



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 October 2020 To 30 September 2021

Charity name: Radlett & District Museum

Charity registration number: 1175292

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purposes of the charity are to advance education for the public benefit in particular on the subject of Radlett and the other parts of the Parish of Aldenham, its rich history and heritage by the establishment & maintenance of a local museum.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity has acquired and stores a comprehensive archive of photographs, documents and artefacts relating to Radlett and its immediate surroundings. These are now on display in the museum to be viewed by anyone interested in the history of the area. The charity also puts on displays of selected material in other locations, arranges talks and gives guided tours.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to its supplementary public benefit guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	The contribution made by volunteers has been substantial without which it would not be possible to run the museum.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity was only formed in October 2017 and the accounts have yet to show the full impact of major initiatives planned for the future. After several false starts in over a year due to COVID-19, the museum re-opened its doors in May 2021 and has remained open for two mornings a week ever since. The main display has been a timeline of the development of the village. A second display has been photographs of 'Watling Street through the years. A third display has been of exhibits which are displayed glass cases. It is intended to change this display on a regular basis. The Trustees have also been discussing with staff from local schools their requirements and the arrangements needed for pupil visits.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity held cash funds of £19,832 at the end of the period which comprised mainly grants from local authorities.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The only reserves at this stage are its current bank balances.
Amount of reserves held	Para 1.22	Per the accounts
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The Charity keeps a comprehensive Risk Register which is updated on a regular basis.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	At this stage initial Trustees were appointed by the Board and also subsequently.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Radlett & District Museum
Other name the charity uses	
Registered charity number	1175292
Charity's principal address	413A Watling Street, Radlett, Herts WD7 7JG

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	Mr Stuart Nagler	Chairman		
2	Mr Graham Taylor	Deputy Chairman		
3				
4	Mr David Mitchell	Treasurer		
5	Mr Roger Housechild		1 October 2020-26 May 2021	
6				
7	Mrs Gillian Balen			
8	Mrs Laura Davis			
9	Mrs Diana Lobatto			
10	Mr Martin Jeens			
11	Mr Christopher Wilkins			
12	Mr Eric Hill	Secretary		
13	Mr David Freedman			
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Mitchell	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	24 th November 2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Radlett & District Museum

1175292

Receipts and payments accounts

CC16a

For the period
from

1 October 2020

To

Period end date

30 September 2021


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 £
A1 Receipts					
Grants	6,007			6,007	6,940
Donations	755			755	978
Friends	235			235	
Cream Tea Event	642			642	
Walks	72			72	
Interest	9			9	16
Sub total (Gross income for AR)	7,720			7,720	7,934
A2 Asset and investment sales, (see table).					
Sub total					
Total receipts	7,720			7,720	7,934
A3 Payments					
Rent					750
Fees	636			636	582
Insurance	748			748	1,069
Printing & Stationery	505			505	46
Utilities	142			142	
Sundries	795			795	151
Sub total	2,826			2,826	2,598
A4 Asset and investment purchases, (see table)					
Groundworks, Shed, F&F	1,052			1,052	13,999
Sub total	1,052			1,052	13,999
Total payments	3,878			3,878	16,597
Net of receipts/(payments)	3,842			3,842	-8,663
A5 Transfers between funds					
A6 Cash funds last year end	15,990			15,990	
Cash funds this year end	19,832			19,832	15,990

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 £
B1 Cash funds	Metro Bank Current A/c	11,235		
	Metro Bank Deposit A/c	78		
	Harpenden BS	8,519		
	Total cash funds	19,832		
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer & Other Equipment	3,448		
	Portacabin	21,788		21,788
	Groundworks	11,341		11,341
	Shed	536		536
	F&F	3,174		3,174
		40,287		
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)

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

Signature	Print Name	Date of approval
		
	DAVID MITCHELL	24/11/21