

Charity Commission Narrative 1 April 2024 – 31 March 2025

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 1 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). During the period of this report Ware Museum welcomed 8,394 visitors.

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.

The trustees can confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

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 marking the 90th anniversary of Ware's Lido, the centenary of Ware Girlguiding, and an exhibition on local metal detecting, which was supported by an illustrated talk. The museum also hosted an exhibition curated by Ware Remembered Facebook Group which recorded and displayed memories of local individuals and businesses from Ware. Volunteer guides delivered tours of the town during the summer months. The museum also delivered regular family craft activity sessions during school holidays, as well as taking part in national initiatives such as Heritage Open Days and local events such as Ware Festival and the town's annual Dickensian evening. Over 300 children from 5 different schools visited the museum to take part in learning sessions on the Romans and World War II.

We continued to collect and analyse visitor data through a visitor survey. Museum consultant Pippa Smith carried out audience development research (funded by a grant from Share East) and delivered a report and recommendations which will inform future initiatives.

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.

Ware Museum employs one member of staff as Museum Manager (0.6FTE). 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, Arts Council England, Art Fund and Hertfordshire Association of Museums for additional project-based funding. During this period a grant of £250 was received from Ware Town Council for replanting of the Museum's garden and a grant of £582 was received from Museums Development South East to commission a condition assessment of a wooden barge rudder in the collection to determine the need for further conservation work on this significant object.

Financial Review



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-Mar-2025

Charity no
(if any)

1181895

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**.

**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:

Name:

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

Address:

Date: 15-Jan-2026

Lesley Godfrey

N/A

3, Royal Oak Close, Chipping
Buntingford, SG9 0PF

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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WARE MUSEUM CIO
End of Year Financial Statements

Year ending 31ST March 2025

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	1,647	—	—	1,647	647
Income from charitable activities	4,076	—	—	4,076	3,880
Other income	9,704	3,000	—	12,704	16,382
Grants	10,182	—	—	10,182	15,998
Total income	25,610	3,000	—	28,610	36,910
Expenditure on:					
Raising funds	2,288	—	—	2,288	2,058
Expenditure on charitable activities	7,736	—	—	7,736	3,302
Other expenditure	23,625	—	—	23,625	22,479
Governance costs	24,963	—	—	24,963	18,237
Reserved Funds	—	—	—	—	884
Stewards & Trustee Costs	424	—	—	424	438
Total expenditure	59,037	—	—	59,037	47,400
Gains / losses on investment assets	—	—	—	—	—
Net income / (expenditure) resources before transfer	(33,426)	3,000	—	(30,426)	(10,490)
Transfers					
Gross transfers between funds - in	60,610	500	—	61,110	43,128
Gross transfers between funds - out	(48,137)	(12,972)	—	(61,110)	(43,128)
Other recognised gains / losses	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	(20,954)	(9,472)	—	(30,426)	(10,490)
Net movement in funds	(20,954)	(9,472)	—	(30,426)	(10,490)
Total funds brought forward	126,162	29,226	—	155,389	165,880
Total funds carried forward	105,208	19,754	—	124,962	155,389
Represented by					
Unrestricted					
General fund	24,325	—	—	24,325	24,725
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	16,000	—	—	16,000	8,000
Covid-19 costs	—	—	—	—	—
Curatorial - General	2,156	—	—	2,156	2,735
Displays & Exhibitions	1,899	—	—	1,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	38,821	—	—	38,821	61,397
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Prepayments	—	—	—	—	—
Storage	—	—	—	—	—
Technology	5,500	—	—	5,500	3,000
Tourist Information Point	3,434	—	—	3,434	9,334
Training	372	—	—	372	372
Restricted					
Curatorial - restricted	—	—	—	—	635
Display Equipment	—	1,000	—	1,000	500
GlaxoSmithKline	—	1,922	—	1,922	11,282
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	1,517	—	1,517	1,494
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	3,890	1,589
6020	Deposit Account - CAF Bank	21,242	57,342
6035	Cambridge & Counties Bank	81,799	78,427
6050	Cash in Hand	30	30
6060	Stock items for resale	2,561	2,561
Z05	Accounts Receivable	—	—
	Total Current assets	109,522	139,949
Reserves			
Z01	Excess / (deficit) to date	(30,426)	(10,490)
	Starting balances	155,389	165,880
	Total Reserves	124,962	155,389
	Represented by funds		
	Unrestricted	24,325	24,725
	Designated	80,882	101,436
	Restricted	19,754	29,226
	Endowment	—	—
	Total	124,962	155,389

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 -	56,789	(58,071)	5,173	—	3,890	1,589
Deposit Account - CAF Bank -	(43,294)	65,395	(859)	—	21,242	57,342
Cambridge & Counties Bank -	11,799	70,000	—	—	81,799	78,427
Cash in Hand -	30	—	—	—	30	30
Totals	25,323	77,323	4,314	—	106,961	137,388
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	24,325	80,882	19,754	—	124,962	155,389

Analysis of income and expenditure

INCOME AND ENDOWMENTS

	Total				
	Unrestricted	Designated	Restricted	Endowment	This year Last year
Donations and legacies					
1130 - Other Donations	1,647	—	—	—	1,647 647
Total	1,647	—	—	—	1,647 647
Income from charitable activities					
1105 - Visitors	2,104	—	—	—	2,104 2,363
1110 - Groups	224	—	—	—	224 162
1115 - Lectures & Walks	360	—	—	—	360 332
1120 - Activities	405	—	—	—	405 699
1125 - Schools	983	—	—	—	983 324
1321 - Research Fees	—	—	—	—	— —
Total	4,076	—	—	—	4,076 3,880
Other income					
1150 - Insurance Claim	—	—	—	—	— 636
1220 - GlaxoSmithKline	—	—	—	—	— 5,670
1250 - Sir Martin Laing Foundation	—	—	3,000	—	— 3,000
1280 - Deposition fees	—	—	—	—	— —
1310 - Interest received	4,375	—	—	—	4,375 3,160
1315 - Shop Sales	3,729	—	—	—	3,729 2,821
1320 - Object copies	—	—	—	—	— 60
1325 - Rent received	865	—	—	—	865 907
1330 - Utilities refunds	—	—	—	—	— 36
1331 - Rent refund	—	—	—	—	— —
1332 - Contents Insurance Claim	—	—	—	—	— —
1335 - Archive receipts	—	—	—	—	— —
1340 - Gift Aid	544	—	—	—	544 —
1345 - East Herts Lottery	189	—	—	—	189 65
1399 - Misc.	—	—	—	—	— 24
Total	9,704	—	3,000	—	12,704 16,382
Grants					
1140 - Grants	582	—	—	—	582 11,798
1205 - Ware Town Council	7,500	—	—	—	7,500 —
1206 - Ware Town Council - TIP	—	2,100	—	—	2,100 4,200
1210 - East Herts Council	—	—	—	—	— —
1211 - Herts County Council	—	—	—	—	— —
1255 - SHARE	—	—	—	—	— —
1405 - Renewal Grant	—	—	—	—	— —
Total	8,082	2,100	—	—	10,182 15,998
INCOME TOTAL	23,510	2,100	3,000	—	28,610 36,910

EXPENDITURE

Raising funds

4105 - Shop Trading	2,191	—	—	—	—	2,191	2,010
4110 - Publicity	35	—	—	—	—	35	—
4740 - SumUp fees	61	—	—	—	—	61	47
Total	2,288	—	—	—	—	2,288	2,058

Expenditure on charitable activities

4205 - Curatorial - Accession	—	540	—	—	—	540	480
4210 - Curatorial - Conservation	—	632	—	—	—	632	437
4212 - Curatorial - Documentation	—	42	—	—	—	42	—
4215 - Curatorial - Storage	47	—	—	—	—	47	294
4217 - Curatorial - Collection Costs	—	—	—	—	—	—	—
4218 - Curatorial - Rationalisation	—	—	—	—	—	—	—
4219 - Curatorial - Digitisation	—	—	—	—	—	—	—
4220 - Display Costs	986	—	—	—	—	986	197
4222 - Curatorial object purchases	—	—	—	—	—	—	—
4225 - Children's Activities	146	—	—	—	—	146	434
4230 - Educational Activities	468	—	—	—	—	468	32
4422 - Covid-19 changes	—	—	—	—	—	—	—
4427 - Legal costs	—	—	—	—	—	—	489
4440 - Museum Store construction	—	—	—	—	—	—	—
4517 - Web Site	214	4,562	—	—	—	4,562	—
4755 - Adult Activities	35	—	—	—	—	214	754
4900 - Bank charges	60	—	—	—	—	35	110
						60	71
Total	1,960	5,776	—	—	—	7,736	3,302

Other expenditure

4430 - Garden	—	—	—	—	—	—	—
4505 - Printing, Postage & Stationery	1,064	—	—	—	—	1,064	841
4525 - Other Office costs	—	—	—	—	—	—	404
4530 - Miscellaneous	634	—	—	—	—	634	178
4745 - Salary	21,275	—	—	—	—	21,275	20,405
4750 - CA Fees (salary)	650	—	—	—	—	650	650
4999 - Misc.	—	—	—	—	—	—	—
Total	23,625	—	—	—	—	23,625	22,479

Governance costs

4405 - Rent paid	3,000	—	—	—	—	3,000	3,000
4410 - Insurance	3,997	—	—	—	—	3,997	3,865
4412 - Security	2,277	—	—	—	—	2,277	1,468
4415 - Utilities - Water	247	—	—	—	—	247	262
4416 - Utilities - Electricity	5,569	—	—	—	—	5,569	5,346
4417 - Utilities - Telephone	—	—	—	—	—	—	93
4418 - Utilities - Broadband	800	—	—	—	—	800	737
4420 - Upkeep & Cleaning	2,488	—	—	—	—	2,488	1,745
4425 - Building Repair & Decoration	977	—	—	—	—	977	648
4515 - IT	2,600	—	—	—	—	2,600	910
4700 - Consultancy Fees	3,004	—	—	—	—	3,004	160
Total	24,963	—	—	—	—	24,963	18,237

Reserved Funds

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

4760 - Grant Refund	—	—	—	—	—	—
4765 - Renewal Grant	—	—	—	—	—	—
Total	—	—	—	—	—	884

Stewards & Trustee Costs

4705 - Training	—	—	—	—	—	—
4710 - Subscriptions Paid	282	—	—	—	282	278
4720 - Trustee Insurance	—	—	—	—	—	—
4725 - Travel Costs	—	—	—	—	—	—
4730 - Sundry cost	—	—	—	—	—	—
4735 - Stewards	141	—	—	—	141	159
Total	424	—	—	—	424	438

EXPENDITURE TOTAL	53,260	5,776	—	—	59,037	47,400
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GRAND TOTAL	(29,750)	(3,676)	3,000	—	(30,426)	(10,490)
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