



(Registered Charity No. 1181895)  
The Priory Lodge, 89, High Street, Ware, Herts SG12 9AL  
Telephone: 01920 487848  
[www.waremuseum.org.uk](http://www.waremuseum.org.uk)

## **Second Annual Report for Ware Museum CIO April 2020 - March 2021**

### **Ware Museum Chairman's Report 2020 - 2021**

Obviously this is going to be a somewhat strange report as it covers the period, April last year until March this year, when, owing to the restrictions imposed by the government in its efforts to combat the spread of the Covid virus, the Museum was closed for almost the entire year. I will not go into detail as to the exact periods for which the Museum was open, as our Secretary, Diana Perkins, has kept a note of these and the conditions under which the Museum opened when this was allowed.

Together with the Mayor of Ware, Councillor Alexander Curtis, I was pleased to be able to be present for the first permitted re-opening on 15<sup>th</sup> September. It was heartening that during the process of re-opening - putting out the flag, putting up notices, etc., passers-by were so pleased to see the activity and became our first visitors. There have been visitors whenever we have been open. At the time of writing it is anticipated that the Museum will open again on 17<sup>th</sup> May.

Our Secretary and Curator have expressed their thanks to everyone involved in looking after the Museum in any way during this strange and difficult period, but my thanks go to them for their magnificent efforts in putting in place safety procedures for re-opening. This was an incredibly time-consuming task, and for training our stewards in how to interact safely with each other and members of the public. I would also like to add my thanks to Keith Batchelor for giving freely of his time and expertise in relation to safety. Thanks to our stewards for their loyalty and willingness to return when the Museum was allowed to be open and to absolutely everyone who has done anything - either up front or behind the scenes - to deal with such issues as the theft of lead and problems with the building.

We all look forward to being able to re-open in May and hope that opening times will be able to return to normal from then on.

To end on a cheerful note, I should like to flag up an exhibition which we intend to mount in September to celebrate a very special event for our town. 2021 is the year that sees the 50<sup>th</sup> anniversary of Ware becoming twinned with Wulfrath in Germany and the 20<sup>th</sup> year of our twinning with Corneilles-en-Parisis in France. All being well, Ware will be hosting visitors from both these towns.

### **Ware Museum Secretary's Report 2020 - 2021**

We started the year with high hopes and set up the first exhibition of the year "Educating Ware", which, because of the Covid Crisis, turned out to be the last exhibition of the year, as we had to close the Museum from 17<sup>th</sup> March 2020.





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A Trustee would check the Museum most weeks and there were no problems initially. We were able to have the regular check from Cove Security. The outside of the Museum has been re-decorated.

The Museum was open to the public on 19 days during 2020/21, attracting a total of 153 visitors, of which a third were children. The re-opening on Tuesday 15<sup>th</sup> September was done under Covid Secure rules and we had considerable assistance from Keith Batchelor setting all the safety procedures in place. We had to remove some items and cover others to prevent touching. The Stewards received a short training session for the new conditions. We had to close again on the 3<sup>rd</sup> of November, although we were allowed to re-open briefly between 6<sup>th</sup> and 15<sup>th</sup> December 2020.

There were no children's activities during school holidays and outside groups were unable to use the Museum during this period. There were no uniformed groups or school visits during this time, although some schools were able to borrow Roman school loans boxes for class use.

The "Educating Ware" exhibition remained in place until January 2021 when it was removed to prepare for a new exhibition for our re-opening, which should be allowed from 17<sup>th</sup> May 2021.

We are very grateful to our volunteer stewards who give their time and talents to the Museum, enabling us to remain open to the public. We are always looking for more stewards.

The website continues to be used regularly. Between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021 there were 2147 visits with 5583 page views. There were international visits to the site, the third most numerous being from China. We received 30 enquiries from the public, of which 27 were via email. These were dealt with as circumstances allowed.

### **Ware Museum Hon. Curator's report April 2020 - March 2021**

Due to Covid-19, Museum work behind the scenes was severely curtailed during this year. However, as the museum was able to re-open from 15<sup>th</sup> September 2020, a certain amount of documentation took place between then and 5<sup>th</sup> November 2020. The volunteers that returned on Friday mornings worked under strict Covid conditions. We are very grateful to the volunteers that helped us keep the museum ticking over during this strange year.

### **Trustees**

Trustees are as follows: Phyllis Ballam, Judi Thomson, Elisabeth Barrett, Graham Watson, Diana Perkins, Rob Gifford, John Wing, Janet Parkin, Caroline Crook, Sean Shaw



Supported by

**The National Lottery**  
through the Heritage Lottery Fund



Heritage  
Lottery Fund





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# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Ware Museum

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1181895

Set out on pages

1 - 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Malcolm High

Date:

21-01-2022

Name:

MALCOLM HIGH

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

Chartered Accountant

Address:

H QUIN COURT, BRAUGHING

WARE

HERTFORDSHIRE SG11 2PY

# **Ware Museum CIO**

**Charity No. 1181895**

## **End of Year Financial Statements**

**Year ending 31<sup>st</sup> March 2021**

## • Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	310	—	—	310	2,543
Income from charitable activities	30	—	—	30	—
Other income	232	3,040	—	3,272	11,646
Grants	27,340	—	—	27,340	7,100
<b>Total income</b>	<b>27,914</b>	<b>3,040</b>	<b>—</b>	<b>30,954</b>	<b>21,290</b>
<b>Expenditure on:</b>					
Raising funds	134	—	—	134	328
Expenditure on charitable activities	1,665	—	—	1,665	9,273
Other expenditure	171	—	—	171	298
Governance costs	6,275	—	—	6,275	11,646
Reserved Funds	—	—	—	—	252
Stewards & Trustee Costs	559	—	—	559	447
<b>Total expenditure</b>	<b>8,805</b>	<b>—</b>	<b>—</b>	<b>8,805</b>	<b>22,247</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>19,109</b>	<b>3,040</b>	<b>—</b>	<b>22,149</b>	<b>(957)</b>
<b>Transfers</b>					
Gross transfers between funds - in	38,664	—	—	38,664	133,649
Gross transfers between funds - out	(36,069)	(2,595)	—	(38,664)	(133,649)
<b>Other recognised gains / losses</b>					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>21,704</b>	<b>445</b>	<b>—</b>	<b>22,149</b>	<b>(957)</b>
<b>Total funds brought forward</b>	<b>152,594</b>	<b>22,890</b>	<b>—</b>	<b>175,485</b>	<b>176,442</b>
<b>Total funds carried forward</b>	<b>174,298</b>	<b>23,335</b>	<b>—</b>	<b>197,634</b>	<b>175,485</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	43,906	—	—	43,906	27,589
<b>Designated</b>					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	1,781	—	—	1,781	—
Curatorial - General	5,505	—	—	5,505	4,000
Displays & Exhibitions	3,899	—	—	3,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	88,640	—	—	88,640	88,640
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Prepayments	—	—	—	—	—
Storage	—	—	—	—	—
Technology	3,000	—	—	3,000	3,000
Tourist Information Point	6,018	—	—	6,018	3,918
Training	847	—	—	847	847
<b>Restricted</b>					
Curatorial - restricted	—	635	—	635	595
Display Equipment	—	500	—	500	500
GlaxoSmithKline	—	5,612	—	5,612	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	1,849	—	1,849	1,444
Office Equipment	—	(576)	—	(576)	(576)

## Balance sheet

	Total funds	Prior year funds
<b>Fixed assets</b>		
Intangible assets	15,440	15,440
	<b>15,440</b>	<b>15,440</b>
<b>Current assets</b>		
Stocks and work in progress	2,561	2,561
Cash at bank and in hand	179,633	157,484
	<b>182,194</b>	<b>160,045</b>
<b>Net current assets less current liabilities</b>	<b>182,194</b>	<b>160,045</b>
<b>Total assets less current liabilities</b>	<b>197,634</b>	<b>175,485</b>
<b>Total net assets less liabilities</b>	<b>197,634</b>	<b>175,485</b>
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General fund	43,906	27,589
<b>Designated</b>		
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Technology	3,000	3,000
Training	847	847
Storage	—	—
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Martin Laing Foundation	1,849	1,444
<b>Funds of the charity</b>	<b>197,634</b>	<b>175,485</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Fixed assets - Intangible assets</b>						
Details removed for security	—	—	5,500	—	5,500	5,500
	—	—	4,200	—	4,200	4,200
	—	—	40	—	40	40
	—	—	300	—	300	300
	—	—	400	—	400	400
	—	—	5,000	—	5,000	5,000
<b>Totals</b>	<b>—</b>	<b>—</b>	<b>15,440</b>	<b>—</b>	<b>15,440</b>	<b>15,440</b>
<b>Current assets - Cash at bank and in hand</b>						
Current Account - CAF Bank -	30,267	(8,561)	8,754	—	30,460	8,345
Deposit Account - CAF Bank -	10,903	65,395	(859)	—	75,439	75,405
Cambridge & Counties Bank -	3,703	70,000	—	—	73,703	73,703
Cash in Hand -	30	—	—	—	30	30
<b>Totals</b>	<b>44,904</b>	<b>126,833</b>	<b>7,895</b>	<b>—</b>	<b>179,633</b>	<b>157,484</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	(998)	998	—	—	—	—
<b>Totals</b>	<b>(998)</b>	<b>998</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Current assets - Stocks and work in progress</b>						
Stock items for resale -	—	2,561	—	—	2,561	2,561
<b>Totals</b>	<b>—</b>	<b>2,561</b>	<b>—</b>	<b>—</b>	<b>2,561</b>	<b>2,561</b>
<b>Grand total</b>	<b>43,906</b>	<b>130,392</b>	<b>23,335</b>	<b>—</b>	<b>197,634</b>	<b>175,485</b>

## Conclusion

- Income from visitors and other users has been severely reduced due to Covid -19 restrictions.
- Business support grants have been received to offset this.





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<b>Current assets - Debtors</b>						
Accounts Receivable -	(998)	998	—	—	—	—
<b>Totals</b>	<b>(998)</b>	<b>998</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Current assets - Stocks and work in progress</b>						
Stock items for resale -	—	2,561	—	—	2,561	2,561
<b>Totals</b>	<b>—</b>	<b>2,561</b>	<b>—</b>	<b>—</b>	<b>2,561</b>	<b>2,561</b>
<b>Grand total</b>	<b>43,906</b>	<b>130,392</b>	<b>23,335</b>	<b>—</b>	<b>197,634</b>	<b>175,485</b>

## Conclusion

- Income from visitors and other users has been severely reduced due to Covid -19 restrictions.
- Business support grants have been received to offset this.