



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 October 2021 To 30 September 2022

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 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. It is engaged in recording the reminiscences of certain local residents to create an archive for future reference.
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	
	Para 1.38	

Policy on social investment including program related investment		
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. The Board of Trustees is also comprised of volunteers.

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	<p>The charity has been able to operate without COVID restrictions throughout the entire year. Opening hours continue to be on Wednesday & Saturday mornings from 10 until 12am.</p> <p>The main permanent display has been a timeline of the development of the village. A second display has been of exhibits which are displayed in glass cases. A third display has recently been the story of our local shops through the years.</p> <p>These displays are changed on a regular basis, and during the year we also featured the history of our Green Belt and Royal Jubilees.</p> <p>The Trustees have also been discussing with staff from local schools their requirements and the arrangements needed for pupil visits.</p>

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	Fundraising is a critical activity and necessary to cover the costs of running the charity. During the year two fund-raising events were held: a charity night performance of the play 'Goodnight Mister Tom' and a Cream Tea party, both of which were very successful.
	Para 1.41	

Investment performance against objectives		
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity held cash funds of £24,500 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 reviewed 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	Trustees can be appointed by members of the CIO or by the Board. One- third retire by rotation each year. A Trustee can serve three consecutive 3-year terms. The Chairman is elected by the Board. 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	1 October-31 March	
2	Mrs Ros Haller	Chairman	1 April-30 September	
3	Mr Graham Taylor	Deputy Chairman		
4	Mr Eric Hill	Secretary		
5	Mr David Mitchell	Treasurer		
6	Mrs Laura Davis			
7	Mrs Diana Lobatto			
8	Mr Christopher Wilkins			
9	Mr David Freedman			
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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	23rd November 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Radlett & District Museum

1175292

Receipts and payments accounts

CC16a

For the period
from

1 October 2021

To

Period end date

30 September 2022


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	3,485			3,485	6,007
Donations	440			440	755
Friends	425			425	235
Theatre Event	2,124			2,124	
Cream Tea Event	815			815	642
Walks					72
Interest	11			11	9
Sub total (Gross income for AR)	7,300			7,300	7,720
A2 Asset and investment sales, (see table).					
Sub total					
Total receipts	7,300			7,300	7,720
A3 Payments					
Rent					
Fees	502			502	636
Insurance	765			765	748
Printing & Stationery	225			225	505
Utilities	228			228	142
Sundries	500			500	795
Sub total	2,220			2,220	2,826
A4 Asset and investment purchases, (see table)					
Groundworks, Shed, F&F	400			400	1,052
Sub total	400			400	1,052
Total payments	2,620			2,620	3,878
Net of receipts/(payments)	4,680			4,680	3,842
A5 Transfers between funds					
A6 Cash funds last year end	19,832			19,832	
Cash funds this year end	24,512			24,512	19,832

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	10,905		
	Metro Bank Deposit A/c	78		
	Harpenden BS	13,529		
	Total cash funds	24,512		
	(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	3,574		3,574
		40,687		
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	23/11/22