



Waterbeach Military Heritage Museum

9th. Financial Statement and Annual Report of the Charity's Activities

For the Year Ended

31st. March 2021

Charity Number 1164795

Waterbeach Military Heritage Museum Trustees' Annual Report

Contents

	Page
Legal and Administrative Details	1
Trustees' Annual Report	2 - 3
Trustees Terms of Office	4
Legal Status and Objects	5-6
Statement of Trustees' Responsibilities	7
Receipts and Payments Account	8-9
Statement of Assets and Liabilities	10
Notes to the Financial Statements	10

Trustees

D M Adamson
M Barry (Secretary) (Royal Engineers Association)
M Collins
P Groves (Waterbeach and Landbeach Branch Royal British Legion)
D B Higgins (Hon. Treasurer)
C Hill (514 Sqn Reunion)
D Hornby
Peter Johnson (Waterbeach Parish Council)
A K Shipp
R Stripe
Lt. Col. Gus Thompson 38 Engineer Regiment QM
A J Wright (Chairman)

Trust Address

Waterbeach Military Heritage Museum
Building 3 Waterbeach Barracks
Denny End Road,
Waterbeach
Cambridge CB25 9PX

Volunteers

Dr Clare Polet
Les Moss
Christopher Jones
Ron Jaffrey (deceased February 2021)

Museum Advisors

Lisabeth Yates, Radiation Protection Officer (RPA), University Safety Officer
Deborah Walton Cambridge University Museums Conservation Officer
Lt Col. Joe Monaghan 39 Engineer Regiment QM
Emma Bunbury Museums in Cambridgeshire (MIC)
David Smith Webmaster

Legal Status

The Charity was formed as a Trust under a Constitution dated 25 October 2012
The Charity converted to a Charitable Incorporated Organisation on 10 December 2015, Charity
Registration Number 1164795

Bankers

NatWest
36 Fitzroy Street
Cambridge
CB1 1EW

Independent Examiner

Anne Craig
Denny Cottage
Ely Road
Landbeach
Cambridge CB25 9PQ

Waterbeach Military Heritage Museum Trustees' Annual Report

The Trustees present their Annual Report and the financial statements for the year ended 31 March 2021. This report has been prepared in accordance with the provisions under section 133 of the Charities Act 2011 which allows for the preparation of receipts and payments accounts by charities with income less than £250,000.

Annual Report of the Charity's activities 1st April 2020 to 31st March 2021

The Trust has met on four occasions during the year with its full complement of Trustees throughout the year, which is gratifying. Sad to report one volunteer, Ron Jaffrey, passed away during the period leaving three other volunteers who can assist the Trustees with opening the Museum on public days and supporting further remodelling of the displays and general maintenance. The Trust is incredibly grateful to its Trustees and Volunteers who put a lot of time and effort into the running and supporting the Museum.

Just before the end of our previous accounting year to 31st March 2020, during mid-March, COVID-19 pandemic took a hold, and the country was put into a lockdown preventing further Museum visits for the time being. Later in 2020 restrictions were partially lifted - providing COVID-19 precautions were taken and modifications made to the Museum, principally to the reception desk and making a one-way route around the Museum, keeping the visitors separated and the Volunteers/Trustees safe. Between 1.4.2020 and 31.3.2021 only 47 visitors came to the Museum over the 5 days the Museum was open as opposed to 565 over 32 days in the previous twelve months. South Cambridgeshire District Council provided funds for COVID-19 PPE equipment and material to build screens and laydown floor directional signs. There was also a small payment to help with some of the income loss.

Due to the pandemic, there was no former RAF 514 Squadron Reunion or annual church service at Waterbeach Parish Church of St Johns. It is hoped to resume the event in 2022.

The book 'Sappers at the Beach', about the Royal Engineers' time at Waterbeach Barracks, written by the charities' Trustees as a sequel to 'At the Beach' (which is largely about the RAF occupation at Waterbeach), has had steady sales. 'Publication of Sappers at the Beach' was supported by Urban&Civic - the Barracks developers.

The Museum Trust has received a number of donations of artefacts during the year for which we are for ever grateful. The Trust is particularly looking for 39 Engineer Regiment and associated units' photos and artefacts of their time at Waterbeach and the exercises they were involved in. The Royal Engineer section of the Museum was depleted when the 39 Engineer Regiment were moved to Kinloss. Trustee Lt. Col. Gus Thompson 39 Engineer QM, has been working towards encouraging the squadrons at Kinloss to donate to the Museum items surplus to their requirements and of historic interest to the Museum. Trustee, Col. (Retd). David Adamson has established a useful contact with the regiment. Civilians have also given memorabilia and we have been pleased to receive items from them.

The Trust is working towards applying for pre-Museum Accreditation. The whole process can take three years. Part of that is establishing a satisfactory record of the museum's artifacts and ephemera. To assist the recording of the Museums contents a computer software programme 'MODES' has been purchased for this purpose. The Trustees are grateful for grants towards this project received from South. Cambs. District Council, and Waterbeach Parish Council. Also, in preparation to applying for Accreditation, Secretary Mike Barry with the Chairman have been preparing a folder with some of the various policies and procedures that will need to be in place.

As yet the Defence Infrastructure Organisation (DIO) and Urban&Civic (U&C), the developers, have not issued a full lease for the Museum, but only a 'Tenancy at Will'. The Trust would hope for the formal Lease to be in place within the next twelve months. A formal Lease would ensure more ease of applying for Grants and Accreditation.

Waterbeach Military Heritage Museum Trustees annual report cont'd.

Following the approval of the planning application for Waterbeach Barracks, Airfield and Training Area for 6,500 dwellings by the DIO and U&C, work has commenced on the infrastructure following a great deal of archaeology over the site with other areas to be investigated. The first builder has been appointed for the first phase of building dwellings a second later in 2021 will be appointed. The Trustees thank U&C for their continued support and for allowing visitors under supervision to visit the Barracks Airfield/Training Area and the Memorial Garden. Royal London Waterbeach Estates (RLWE), a consortium, also are progressing with an application with their plans for the building (4.500 dwellings) on farm land on the outer fringes around U&C's area. RLWE are, at this time, supposed to be providing a new railway station at the new town. The old railway station in Waterbeach Village will then be closed.

Generous support has also been had through the Friends of the Museum run by the Trust's Hon. Treasurer David Higgins.

The Trustees would thank the professional help and support given by Lizabeth Yates, University of Cambridge Radiation' Safety Officer and Deborah Walton, University of Cambridge Museums Regional Conservation Officer (Cambridgeshire and Peterborough) and their staff, whose advice with radioactive artefacts and other Museum matters has been invaluable. Similarly, and thanks to Emma Bunbury, Museums Partnership Officer Cambridgeshire County Council (MIC). The Trustees record they're thanks to Mark Clack for IT equipment and support and Anne Craig our Independent Examiner. A thank you to David Smith the Trusts Webmaster who has continued to update material as requested at : www.WaterbeachMilitaryMuseum.org.uk

The Museum and Trustees have the appropriate insurances.

Trustees' terms of office

Peter Groves (Royal British Legion)	2023
Peter Johnson	2023
David M Adamson	2023
Clive Hill (514 Sqn.)	2023
David Hornby	2022
Mike Collins	2022
Gus Thompson 39 Engineer Regiment Retiring from HM Forces in 2021	2021
Robert Stripe	2022
Alan Ship	2024
Adrian Wright (Chairman)	2024
David B Higgins (Treasurer)	2024
Mike Barry (Royal Engineers Association) (Secretary)	2024

Signed Trustee.....

Adrian Wright (Chairman)

Date: 28th October 2021

Legal Status and Objects

The Charity was originally formed under a constitution dated 25 October 2012. On 10 December 2015 it converted to a Charitable Incorporated Organisation.

The objects of the Charity are to:

To advance the education and interest of the public in the history of RAF Waterbeach Station, airfield and former Waterbeach Barracks and surrounding area in particular by the continuation, re-establishment and support of a living Museum and interpretive centre.

In reviewing its activities, the Trustees have been mindful of the Charity Commission's guidance on public benefit.

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

Appointment of Trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

- (a) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Nominated Trustees

- (a) Waterbeach Parish Council,
Royal Engineers Association
RAF Association
Royal British Legion – Waterbeach and Landbeach Branch
- (b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- (c) Each appointment must be for a term of three years.

- (d) The appointment will be effective from:
 - (i) the date of the vacancy; and
 - (ii) the date on which the charity trustees or their secretary or clerk are informed of the appointment.
- (e) The person appointed need not be a member of the appointing body.
- (f) A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

Review of Activities and Financial Performance

Under an agreement with the Ministry of Defence (MOD), the contents of the Museum at Waterbeach Barracks were formally handed over to Waterbeach Military Heritage Museum on its formation in October 2012 and the contents had to be taken off the Barracks site and stored. In 2012/13 the Barracks finally closed and everything shut down. The Defence Infrastructure Organisation (DIO) took over the site and with their partner developer for the Barracks and airfield training area, Urban&Civic (U&C), in 2014/5 offered part of the former museum back to the Trustees with an 'At Will Lease' for the time being and that is still the situation today. The Trustees are pursuing a proper lease with the DIO & U&C.

During the difficult year under review due to COVID-19 the charities' income has decreased. The charities main income has been by donations from the Museum visitors, the sale of 'At The Beach' and 'Sappers At The Beach'; new and second-hand books and cards. Various pin badges of 39 Engineer Regiment and its Squadrons and 514 Squadron RAF. A new stream of income has come from the Formation of a 'Friends of the Museum', which is proving very beneficial to the Museum. The Friends of WMHM was originally set up in 2018 with 6 paid up members, today in October 2021 we are 36 fully paid up members, sadly in the last 12 months we have lost Ron Jaffray, Friend and volunteer and more recently Ivor Smith has passed away.

Income from the Friends campaign now totals £1073.00 with costs not exceeding £200.00.

Many thanks to Clive Hill who by emailing application forms to his many 514 contacts, has helped to make the campaign a success.

Finally we would like to give a mention to Edward Humes, our most recent, and oldest Friend aged 99, Eddie is 100 years old on 01 January 2022. For those of you who don't know, Eddie was the sole survivor of Lancaster LL 639 of 514 Sqn. which was lost on an operation to Aachen on the 11 April 1944.

Whilst the Museum is normally open from March to October on the first Wednesday and Sunday of those months, individuals from around the UK and the world are welcomed at other times. Several groups have managed visited the Museum. The Museum is looking towards Accreditation through the Arts council which would help attract funding and expertise. This could take up to three years to achieve.

The financial statements have been prepared in accordance with the legislative requirements of the Charities Act 2011 as applicable to smaller charities in England and Wales.

The Trustees have taken the option available to them to prepare the accounts on a receipts and payments basis because the gross income of the charity is less than £250,000.

Reserves Policy

The Trustees are satisfied that the level of cash funds is currently adequate to meet the objects of the Charity.

Approved by the trustees and signed on their behalf by:

Signed Trustee.....

Adrian Wright (Chairman)

Date: 28th October 2021

Waterbeach Military Heritage Museum

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice);

Law applicable to Charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, supporting regulations and the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Waterbeach Military Heritage Museum							
Receipts and Payments Account							
for the year ended 31 March 2021							
				Restricted	Unrestricted	Total	Total
				Funds	Funds	Funds	Funds
				2021	2021	2021	2020
				£	£	£	£
Receipts							
Donations				0	181.50	181.50	708.00
Friends subs				0	180.00	180.00	228.00
Grants				0	2,459.40	2,459.40	1,325.00
Sale At the Beach				0	30.00	30.00	195.00
Sale Sappers at the Beach				0	85.25	85.25	403.00
Sale Beach Boys				0		0.00	40.00
Sale other books including postage				0	25.00	25.00	120.00
Lapel Badges				0	7.00	7.00	49.00
Cards/coasters sales				0	1.50	1.50	47.50
Miscellaneous/online sales				0	27.70	27.70	155.00
Total Receipts for Year				0	2,997.35	2,997.35	3,270.50
Payments							
Insurance				0	555.67	555.67	439.52
Subscription MIC & WCA				0	25.00	25.00	50.00
Covid expenses				0	376.17	376.17	
Website expenses				0	101.88	101.88	55.70
Laptop plus Modes system and support					1,742.40	1,742.40	
Posters/notices and fixings, lock and keys				0	29.46	29.46	
Carabinas				0		0.00	13.22
Printing At the Beach				0	125.00	125.00	
Printing Sappers at the Beach x 250				0		0.00	825.00
39th Engineer Regiment pin badges				0		0.00	188.50
39th Engineer Regiment runners				0		0.00	21.50
Furniture				0	30.00	30.00	
PEL preservation equipment				0	69.00	69.00	
Postage				0	3.70	3.70	67.22

Miscellaneous					26.50	26.50	
Total Payments for Year				0	3,084.78	3,084.78	1,660.66
Net receipts minus payments					-87.43	-87.43	1,609.84
Bank balance brought forward 1 April 2020						3,064.00	
Total Balance at 31 March 2021						£2,976.57	
Bank Account at 31 March 2021						£2,976.57	
Petty Cash						10.00	
Total Funds at 31 March 2021						£2,986.57	

I have examined the Receipts and Payments Account of the Waterbeach Military Heritage Museum							
and can confirm that they are a correct record of the transactions undertaken by the charity during the period 2020-2021							
Signed: Anne Craig					Date: 8 th October 2021		
The Open University Certificate in Accounting							

WMHM Account certified by Independent Examiner

Anne Craig

Denny Cottage,

Ely Road

Landbeach

Cambridge CB25 9PQ

Approved by the Trustees and Signed by:

Signed Trustee

Adrian Wright (Chairman)

Date: 28th October 2021

1. Assets

The Museum collection, furniture not belonging to U&C.
Computer equipment, display screens, camera, dehumidifier.
Flag Poles, notice boards. COVID_19 Screens and PPE equipment
Sale items of books, cards, pin badges and miscellaneous other items.

Liabilities

There are no liabilities.

Notes to the Financial Statements

1 Accounting Policies

The financial statements have been prepared under Section 42(3) of the Charities Act 2011 and the Statement of Recommended Practice on "Accounting and Reporting by Charities" issued March 2005.

Particular accounting policies adopted by the Trustees are described below.

Income and Expenditure

Income and expenditure are accounted for on a receipts and payments basis.

2 Trustees' Remuneration

None of the Trustees received remuneration or expenses during the current or previous period, only reimbursement for Museum purchases.

3 Restricted funds

There are no restricted funds at this time.