



## Trustees' Annual Report for the period

From 1 October 2023 to 30 September 2024

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, arranges talks and gives guided tours. It is engaged in recording the reminiscences of 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 museum is run entirely by volunteers, which includes the Board of Trustees.</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 operated throughout the year. Opening hours are on Wednesday &amp; Saturday mornings from 10 until 12am.</b></p> <p><b>The permanent display is a timeline of the development of the village. At least two additional, temporary displays are mounted each year. Artefacts are displayed in glass cases. The Trustees have established pupil visits from local schools and from local Brownie packs and specialist groups to further the charity's objectives.</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	
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 £53,730 at the end of the period which comprised mainly grants from local authorities, a past major donation from an anonymous benefactor, and fundraising activity.</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 (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	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 and are re-elected at the AGM, as are any trustees appointed by the Board. 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 Christopher Wilkins	Treasurer		
4	Mrs Laura Davis			
5	Mrs Diana Lobatto			
6	Mr David Freedman			
7	Mr Stuart Nagler			
8	Mrs Yvonne Agha		25 September 2024	
9				

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

Director name		
N/A		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## 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)**

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

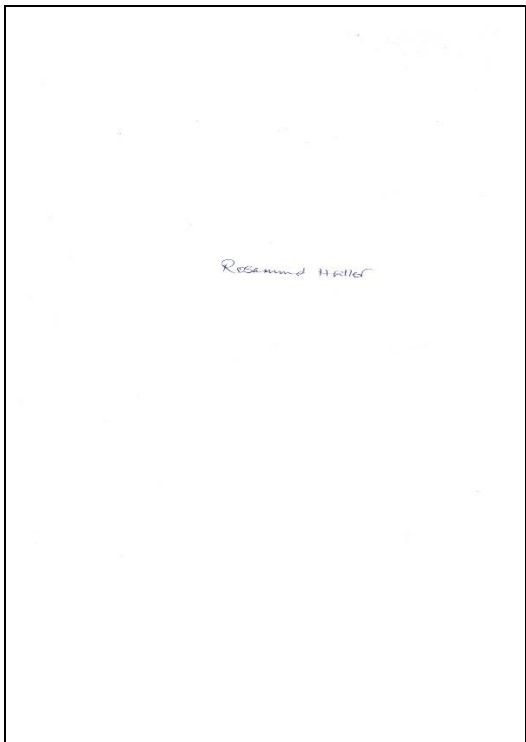
--

**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)**

Rosamund Haller	
-----------------	--

**Position (eg  
Secretary, Chair, etc)**

Chair	
-------	--

**Date**

22 <sup>nd</sup> January 2025
-------------------------------



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Radlett & District Museum

1175292

## Receipts and payments accounts

CC16a

For the period  
from

1 October 2023

To

Period end date

30 September 2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Grants	4,604			4,604	3,000
Donations	429			429	20,548
Friends	628			628	560
Theatre Event					2,214
Cream Tea Event	205			205	578
Quiz					2,590
Interest	45			45	20
<b>Sub total (Gross income for AR)</b>	<b>5,911</b>			<b>5,911</b>	<b>29,510</b>
<b>A2 Asset and investment sales, (see table).</b>					
<b>Sub total</b>					
<b>Total receipts</b>	<b>5,911</b>			<b>5,911</b>	<b>29,510</b>
<b>A3 Payments</b>					
Rent					
Fees	403			403	352
Insurance	645			645	582
Printing & Stationery	517			517	153
Utilities	350			350	
Sundries	972			972	1,079
<b>Sub total</b>	<b>2,887</b>			<b>2,887</b>	<b>2,166</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Groundworks, Shed, F&F	1,150			1,150	
<b>Sub total</b>	<b>1,150</b>			<b>1,150</b>	
<b>Total payments</b>	<b>4,037</b>			<b>4,037</b>	<b>2,166</b>
<b>Net of receipts/(payments)</b>	<b>1,874</b>			<b>1,874</b>	<b>27,344</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>				51,856	24,512
<b>Cash funds this year end</b>	<b>1,874</b>			<b>53,730</b>	<b>51,856</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	737		
	CAF	7,993		
	Shawbrook	25,000	20,000.00	
	<b>Total cash funds</b>	<b>33,730</b>	<b>20,000.00</b>	
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	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	4,724		
		41,837		
<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



Print Name

CHRIS WILKINS

Date of approval

22/01/25