

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Mont	Year
	01	01	2022		31	12	2023

Section A Reference and administration details

Charity name 100th Bomb Group Memorial Museum

Other names charity is known by

Registered charity number (if any) 1190624

Charity's principal address Common Road, Dickleburgh, Diss, Norfolk

Postcode IP214PH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Debra Hubbard			
2	Ronald Batley	Curator		
3	Richard Gibson			
4	Adrian Poole	Treasurer		
5	Sophie Gemma		Resigned 5 Nov 2023	
6	Richard Tallent		Resigned 30 Dec 2023	
7	Peter Holland			
8	Reg Wilson	Chair	Appointed 5 Nov 2023	Trustees
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Regional Museums Development Manager	Mr Jamie Everitt	Shirehall, Market Avenue, Norwich NR13JQ

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation ("CIO")
Trustee selection methods (eg. appointed by, elected by)	Appointed by Committee of Trustees / Election of Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The organisational structure comprises the Trustees Committee, a wider management structure including Member Volunteers with allocated areas of responsibility, and a Membership network including other UK members, US members and occasional European members. The Trustees have decided to end the Membership network at the end of 2024.

For Trustees and Member Volunteers, training is by induction, on-the-job supervision throughout a 3-month probation period, relevant courses and individual assessment.

The Trustees keep the assessment of risks under review at their quarterly committee meetings. Advice is sought as appropriate from the Insurer, Insurance Broker, the charity's professional advisers and other statutory bodies.

There are no related parties.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the organisation are to advance the education and research of the public by maintaining and developing a museum and memorial for the exhibition and preservation of aircraft, aeronautical objects and information related to those associated with the 100th Bomb Group based at Thorpe Abbots circa 1943-45.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The museum continues to be well known and respected in its field, and it currently holds “Accredited Museum” status.

The Trustees confirm that in maintaining and developing the museum and memorial, they have had regard to the Charity Commission’s guidance on public benefit:

Access to the museum

The museum continued its normal policy of opening on Saturdays, Sundays and Bank Holidays (from March to October), and Wednesdays between May and September. In addition, where specially requested, the Trustees opened the museum on certain “closed” days to welcome pre-booked organised tour groups and veterans’ family members. All visitors to the museum continue to enjoy free admission.

Governance

Trustee meetings were held during the year on a regular basis to conduct the Charity’s normal business and to consider and make decisions on significant issues arising. The management team continued to manage the day-to-day upkeep and maintenance of the museum going forward.

Volunteers

The Trustees have taken steps to attract new volunteers to cope with the expected increase in visitor numbers during 2024. As in previous years, the Trustees are also indebted to members of the 100ARW, RAF Mildenhall, who readily gave up their time to come and assist the Trustees and volunteers on several open days.

Training

The Trustees have updated the Volunteers Handbook to provide guidance to both new and existing volunteers on the processes in place to run and maintain the museum. An Induction Day was held early in the year to familiarise new volunteers, prior to the 2023 open season, with what was expected of them on open days and other visitor days. A similar day has been held in 2024.

Security

The Trustees continue to update the security equipment, enabling 24-hour remote monitoring of the site. During open days, key exhibits have a Volunteer nearby at all times.

Health and Safety

Fire safety and electrical safety checks have been carried out to timetable on a rolling basis. Separate monitored fire alarm systems have been installed in two key buildings of the museum, at considerable expense, to increase fire safety and to protect valuable exhibits.

Exhibits

A number of exhibits have been refreshed, updated or acquired. The B17 engine previously purchased from the US has been painted and fully assembled.

Improved visitor experience

Towards the end of 2023, the museum invested in a satellite-based broadband and telephone system. This has improved the museum’s connectivity and provided visitors with more secure and reliable WiFi.

During the year, the Trustees decided to proceed with their plan to expand the museum through the erection of one or two new Nissen huts, to hold new exhibits and to provide additional office and storage space. Planning permission for the project was received in early 2024.

Social Media

The Trustees continue to look at ways to improve our social media presence and other ways to communicate with the local community.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity does not make grants.

The Investment Policy of the Trustees is to maximise income and to enhance the value of funds by sound investment. The Trustees have collective responsibility for all investment funds held by the charity.

The organisation is run entirely by volunteers. The Trustees were pleased to be able to show their appreciation of the Volunteers' contribution by their annual Appreciation Event at the end of the 2023 season.

Summary of the main achievements of the charity during the year**Museum visitors**

Visitor numbers were good across the year and began to show an increase towards the end of the season as the release date for Apple's "Masters of the Air" TV series, of January 2024, was finally announced.

As in previous years, the Trustees and volunteers were delighted to welcome several families of veterans who served at the base. Of particular significance was the visit, in late Summer, of a 23-mission veteran pilot, John Luckadoo, who fulfilled a wish to visit Thorpe Abbots once more with his family, at the age of 102.

Third party events

The museum has not taken part in any events organised by third parties.

During the year, a number of Trustees and volunteers travelled to the 2023 100th Bomb Group Reunion, held at the National Museum of the Mighty 8th Air Force in Savannah, Georgia, in the US. During the visit, they made new friends as well as renewing old friendships, and were able to encourage visits to Thorpe Abbots by a number of those attending.

Events at the museum

The museum has not hosted any events in the 2023 season, other than the occasional visit for the day of 100ARW servicemen & servicewomen, and their families/partners.

Membership

Membership continued to hold steady. All members received a copy of the museum's four-monthly newsletter, highlighting events at the museum and interesting articles about the activities of the 100th Bomb Group during its time at Thorpe Abbots. As reported above, the Trustees have decided to bring the Membership system to a close at the end of 2024.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity's policy, as agreed by the Trustees, is to build up and retain sufficient reserves to ensure, as far as possible, the future existence of the museum. Where considered necessary or beneficial to the visitor experience, reserves are drawn on to maintain and improve the fabric and appearance of the museum buildings, displays and exhibits.

Details of any funds materially in deficit

There are no funds in deficit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal sources of funds are the sale of merchandise and refreshments, donations, interest on investments and membership subscriptions.

The major items of expenditure comprise the purchase of merchandise and refreshments, insurance, museum maintenance and electricity, all necessary to keep the museum running and in good condition.

The Trustees do not have an ethical policy of investment but as described earlier, take great care in managing the charity's investment funds.

Section F Other optional information

The Trustees have regard for the anticipated increase in interest in the museum's history, and the consequent rise in visitors, that is expected to follow the imminent release of a major TV wartime drama series focusing on the USAAF 8th Air Force bombing campaign over Europe in 1943-45.

They continue to plan for possible ways in which the museum can be expanded to accommodate the likely increase.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Adrian Poole

Adrian Poole (Sep 16, 2024 10:40 GMT+1)

Full name(s)

Adrian Poole

Position (eg Secretary, Chair, etc)

Treasurer

Date

16/09/2024



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
100th Bomb Group Memorial Museum CIO

On accounts for the year
ended

31/12/2023

Charity no
(if any)

1190624

Set out on pages

10 and 11

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, 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:

Date:

17/09/2024

Name:

ANTHONY JAMES BRICE

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

FCCA

Address:	10, The Thoroughfare
	Harleston, Norfolk
	IP20 9AX

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

The total gross income shown for the 15 month period ending 31/12/22 was £450,010 but this includes the transfer of £377,641 from the previous charity bank accounts on the incorporation of the charity to a CIO. The actual gross income received from outside the charity is below the £250,000 annual threshold for accruals accounts hence receipts and payments accounts are presented by the trustees.



Charity Name		No (if any)	
100th Bomb Group Memorial Museum		1190624	
Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	01.01.2023		31.12.2023

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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fund Raising	35,089	-	-	35,089	28,831
Donations	37,837	-	-	37,837	34,193
Membership	1,947	-	-	1,947	2,478
Interest	8,113	-	-	8,113	3,900
Grants	-	-	-	-	2,967
Tax Refund	-	-	-	-	-
Transfer from charity reg. no. 285169	-	-	-	-	377,641
Sub total (Gross income for AR)	82,987	-	-	82,987	450,010
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	82,987	-	-	82,987	450,010
A3 Payments					
Fund Raising	28,937	-	-	28,937	20,334
Insurance	5,414	-	-	5,414	4,619
Maintenance and Repairs	6,703	-	-	6,703	5,752
Alarm Rental & other Security	23,867	-	-	23,867	3,496
Water Rates	-	-	-	-	-
Electricity	7,578	-	-	7,578	6,007
Printing, Post, Telephone, Advertising	3,643	-	-	3,643	5,003
Equipment	6,114	-	-	6,114	14,511
Other	8,331	-	-	8,331	10,674
Sub total	90,587	-	-	90,587	70,395
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	90,587	-	-	90,587	70,395
Net of receipts/(payments)	- 7,600	-	-	- 7,600	379,615
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	379,615	-	-	-	-
Cash funds this year end	372,015	-	-	- 7,600	379,615

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank and in hand	114,412	-	-
	Cash on deposit	257,603	-	-
	Total cash funds	372,015	-	-
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Stock for resale	20,383	-	-
		-	-	-
	Debtors and Prepayments	2,320	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Equipment at written down value	14,749	-	-
		-	-	-

Charity's own use

-
-
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-

B5 Liabilities

Details
Creditors

Fund to which liability relates
6,480
-
-
-
-

Amount due (optional)
-
-
-
-
-

When due (optional)
-
-
-
-
-

Signed by one or two trustees on behalf of all the trustees

Signature

<i>Adrian Poole</i>

Adrian Poole (Sep 16, 2024 10:40 GMT+1)

Print Name

Adrian Poole - Treasurer

Date of approval

16/09/2024
