

Charity Commission Narrative 1 April 2023 – 31 March 2024

Charity Name: Ware Museum CIO

Charity registration number: 1181895

Introduction

Founded in 1985, Ware Museum tells the story of life in the town from the Mesolithic period to the present day. The Museum is located in the Priory Lodge, a Grade II listed building at the entrance to Ware Priory, which dates back to the 14th century. In 2019 the Museum's governance changed from a Charitable Trust to a Charitable Incorporated Organisation (CIO). Ware Museum attracts approximately 6-7,000 visitors per year.

Objectives and Activities

The objects of the Charity are:

1. To provide for the advancement of public education by the provision of the museum comprising the existing collection of Ware Museum together with such other exhibits or items as may from time to time form part of the collection and to preserve the same as a collection.
2. To form establish and support and to aid in the formation establishment and support of any other charitable bodies companies institutions associations trusts or societies formed for objects set out above.

The main activities of the Charity are to provide a museum service for the benefit of all visitors, through maintaining permanent displays and through provision of temporary exhibitions, events and activities aimed at a range of audiences.

All the charity trustees understand their duty to "have regard" to the Charity Commission's public benefit guidance when exercising power and duties to which the guidance is relevant.

The museum is assisted by a team of approximately 40 volunteers who act as museum stewards, assist with collections care and documentation, carry out gardening and property maintenance and various other tasks. As well as long term volunteers, the museum also offers short term work experience placements to students and Duke of Edinburgh Award candidates.

Achievements and Performance

The museum aims to provide a friendly and welcoming environment for all visitors and to engage with its audiences through additional provision including activities and

events. During this period the museum has delivered five temporary exhibitions including exhibitions on Ware's literary connections and the history of music making in the town; the latter included collaborations with local music groups and organisations. The museum also hosted an exhibition by Thundridge Old Church Action Group, which aims to preserve and protect a nearby historic monument. Talks on subjects including literature in Ware, the history of the ukelele, and the Hertfordshire Barbastelle Project to map a rare bat species have attracted enthusiastic audiences. The museum has also delivered regular family craft activity sessions during school holidays, as well as taking part in national initiatives such as Heritage Open Days.

Positive feedback has been reported through our visitor book, and towards the end of this period a visitor survey was devised to measure and record visitor data more accurately. This data will be used to inform future audience development and engagement.

Structure, Governance and Management

Ware Museum operates as a Charitable Incorporated Organisation under charity number 1181895. Governance of the museum is held by the Board of Trustees who meet every two months. Up to twelve trustees are appointed for a term of three years, with a further two trustees nominated as representatives of Ware Town Council and the Ware Society. The trustees are all residents of or have strong connections to Ware and represent a diverse range of skills and backgrounds. The objectives of the museum are carried out by four committees which operate under a written scheme of delegation.

In November 2022 Cathy De'Freitas was appointed as Museum Manager, working three days per week. All other roles are carried out by volunteers.

Funding

The museum receives annual grants from Ware Town Council towards operating costs of the museum and for provision of a Tourist Information Point within the museum.

The museum generates income through shop and event sales and via donations and external funding. It also receives grant funding for collections care from GSK and the Martin Laing Foundation.

Staff are actively applying to various grant givers including Museum Development South East and the Hertfordshire Association of Museums for additional project-based funding. During this period a grant of £3899 was received from SHARE East (now MDSE) to commission a museum consultant to carry out an audience development report.

Trustees are as follows: Hannah Agass, Phyllis Ballam, Laura Bedford, Cllr Barney Bryant, Ian Channell, Caroline Crook, Dawn Cruse, Janet Parkin, Diana Perkins, Judi Thomson, and John Wing.

Elisabeth Barratt and Rob Gifford resigned from the board in summer 2024, outside the scope of this report, after many years of support for which the board is exceedingly grateful.

Financial Review

Ware Museum CIO

End Of Year Financial Statement

Year Ending 31st March 2024

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	647	—	—	647	492
Income from charitable activities	3,880	—	—	3,880	3,040
Other income	7,712	8,670	—	16,382	7,584
Grants	15,998	—	—	15,998	7,800
Total income	28,240	8,670	—	36,910	18,917
Expenditure on:					
Raising funds	2,058	—	—	2,058	1,088
Expenditure on charitable activities	3,302	—	—	3,302	1,822
Other expenditure	22,479	—	—	22,479	7,329
Governance costs	18,237	—	—	18,237	20,737
Reserved Funds	884	—	—	884	—
Stewards & Trustee Costs	438	—	—	438	971
Total expenditure	47,400	—	—	47,400	31,949
Gains / losses on investment assets	—	—	—	—	—
Net income / (expenditure) resources before transfer	(19,160)	8,670	—	(10,490)	(13,031)
Transfers					
Gross transfers between funds - in	43,128	—	—	43,128	—
Gross transfers between funds - out	(33,773)	(9,355)	—	(43,128)	—
Other recognised gains / losses	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	(9,805)	(685)	—	(10,490)	(13,031)
Total funds brought forward	135,968	29,911	—	165,880	178,912
Total funds carried forward	126,162	29,226	—	155,389	165,880
Represented by					
Unrestricted					
General fund	24,725	—	—	24,725	8,112
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	—	—	—	—	1,573
Curatorial - General	2,735	—	—	2,735	3,852
Displays & Exhibitions	3,899	—	—	3,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	61,397	—	—	61,397	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	9,334	—	—	9,334	6,018
Training	372	—	—	372	372
Restricted					
Curatorial - restricted	—	635	—	635	635
Display Equipment	—	500	—	500	500
GlaxoSmithKline	—	11,282	—	11,282	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	1,494	—	1,494	7,849
Office Equipment	—	—	—	—	—

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	1,589	1,728
6020	Deposit Account - CAF Bank	57,342	69,456
6035	Cambridge & Counties Bank	78,427	76,664
6050	Cash in Hand	30	30
6060	Stock items for resale	2,561	2,561
Z05	Accounts Receivable	—	—
	Total Current assets	139,949	150,440
Reserves			
Z01	Excess / (deficit) to date	(10,490)	(13,031)
	Starting balances	165,880	178,912
	Total Reserves	155,389	165,880
	Represented by funds		
	Unrestricted	24,725	8,112
	Designated	101,436	127,855
	Restricted	29,226	29,911
	Endowment	—	—
	Total	155,389	165,880

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 -	24,460	(37,517)	14,645	—	1,589	1,728
Deposit Account - CAF Bank -	(7,193)	65,395	(859)	—	57,342	69,456
Cambridge & Counties Bank -	8,427	70,000	—	—	78,427	76,664
Cash in Hand -	30	—	—	—	30	30
	Totals	25,723	97,877	13,786	137,388	147,879
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	24,725	101,436	29,226	155,389	165,880

Analysis of income and expenditure

INCOME AND ENDOWMENTS

	Total				
	Unrestricted	Designated	Restricted	Endowment	This year Last year
Donations and legacies					
1130 - Other Donations	647	—	—	—	492
Total	647	—	—	—	492

Income from charitable activities

1105 - Visitors	2,363	—	—	—	2,363	2,181
1110 - Groups	162	—	—	—	162	60
1115 - Lectures & Walks	332	—	—	—	332	40
1120 - Activities	699	—	—	—	699	310
1125 - Schools	324	—	—	—	324	447
1321 - Research Fees	—	—	—	—	—	—
Total	3,880	—	—	—	3,880	3,040

Other income

1150 - Insurance Claim	636	—	—	—	636	—
1220 - GlaxoSmithKline	—	—	5,670	—	5,670	—
1250 - Sir Martin Laing Foundation	—	—	3,000	—	3,000	3,000
1260 - Deposition fees	—	—	—	—	—	—
1310 - Interest received	3,160	—	—	—	3,160	2,195
1315 - Shop Sales	2,821	—	—	—	2,821	1,576
1320 - Object copies	60	—	—	—	60	—
1325 - Rent received	907	—	—	—	907	810
1330 - Utilities refunds	36	—	—	—	36	—
1331 - Rent refund	—	—	—	—	—	—
1332 - Contents Insurance Claim	—	—	—	—	—	—
1335 - Archive receipts	—	—	—	—	—	—
1340 - Gift Aid	—	—	—	—	—	—
1345 - East Herts Lottery	65	—	—	—	65	—
1359 - Misc.	24	—	—	—	24	2
Total	7,712	—	8,670	—	16,382	7,584

Grants

1140 - Grants	11,798	—	—	—	11,798	7,500
1205 - Ware Town Council	—	—	—	—	—	300
1206 - Ware Town Council - TIP	—	4,200	—	—	4,200	—
1210 - East Herts Council	—	—	—	—	—	—
1211 - Herts County Council	—	—	—	—	—	—
1255 - SHARE	—	—	—	—	—	—
Total	11,798	4,200	—	—	15,998	7,800
INCOME TOTAL	24,040	4,200	8,670	—	36,910	18,917

EXPENDITURE

Raising funds

4105 - Shop Trading	2,010	—	—	—	2,010	959
4110 - Publicity	—	—	—	—	—	120
4740 - SunUp fees	47	—	—	—	47	9
Total	2,058	—	—	—	2,058	1,088

Expenditure on charitable activities

4205 - Curatorial - Accession	—	480	—	—	480	445
4210 - Curatorial - Conservation	—	437	—	—	437	—
4212 - Curatorial - Documentation	—	—	—	—	—	—
4215 - Curatorial - Storage	294	—	—	—	294	32
4217 - Curatorial - Collection Costs	—	—	—	—	—	—
4218 - Curatorial - Rationalisation	—	—	—	—	—	—
4219 - Curatorial - Digitisation	—	—	—	—	—	—
4220 - Display Costs	197	—	—	—	197	758
4222 - Curatorial object purchases	—	—	—	—	—	—
4225 - Children's Activities	434	—	—	—	434	232
4230 - Educational Activities	32	—	—	—	32	20
4422 - Covid-19 changes	—	—	—	—	—	—
4427 - Legal costs	489	—	—	—	489	20
4440 - Museum Store construction	—	—	—	—	—	—
4517 - Web Site	254	500	—	—	754	265
4755 - Adult Activities	110	—	—	—	110	—
4900 - Bank charges	71	—	—	—	71	48
Total	1,884	1,417	—	—	3,302	1,822

Other expenditure

4430 - Garden	—	—	—	—	—	108
4505 - Printing, Postage & Stationery	841	—	—	—	841	616
4525 - Other Office costs	404	—	—	—	404	99
4530 - Miscellaneous	178	—	—	—	178	167
4745 - Salary	20,405	—	—	—	20,405	5,688
4750 - CA fees (salary)	650	—	—	—	650	650
4999 - Misc	—	—	—	—	—	—
Total	22,479	—	—	—	22,479	7,329

Governance costs

4405 - Rent paid	3,000	—	—	—	3,000	3,075
4410 - Insurance	3,865	—	—	—	3,865	3,598
4412 - Security	1,468	—	—	—	1,468	1,746
4415 - Utilities - Water	262	—	—	—	262	176
4416 - Utilities - Electricity	5,346	—	—	—	5,346	5,008
4417 - Utilities - Telephone	93	—	—	—	93	184
4418 - Utilities - Broadband	737	—	—	—	737	164
4420 - Upkeep & Cleaning	1,745	—	—	—	1,745	1,698
4425 - Building Repair & Decoration	648	—	—	—	648	1,416
4515 - IT	910	—	—	—	910	2,668
4700 - Consultancy Fees	160	—	—	—	160	1,000
Total	18,237	—	—	—	18,237	20,737

Reserved Funds

4605 - Tourist Information Point costs	—	884	—	—	—	—
4610 - Education Fund	—	—	—	—	—	—
4615 - Hunsdon House	—	—	—	—	—	—
4630 - GSK	—	—	—	—	—	—
Total	—	884	—	—	884	—

Stewards & Trustee Costs

4705 - Training	—	—	—	—	—	365
4710 - Subscriptions Paid	278	—	—	—	—	285
4720 - Trustee Insurance	—	—	—	—	—	—
4725 - Travel Costs	—	—	—	—	—	—
4730 - Sundry cost	159	—	—	—	—	189
4735 - Stewards	438	—	—	—	—	132
	Total	438	—	—	—	971
EXPENDITURE TOTAL	45,098	2,301	—	—	47,400	31,949
GRAND TOTAL	(21,058)	1,898	8,670	—	(10,490)	(13,031)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Ware Museum CIO

On accounts for the year
ended

31-March-2024

Charity no
(if any)

1181895

Set out on pages

1-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2024.

Responsibilities and
basis of report

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 (Accounts and Reports) 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:

19-JAN-2025

Name:

Lesley Godfrey

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

N/A

Address:

3. Royal Oak Close, Chipping
Buntingford
SG9 0PF

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Oct 2018

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.

N/A

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