

WOBURN HERITAGE CENTRE CIO

England & Wales · Charity number 1176930

Details

Other names	WHC, WOBURN HERITAGE CENTRE, Woburn Heritage Museum, Woburn Heritage Museum Trust
Status	Registered
Legal form	CIO
Registered	2018-01-31
Register	View on the Charity Commission register

Contact

Address	1 Leighton Street Woburn Milton Keynes MK17 9PJ
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Activities

Objects: THE RESTORATION AND MAINTENANCE FOR THE BENEFIT OF THE GENERAL PUBLIC THE FABRIC OF THE MORTUARY CHAPEL AND OLD CHURCH TOWER, WOBURN, AND THE CONVERSION OF THE CHAPEL INTO A HERITAGE CENTRE FOR THE BENEFIT OF THE WOBURN COMMUNITY AND THE EDUCATION OF THE GENERAL PUBLIC.

Activities: The Woburn Heritage Centre CIO runs a museum of local history, open to the public from April to October every year. The museum is run entirely by volunteers and has a committee of seven trustees

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Central Bedfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£8,954	£8,687	-	-
2024-12-31	£8,827	£7,196	-	-
2023-12-31	£7,486	£8,813	-	-
2022-12-31	£5,603	£6,008	-	-
2021-12-31	£13,228	£5,320	-	-

Trustees

Name	Role	Appointed
Simon James	Chair	2025-02-07
Andrew Craig Smith		2026-02-20
GALA ROBINSON HUNTER-BROWN		2021-06-28
GILL MARY GREEN		2018-04-20
Jill Marian Brace		2023-05-02
Judith Smith		2025-02-07
Peter Daniel Cox		2026-02-20

WOBURN HERITAGE CENTRE CIO

England & Wales - Charity number 1176930

Accounts

Minutes of the Annual General Meeting of Woburn Heritage Centre CIO

20 February 2026

1. Present: Simon James (chairing), Gill Green, Gala Hunter-Brown, Judith Smith, Jill Brace (minute taking)
In attendance: Peter Cox, Craig Smith
Apologies: Helen O'Hara
 2. The minutes of the AGM held on 7 February 2025 (covering the year ending December 2024) were approved for signing.
 3. Gill (outgoing chair) gave a report on the year ending December 2025.
A good year with, like the previous year, just over 3000 visitors. Three volunteers have now finished, two have come on board, so there are now 12 but we still need more. £1875 was used to produce 500 copies of *The Woburn Story* book, of which close to 100 have been sold. Takings from the Open Gardens weekend in June were lower than usual because of the very hot weather on the Saturday. The SumUp card reader has been a great help both at the museum and markets. The Red Arrows evening with speaker John Green was a success financially but did not raise any interest in volunteering. The museum will reopen on Wednesday 1 April.
 4. Judith (treasurer) tabled the Receipts and Payments Account for the year ending December 2025. These had been audited and found correct by independent examiner Mary Smith. The balance of the current account at 31.12.2025 was £14,844.59, showing an increase of £266.62 from the previous year. The balance of the deposit account at 31.12.2025 was £6,288.57. Judith was thanked for her work on the accounts.
 5. Mary Smith is not continuing as a volunteer at the museum but is still willing to examine the accounts. She was appointed as independent examiner for the 2026 accounts.
 6. Ann Ledger and Jana Veyres resigned from the trustees, effective 31.12.2025, and were thanked for their years of service at an afternoon tea gathering at 1 Leighton Street on 7 December. Ann's enthusiasm and sterling work since joining the trustees in 2014 were much appreciated, firstly in her work with schools, then more recently as chair and minute taker of meetings. She will be continuing as a volunteer at the museum.
 7. Elections for the following positions were unanimous:
 - a) Reappointment of Jill Brace as trustee for a second term
 - b) Appointment of Simon James as chair of trustees
 - c) Appointment of Gill Green as honorary president
 - d) Election of two new trustees, Craig Smith and Peter Cox
- Gill drew attention to her being in her last year as trustee, ending December 2026, according to point 12.3 of our constitution.
8. It was agreed to adopt the Reserves Policy which was reviewed at the November 2025 meeting. No change was made at that time to the £6000 minimum reserves figure.
 9. The date of the next AGM was agreed for Friday 12 February 2027.

INCOME AND EXPENDITURE ACCOUNTS

WOBURN HERITAGE CENTRE

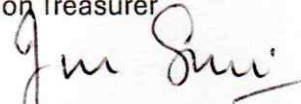
For year ending 31st December 2025**INCOME**

Donations	£ 743.10
Market	£2,594.00
Sumup	£2,187.74
Sales	£ 418.00
Other sales	£ 160.00
Red Arrows	£ 229.00
Ann Talk	£ 55.00
Parish Council grant	£1,000.00
Book signing	£ 164.00
Open gardens	£1277.00
Toy sales	£ 126.00
TOTAL INCOME	£8,953.84

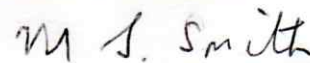
EXPENDITURE

Gas	£580.23
Flag stand	£ 65.75
Keycraft	£ 72.05
Maintenance	£ 170.00
MK History	£ 10.00
Website	£ 59.99
Gifts	£ 77.66
Card reader	£ 147.60
Key craft globe	£ 119.81
David Bloomfield	£1875.00
Council refund	£ 500.00
Insurance	£4935.29
Magic Flute	£ 73.84
TOTAL EXPENDITURE	£ 8687.22
BALANCE AS AT 31/12/24	£14577.97
BALANCE AS AT 31/12/25	£14844.59
DEPOSIT ACCOUNT 31/12/25	£ 6288.57

Hon Treasurer



J M Smith

Audited and found correct


M J Smith

WOBURN HERITAGE CENTRE CIO

England & Wales - Charity number 1176930

Accounts

Woburn Heritage Centre CIO
Minutes of the Annual General Meeting for the year ending December 2024
held on the 7 February 2025 at 1 Leighton Street, Woburn

Before the start of the AGM, the trustees expressed their congratulations to Gill Green on the award of the Freedom of the Parish of Woburn

1. Apologies for absence: Simon James

Present: Ann Ledger (chairing and taking minutes), Gala Hunter-Brown, Gill Green, Jana Veyres, Jill Brace, Judith Smith

In attendance: Diana Kesterton, Helen O'Hara

2. Minutes of the AGM for the year ending December 2023 were approved, adopted and signed.

2.1 Matters arising – Gill confirmed the opening hours of the Heritage Centre included bank holiday Mondays as displayed on the notice board at the entrance.

3. Chairman's Annual Report for the year ending December 2024

3.1 Gill reported that 2024 had been a good year, visitor numbers were approximately 3,000, an increase over 2023, and almost reaching pre-Covid levels. Heritage Centre donations had increased and takings from WHC market stall continued steadily. No major repairs have been necessary, only routine maintenance has been carried out. The volunteers' rota fully covers the opening hours of the Heritage Centre. The Chairman's Annual Report was adopted.

4. Income and Expenditure Account for year ending December 2024

4.1 Income and Expenditure Account was tabled and adopted subject to an amendment – the inclusion of Reserves Savings Account - £6,000 plus interest of £147.61

5. Appointment of Independent Examiner for the Income and Expenditure Account for year ending December 2025

5.1 It was agreed that Mary Smith is appointed.

6. Resignation of Trustees

6.1 It was noted that Terry Thatcher, Debra Barker, Linda Thornett and Diana Kesterton have stood down as trustees as from 2024.

7. Appointment of new trustees

Woburn Heritage Centre CIO
Minutes of the Annual General Meeting for the year ending December 2024
held on the 7 February 2025 at 1 Leighton Street, Woburn

7.1 The appointment of Judith Smith and Simon James was confirmed and the schedule of all trustee tenures was noted.

8. WHC Social Media Policy and GDPR Online Newsletter Policy were adopted

9. Any other business – there was none

10. Date of AGM for year ending December 2025 – Friday, 6 February 2026

Income & Expenditure Accounts
WOBURN HERITAGE CENTRE CIO
for the year ending 31 December 2024

INCOME

Visitors' donations at Heritage Centre	742.00
Sales at Heritage Centre	1634.00
Donation from Traders' Assoc.	250.00
Market stall and Fairs sales	1170.00
Open Gardens weekend	2336.00
Parish Council Grants	1380.00
Ann Ledger's guided walks	66.00
John Clarke's talk	230.00
Santander donation for gravel	150.00
Other donations	869.00
<u>Total Income</u>	8827.00

EXPENDITURE

Insurance	4354.25
Electricity	788.16
Maintenance	235.00
Pough repairs	375.00
Clock repair from 2023 VAT	32.00
Corinthian Stone roof maintenance	420.00
Gazebo	229.00
Website domain	68.38
MK History Assoc. subs	10.00
Woburn Electrical	684.00
<u>Total Expenditure</u>	7195.79

Credit 1631.21

Cash in bank at 31 December 2023 12946.76

Cash in bank at 31 December 2024 14577.97

Hon Treasurer *G. M. Lewis*

Audited and found correct..... *M. J. Smith*

WOBURN HERITAGE CENTRE CIO

England & Wales - Charity number 1176930

Accounts

Woburn Heritage Centre CIO

Minutes of the Annual General Meeting for the year ending December 2023

Held on 16 February 2024 at 1 Leighton Street, Woburn

1. Present: Gill Green, Ann Ledger (chairing and taking minutes), Gala Hunter-Brown, Jana Veyres, Jill Brace, Linda Thornett, Rasa Nyderiene
Apologies for absence: Diana Kesterton
In attendance: Emma Calver (Museum Development Officer), Helen O'Hara (Accreditation Mentor), Terry Thatcher (prospective trustee - treasurer) Debra Barker (prospective trustee)
2. Minutes of the previous AGM for the year ending December 2022 were signed by the chairman, Gill Green, as a true record of the meeting.
2.1 Matters arising – there were none
3. Chairman's Annual Report for year ending 2023
Gill reported that 2023 had been a successful year for the Heritage Centre in terms of visitor numbers, but overseas visitor numbers were still down.
The acquisition of a Georgian dolls house resulted in an increase of visitor numbers and Woburn Lower School made several visits to see it.
The 2023 volunteer rota adequately covered the change of opening hours - Wednesdays, Thursdays, Fridays, Saturdays and Sundays.
Open Gardens weekend in June was well attended and brought in revenue in the region of well over £2000.
Ann Haynes, a WHC volunteer, continues to make handicrafts for sale on the market stall and the stall is very successful.
A volunteer lunch was hosted in February 2023 and a group visit was organised to the Higgins Museum in Bedford.
During the year maintenance had been carried out on the C18 Vulliamy clock in the Heritage Centre tower, a valued landmark in Woburn, and the Parish Council have agreed to pay the cost of the works.
For the 2023 Heritage Open Days event an exhibition was mounted to display the works of local artists and remained on view until the end of the season.
4. Approval of Income and Expenditure Accounts for the year ending 2023
The accounts were approved
5. Appointment of Independent Examiner for the Accounts for year ending 2024
It was agreed that Gill and Terry will liaise over this matter.

6. Continuation of Paul Buchanan as a trustee

Paul had voluntarily agreed to step down.

7. Re-appointment of Gala Hunter-Brown for a second term (3 years)

Gala formally agreed to continue as trustee for a second term.

7.1 Rasa Nyderiene – Rasa formally notified Gill that she wished to stand down as a trustee but would continue as a volunteer at the Heritage Centre. Rasa was thanked for her valued contribution to the work of the committee and presented with a token of appreciation.

8. Appointment of new trustees

The formal appointment of Terry Thatcher (Treasurer) and Debra Barker as trustees was agreed. The WHC CIO now has a full complement of nine trustees.

8.1 Terry said that his role as Treasurer would not involve the day to day running of the Heritage Centre, this would still remain with Gill, and he would deal with banking matters including online banking transactions. He would prepare annual Income and Expenditure Accounts and interim Receipts and Payments Accounts for committee meetings throughout the year.

9. Approval of amended Forward Plan 2022-2027

Helen gave a brief résumé of the amendments and the Forward Plan was approved.

10. Any other business

There was none

11. Date of the AGM for the year ending December 2024 – 7 February 2025

Income & Expenditure Accounts
WOBURN HERITAGE CENTRE CIO
For the year ending 31 December 2023

INCOME

Visitors' donations at Heritage Centre	587.00
Sales at Heritage Centre	918.00
Donation from will of Simone Bailey	250.00
Market Stall & Christmas Fair Sales	2268.00
Open Gardens Weekend	2225.00
Parish Council Grants	1143.00
Ann Ledger's guided walks	95.00

Total Income **7486.00**

EXPENDITURE

Insurance	4649.88
Electricity	1379.30
Maintenance	210.00
Liquid Design (new sign board)	193.00
Clock repair	1010.00
Corinthian Stone (new dehumidifier outlet)	630.00
Fire check	272.40
Electricity check	372.00
Museum expenses	97.09

Total Expenditure **8813.67**

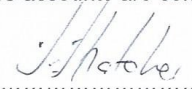
Transfer to new Savings Account 6000.00
Deficit for 2023 1327.67

Opening bank balance at 01 January 2023 20271.45

Closing bank balance 31 December 2023 12946.67

Hon Treasurer..... 

I certify that these accounts are correct according to the information and explanations provided

Examiner..... 

Date..... 19.01.2024

WOBURN HERITAGE CENTRE CIO

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Accounts

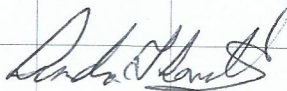
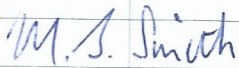
Linda thanked Mary Smith for reviewing the account which was adopted, subject to amendments noted at the meeting.

6. Appointment of Independent Examiner for the Accounts 2023/2024 – A discussion took place on the Charity Commission's definition of 'independent examiner' which states that for an examiner to be independent they must have no personal connection with the charity trustees or the day to day running of the charity which would inhibit the impartial examination of accounts. It was agreed that our current independent examiner fulfils the criteria of impartiality, and her appointment as independent examiner for the year ending 2023 was confirmed.
7. Confirmation from trustees that they are happy to continue to serve until their term of office expires – all present agreed and for those not present a confirmation in writing will be required.
8. Adoption of policy documents – all policy documents were adopted – Forward Plan 2022-2027, Succession Planning and Resilience Policy, Reserves Policy, Risk Assessment and Management Policy, Collections Policies and Access Policy.
9. Any other business – none
10. Date of the AGM for the year ending December 2023 – Tuesday, 20 February 2024, to be confirmed.

Signed: *Aun Ledger*

Chair - *Weking*

Woburn Heritage Centre CIO
 Receipts and Payments Account for year ending 31 December 2022

	£		
Opening balance as at 31.12.21	<u>20,862</u>		
Receipts as from 01.01.22		Payments as from 01.01.22	
Cash sales/donations	1,656	Insurance	4,028
Paypal (Zettle card reader)	185	Electricity	1,148
Market Stall sales	755	Maintenance (Floodlighting)	100
Open Gardens Weekend	2,117	Purchase of folding screens	362
Traders' Assoc Grant (Open Gardens Weekend)	250	Purchase of Garden boards	360
Parish Council grant	640	Subs	10
Total	5,603	Total	6,008
	Deficit	405	
Closing balance as at 31.12.22	<u>20,457</u>		
Note £6,000 set aside for reserves leaving <u>£14,457 as working capital</u>			
Hon. Treasurer		L Thornett	
Examined and found correct		M J Smith	
Date:	21 February 2023		

WOBURN HERITAGE CENTRE CIO

England & Wales - Charity number 1176930

Accounts

Woburn Heritage Centre CIO

Minutes of the Annual General Meeting for the year ending December 2021
held on the 21 February 2022

Present: Gill Green, Linda Thornett, Ann Ledger, Emma Calver, Yana Veyres, Paul Buchanan, Gala Hunter-Brown.

Apologies: Diana Kesterton

Matters arising: Ann circulated by email after the meeting a Succession Plan for discussion at the next meeting, when Accreditation in general will be discussed.

Chairman's Report: Not a bad year considering we did not open until mid-May. But there was a poor footfall in Woburn in 2021 resulting in poor take up at the Heritage Centre and on the market stall. We were unsuccessful with our 2021 Heritage Lottery Grant but we did receive a grant of £8,000 from Central Beds.

We are purchasing folding screen for pop-up displays in the porch and the Garden Day boards have been replaced. There may be help from Shuttleworth with repairs to the ploughs. Meanwhile Paul is looking into way to repair them.

The floodlighting has been off during the lockdown periods. The bulb in the main floodlight at the front of the building has now been replaced so that is now working again. It was decided that w3 could not justify the £400 it would take to replace the floodlights at the top of the tower as the front light does a good job. We are still waiting for the clock automatic winder to be re3placed. There is an outstanding payment for this work that will be paid once the work is successfully completed. Ann and Gill took part in a series of SHARE zoom meetings regarding the recruitment of volunteers.

Financial Report: Elaine Groves has retired from the committee but will remain as the third signatory on cheques.

Transfer of the bank account from CAF Bank to the Co-op Bank was successful. Linda will look into opening a savings account for reserve funds with the Co-op. Amount to be transferred to be discuss at the next meeting.

Any other business: Ann asked if the George Large painting and the rocking horse are specially insured. They are not.

Gill read a letter from Elaine confirming her retirement from the Committee

Paul, Gala and Yana were welcomed as new trustees. Ann suggested that for security we should look into having some form of external drive on the computer. Linda will investigate.

The Open Garders weekend this year will be on 18/19 June.

Date of next meeting: Monday, 16 May, 10.30am at 1 Leighton Street, Woburn

Signed:



Chair:

Mrs G. Green

Woburn Heritage Centre CIO
Receipts and Payments for year ending 31 December 2021

Receipts	£	Payments	£
Visitor donations	613	Insurance	3,494
Sales Farmers Market	770	Electricity	640
Sales Heritage Centre	370	Maintenance	558
Open Gardens Day	2,275	Gifts and Pens	304
Parish Council Grant	1,260	Clock repairs	222
Central Beds Grant	8,000	Bank charges	64
		Publishing of walks leaflets	38
Total	13,228	Total	5,320
	Surplus		7,908

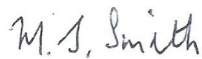
Cash in bank at 31 December 2020 12,954

Cash in bank at 31 December 2021 20,862

Hon. Treasurer


L Thornett

Examined and found correct


M J Smith

Date: 10-Feb-22