

Third Annual Report for Ware Museum CIO April 2021 - March 2022

Ware Museum Hon. President's Report 2021-2022

In last year's report I said that it was hoped that the Museum would be able to open again in May 2021. I am pleased to say that the Museum did re-open in May 2021, albeit with the shorter hours and all Covid precautions still in place. I ended the report on the intention to hold a special exhibition on Town Twinning to celebrate fifty years of twinning with Wulfrath and twenty years of twinning with Cormeilles-en-Parisis. An excellent exhibition was mounted, but, sadly, continuing Covid restrictions prevented Ware receiving visitors from France or Germany and the joint celebration was held on Zoom.

The Management Committee has continued to meet monthly, all meetings being held on Zoom until March this year. Despite this, the Committee has pressed ahead with the Forward Plan 2022 - 2025 for the sustainability of the Museum, accessioning, an inventory, cataloguing, digitalization and the need to employ a professional manager. To progress this a freelance Museum Development Consultant, Tracey McGeagh, was appointed on a short-term contract. Tracey had several meetings with the committee which were helpful. Her final report is awaited. An IT Consultant has been employed. Consideration has also been given to the perceived need for the Museum to have a card reader as many people now do not carry cash but expect to pay with a debit or credit card.

Diana Perkins, with some assistance, entered and erected a Christmas tree in Leaside Christmas Tree Festival. The tree was at Leaside for the two days of the Festival and then in the Museum. Thank you, Diana.

Anticipating the Platinum Jubilee of Her Majesty Queen Elizabeth II, plans were in progress for a Ware and Royalty Exhibition from April to June.

I cannot end without mentioning that Graham Watson has resigned as Treasurer and from the committee after many years of invaluable service to the Museum. Prior to taking on the position as Treasurer he was Secretary for some years. We all wish to thank him for his devotion to the Museum. He will be missed. I should also like to thank all the members of the committee, stewards and those who work behind the scenes for their continued work to help us move forward. Strange as it may seem, to look after our history we have to keep up to date.

Ware Museum Secretary's Report 2021-2022

We felt as though things were becoming a bit more normal when we were able to reopen from 17th May 2021 although under a restricted system and times. We had hoped to be able to open to full pre-Covid times but we have not yet been able to do so.

The Museum was open to the Public on 172 days with a footfall of 1807 visitors. The website continues to be used regularly. Between 1st April 2021 and 31st March 2022 there were 13,963 visits to the website. We are grateful to our volunteer stewards, who give their time and talents to the Museum and enable us to remain open for the public. But we are always looking for more stewards.

We reopened with a new short exhibition *Digging up History* and this was followed by *50 years of Town Twinning* and then *Toys Games and Pastimes*.

There were two days of children's activities during school holidays and another two days of activities for the Heritage Days.

Outside Groups were able to make visits again to the Museum during this period. Three groups came in from Cubs and Beavers. The u3a also resumed meetings.

We received 65 specific enquiries from the public during the year of which 32 were via email.

Trustees are as follows: Phyllis Ballam, Elisabeth Barratt, Caroline Crook, Rob Gifford, Janet Parkin, Diana Perkins, Sean Shaw, Judi Thomson, John Wing. Graham Watson resigned in January 2022 on the completion of his three-year appointment.

Ware Museum Hon. Curator's Report 2021-2022

The re-opening of the Ware Museum in May 2021 presented the Documentation team with both bad news and good news. Two of the older members of the group, who had been stalwart supporters for many years, found it difficult to return to the museum under the Covid restrictions. They reluctantly resigned, not only from the Documentation group but also as Museum Stewards. We would like to thank Mrs. Josie Fish and Mrs. Beryl Gafney for their energetic support and hard work over the past decades. The good news was that there were new volunteers to help with documentation, which allowed us to re-assess our systems and start a full inventory of the collections.

Over the past thirty years since the Museum's foundation, museum documentation has undergone many changes. Card indexes have given way to computer databases and changes in staffing have provided many different ways of work and, in particular, changes in terminology. The inventory is giving us an ideal chance to make certain the current database is accurate and to reconcile the differing terminology that has developed over the years. This is an ongoing process that will provide us with a firm foundation for future work dependant on the accuracy of our technological resources.

Many people took advantage of Lockdown to turn out their attics and cupboards, offering the results to the museum. Some of these offerings were of benefit to

the museum while others provided museum staff with an opportunity of honing their tact in refusing them. As the museum is running out of storage space, this provided us with, at least, one valid, diplomatic excuse. As a result of the acceptable gifts donated to the museum since Lockdown, accessioning continues apace.

We are very grateful to our Documentation team for their hard work and enthusiasm. They are helping us make sure that our Documentation systems are accurate and provide a firm foundation for the future.

WARE MUSEUM CIO

CHARITY NUMBER 1181895

END OF YEAR FINANCIAL STATEMENT

YEAR ENDING 31ST MARCH 2022

Statement of Financial Activities – 1st April 2021 to 31st March 2022

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	1,000	—	—	1,000	140
Income from charitable activities	915	—	—	915	200
Other income	2,319	3,000	—	5,319	3,272
Grants	18,726	—	—	18,726	27,340
Total income	22,961	3,000	—	25,961	30,954
Expenditure on:					
Raising funds	171	—	—	171	134
Expenditure on charitable activities	4,390	—	—	4,390	1,665
Other expenditure	394	—	—	394	171
Governance costs	39,236	—	—	39,236	6,275
Reserved Funds	—	—	—	—	—
Stewards & Trustee Costs	491	—	—	491	559
Total expenditure	44,683	—	—	44,683	8,805
Gains / losses on investment assets	—	—	—	—	—
Net income / (expenditure) resources before transfer	(21,722)	3,000	—	(18,722)	22,149
Transfers					
Gross transfers between funds - in	630	1,206	—	1,836	38,664
Gross transfers between funds - out	(1,206)	(630)	—	(1,836)	(38,664)
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	(22,298)	3,576	—	(18,722)	22,149
Total funds brought forward	174,298	23,335	—	197,634	175,485
Total funds carried forward	152,000	26,911	—	178,912	197,634
Represented by					
Unrestricted					
General fund	23,224	—	—	23,224	43,906
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	1,573	—	—	1,573	1,781
Curatorial - General	4,097	—	—	4,097	5,505
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	6,018
Training	847	—	—	847	847
Restricted					
Curatorial - restricted	—	635	—	635	635
Display Equipment	—	500	—	500	500
GlaxoSmithKline	—	5,612	—	5,612	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	4,849	—	4,849	1,849
Office Equipment	—	—	—	—	(576)

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
8000	Gilpin Collection	5,500	5,500
8001	Roman Coffin	4,200	4,200
8003	Saxon Strap & Pendant	40	40
8004	Roman Ring	300	300
8005	Painting: Ware High Street	400	400
8006	Buckle	5,000	5,000
	Total Fixed assets	15,440	15,440
Current assets			
6010	Current Account - CAF Bank	10,447	30,460
6020	Deposit Account - CAF Bank	75,452	75,439
6035	Cambridge & Counties Bank	74,981	73,703
6050	Cash in Hand	30	30
6060	Stock items for resale	2,561	2,561
Z05	Accounts Receivable	—	—
	Total Current assets	163,472	182,194
Reserves			
Z01	Excess / (deficit) to date	(18,722)	30,133
	Starting balances	197,634	167,500
	Total Reserves	178,912	197,634
	Represented by funds		
	Unrestricted	23,224	43,906
	Designated	128,775	130,392
	Restricted	26,911	23,335
	Endowment	—	—
	Total	178,912	197,634

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Intangible assets						
Gilpin Collection -	—	—	5,500	—	5,500	5,500
Roman Coffin -	—	—	4,200	—	4,200	4,200
Saxon Strap & Pendant -	—	—	40	—	40	40
Roman Ring -	—	—	300	—	300	300
Painting: Ware High Street -	—	—	400	—	400	400
Buckle -	—	—	5,000	—	5,000	5,000
Totals	—	—	15,440	—	15,440	15,440
Current assets - Cash at bank and in hand						
Current Account - CAF Bank -	8,295	(10,178)	12,330	—	10,447	30,460
Deposit Account - CAF Bank -	10,916	65,395	(859)	—	75,452	75,439
Cambridge & Counties Bank -	4,981	70,000	—	—	74,981	73,703
Cash in Hand -	30	—	—	—	30	30
Totals	24,222	125,216	11,471	—	160,911	179,633
Current assets - Debtors						
Accounts Receivable -	(998)	998	—	—	—	—
Totals	(998)	998	—	—	—	—
Current assets - Stocks and work in progress						
Stock items for resale -	—	2,561	—	—	2,561	2,561
Totals	—	2,561	—	—	2,561	2,561

Grand total	23,224	128,775	26,911	—	178,912	197,634
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Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year

INCOME AND ENDOWMENTS

Donations and legacies

1130 - Other Donations	1,000	—	—	—	1,000	140
Total	1,000	—	—	—	1,000	140

Income from charitable activities

1105 - Visitors	660	—	—	—	660	120
1110 - Groups	160	—	—	—	160	—
1115 - Lectures & Walks	50	—	—	—	50	50
1120 - Activities	—	—	—	—	—	—
1125 - Schools	45	—	—	—	45	—
1321 - Research Fees	—	—	—	—	—	30
Total	915	—	—	—	915	200

Other income

1150 - Insurance Claim	—	—	—	—	—	—
1220 - GlaxoSmithKline	—	—	—	—	—	—
1250 - Sir Martin Laing Foundation	—	—	3,000	—	3,000	3,000
1260 - Deposition fees	—	—	—	—	—	40
1310 - Interest received	1,290	—	—	—	1,290	34
1315 - Shop Sales	443	—	—	—	443	36
1320 - Object copies	—	—	—	—	—	—
1325 - Rent received	475	—	—	—	475	162
1330 - Utilities refunds	—	—	—	—	—	—
1331 - Rent refund	—	—	—	—	—	—
1332 - Contents Insurance Claim	—	—	—	—	—	—
1335 - Archive receipts	—	—	—	—	—	—
1340 - Gift Aid	—	—	—	—	—	—
1399 - Misc.	110	—	—	—	110	—
Total	2,319	—	3,000	—	5,319	3,272

Grants

1140 - Grants	18,726	—	—	—	18,726	25,240
1205 - Ware Town Council	—	—	—	—	—	—
1206 - Ware Town Council - TIP	—	—	—	—	—	2,100
1210 - East Herts Council	—	—	—	—	—	—
1211 - Herts County Council	—	—	—	—	—	—
1255 - SHARE	—	—	—	—	—	—
Total	18,726	—	—	—	18,726	27,340
INCOME TOTAL	22,961	—	3,000	—	25,961	30,954

EXPENDITURE

Raising funds

4105 - Shop Trading	171	—	—	—	171	134
4110 - Publicity	—	—	—	—	—	—
Total	171	—	—	—	171	134

Expenditure on charitable activities

4205 - Curatorial - Accession	—	—	—	—	—	4
4210 - Curatorial - Conservation	—	778	—	—	778	17
4212 - Curatorial - Documentation	438	—	—	—	438	438
4215 - Curatorial - Storage	100	—	—	—	100	100
4217 - Curatorial - Collection Costs	—	—	—	—	—	—
4218 - Curatorial - Rationalisation	—	—	—	—	—	—
4219 - Curatorial - Digitisation	—	—	—	—	—	—
4220 - Display Costs	125	—	—	—	125	135
4222 - Curatorial object purchases	—	—	—	—	—	—
4225 - Children's Activities	—	—	—	—	—	—
4230 - Educational Activities	—	—	—	—	—	—
4422 - Covid-19 changes	—	208	—	—	208	718
4427 - Legal costs	1,455	—	—	—	1,455	—
4440 - Museum Store construction	—	—	—	—	—	—
4517 - Web Site	1,284	—	—	—	1,284	252
4900 - Bank charges	0	—	—	—	0	—
Total	3,403	986	—	—	4,390	1,665

Other expenditure

4430 - Garden	180	—	—	—	180	—
4505 - Printing, Postage & Stationery	164	—	—	—	164	166
4525 - Other Office costs	—	—	—	—	—	—
4530 - Miscellaneous	50	—	—	—	50	4
4999 - Misc.	0	—	—	—	0	—
Total	394	—	—	—	394	171

Governance costs

4405 - Rent paid	3,075	—	—	—	3,075	1,080
4410 - Insurance	4,194	—	—	—	4,194	—
4412 - Security	769	—	—	—	769	696
4415 - Utilities - Water	112	—	—	—	112	120
4416 - Utilities - Electricity	3,981	—	—	—	3,981	3,048
4417 - Utilities - Telephone	184	—	—	—	184	185
4418 - Utilities - Broadband	149	—	—	—	149	144
4420 - Upkeep & Cleaning	1,530	—	—	—	1,530	686
4425 - Building Repair & Decoration	21,321	—	—	—	21,321	195
4515 - IT	822	—	—	—	822	120
4700 - Consultancy Fees	3,094	—	—	—	3,094	—
Total	39,236	—	—	—	39,236	6,275

Reserved Funds

4605 - Tourist Information Point costs	—	—	—	—	—	—
4610 - Education Fund	—	—	—	—	—	—
4615 - Hunsdon House	—	—	—	—	—	—
4630 - GSK	—	—	—	—	—	—
Total	—	—	—	—	—	—

Stewards & Trustee Costs

4705 - Training	—	—	—	—	—	—
4710 - Subscriptions Paid	232	—	—	—	232	201
4720 - Trustee Insurance	—	—	—	—	—	—
4725 - Travel Costs	—	—	—	—	—	—
4730 - Sundry cost	209	—	—	—	209	69
4735 - Stewards	50	—	—	—	50	288
Total	491	—	—	—	491	559
EXPENDITURE TOTAL	43,696	986	—	—	44,683	8,805
GRAND TOTAL	(20,735)	(986)	3,000	—	(18,722)	22,149



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

31st March 2022

Charity no
(if any)

1181895

Set out on pages

1-4

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

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 *Malcolm High*

Date:

14th October

Name:

Malcolm High

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

Institute of Chartered Accountants of England and Wales

Address:

4 Quin Court

Braughing

Ware Hertfordshire SG11 2PY

Section B**Disclosure**

Only complete if the examiner needs to highlight 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.