



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 October 2022 to 30 September 2023**

**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	<b>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 &amp; maintenance of a local museum.</b>
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	<b>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, and arranges talks. It is engaged in recording the reminiscences of certain local residents to create an archive for future reference.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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.</b>

### **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	<b>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.</b>

## 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><b>The charity has continued to operate without COVID restrictions throughout the entire year. Opening hours are on Wednesday &amp; Saturday mornings from 10 until 12am.</b></p> <p><b>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 the famous Radlett murder in 1823.</b></p> <p><b>These displays are changed on a regular basis, and during the year we also featured the history of our local art and artists, the Coronation and places of worship.</b></p> <p><b>The Trustees have also been discussing with staff from local schools their requirements and the arrangements needed for pupil visits.</b></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	<b>Fundraising is a critical activity and necessary to cover the costs of running the charity. During the year three fundraising events were held: a Supper Quiz, a Cream Tea afternoon and a Theatre Charity Night, all of which were very successful. Current objectives are to cover the operating costs.</b>
Investment performance against objectives	Para 1.41	

Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Charity held cash funds of £51,856 at the end of the period which comprised mainly grants from local authorities, together with a major donation from an anonymous benefactor.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The only reserves at this stage are its current bank balances.</b>
Amount of reserves held	Para 1.22	<b>Per the accounts</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### 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	<b>The Charity keeps a comprehensive Risk Register which is reviewed on a regular basis.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g. <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>CIO</b>
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	<b>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.</b>

### 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	Mrs Ros Haller	Chairman		
2	Mr Graham Taylor	Vice Chairman		
3	Mr Eric Hill	Secretary		
4	Mr David Mitchell	Treasurer		
5	Mrs Laura Davis			
6	Mrs Diana Lobatto			
7	Mr Christopher Wilkins			
8	Mr David Freedman			
9	Mr Stuart Nagler			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

## 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	22nd November 2023	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Radlett & District Museum

1175292

## Receipts and payments accounts

CC16a

For the period  
from

1 October 2022

To

Period end date

30 September 2023

### 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 £
<b>A1 Receipts</b>					
Grants	3,000			3,000	3,485
Donations	548	20,000		20,548	440
Friends	560			560	425
Theatre Event	2,214			2,214	2,124
Cream Tea Event	578			578	815
Quiz	2,590			2,590	
Interest	20			20	11
<b>Sub total (Gross income for AR)</b>	<b>9,510</b>	<b>20,000</b>		<b>29,510</b>	<b>7,300</b>
<b>A2 Asset and investment sales, (see table).</b>					
<b>Sub total</b>					
<b>Total receipts</b>	<b>9,510</b>	<b>20,000</b>		<b>29,510</b>	<b>7,300</b>
<b>A3 Payments</b>					
Rent					
Fees	352			352	502
Insurance	582			582	765
Printing & Stationery	153			153	225
Utilities					228
Sundries	1,079			1,079	500
<b>Sub total</b>	<b>2,166</b>			<b>2,166</b>	<b>2,220</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Groundworks, Shed, F&F					400
<b>Sub total</b>					<b>400</b>
<b>Total payments</b>	<b>2,166</b>			<b>2,166</b>	<b>2,620</b>
<b>Net of receipts/(payments)</b>	<b>7,344</b>	<b>20,000</b>		<b>27,344</b>	<b>4,680</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>				24,512	19,832
<b>Cash funds this year end</b>	<b>7,344</b>	<b>20,000</b>		<b>51,856</b>	<b>24,512</b>

## 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 £
<b>B1 Cash funds</b>	Metro Bank Current A/c	18,229		
	Metro Bank Deposit A/c	78		
	Harpenden BS	13,549	20,000.00	
	<b>Total cash funds</b>	<b>31,856</b>	<b>20,000.00</b>	
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer & Other Equipement	3,448		
	Portacabin	21,788		
	Groundworks	11,341		
	Shed	536		
	F&F	3,574		
		40,687		
<b>B5 Liabilities</b>	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

[Signature]

Print Name

DAVID MITCHELL

Date of approval

22/11/23



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

On accounts for the year  
ended

Charity no  
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Name:

Relevant professional  
qualification(s) or body  
(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.