------------|----------|--------------|------------|----------|
| | Notes | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total |
| | | £ | £ | £ | £ | £ | £ |
| Income | | | | | | | |
| Bank interest | | 16.80 | - | 16.80 | 0.76 | - | 0.76 |
| Supplementary grant adjustment | 1 | - | - | - | 361.06 | - | 361.06 |
| Total income | | 16.80 | - | 16.80 | 361.82 | - | 361.82 |
| Expenditure | | | | | | | |
| Marketing, admin & office costs | | 111.76 | - | 111.76 | 111.76 | - | 111.76 |
| Network events | | 787.50 | - | 787.50 | - | - | - |
| Supplementary grant adjustment | 1 | - | - | - | - | 361.06 | 361.06 |
| Total expenditure | | 899.26 | - | 899.26 | 111.76 | 361.06 | 472.82 |
| Surplus/(Deficit) for the year | | (882.46) | - | (882.46) | 250.06 | (361.06) | (111.00) |
| Brought forward | | | | | | | |
| Wellbeing Workshop grant | 3 | - | 600.00 | 600.00 | - | 600.00 | 600.00 |
| Shared Enterprise grant | 2 | - | - | - | - | (46.00) | (46.00) |
| Museums Norfolk development grant | 1 | - | - | - | - | 407.06 | 407.06 |
| Unrestricted funds | | 8,337.41 | - | 8,337.41 | 8,087.35 | - | 8,087.35 |

| | | | | | | | |
|------------------------------|---|--------------|---------------|--------------|--------------|---------------|--------------|
| Total brought forward | | 8,337.4 1 | 600.00 | 8,937 .41 | 8,337.4 1 | 600.00 | 9,048. 41 |
| Funds carried forward | | 7,454.9 5 | 600.00 | 8,054 .95 | 8,337.4 1 | 600.00 | 8,937. 41 |
| Comprising | | | | | | | |
| Wellbeing Workshops grant | 3 | | 600.00 | | | 600.00 | |
| | | | <u>600.00</u> | | | <u>600.00</u> | |

Notes to Income & Expenditure Account - 12 months to 31 March 2023

Note 1 Museums Norfolk development grant

See year to 31 March 2022 accounts for detailed notes. Briefly, a grant of £2,000 received during the year to 31 March 2020 was unrestricted, not restricted as previously reported. Therefore the £361.06 underspend on the grant c/f is unrestricted and the accounts for year to 31 March 2022 reflected this change.

Note 2 Shared Enterprise grant

See year to 31 March 2022 accounts for detailed notes. The overspend of £46.00 was taken from the Museums Norfolk development grant with permission from the Norfolk Museum Development Officer.

Note 3 Wellbeing Workshops grant

This grant was made during the year to 31 March 2020 to cover artist fees at events planned for May 2020. The events were cancelled due to the COVID-19 lockdowns. The grant is restricted to artist fees for wellbeing events. Artist Donna Thompson was engaged to facilitate these events. The grant must be spent by 31 March 2023.



financial year 2022-23.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity. In the 2022-23 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.