

Trustees' Annual Report for the period

		Period start date			Period end date		
		01	April	2022	31	March	2023
From					To		

Section A Reference and administration details

Charity name Lowewood Museum Trust CIO

Other names charity is known by Lowewood Museum Trust

Registered charity number (if any) 1192966

Charity's principal address Lowewood Museum

High Street

Hoddesdon, Hertfordshire

Postcode EN11 8BH

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	David Dent	Chair		
2	Peter Dockar	Treasurer		
3	Steve Whitlam	Secretary		Broxbourne Borough Council
4	Siobhan Monaghan			Broxbourne Borough Council
5	Leone Rayner			
6	Bryan Hewitt			
7	Claire Haggerty		Resigned 26/01/2023	
8	Stephen Harris			
9	Liz Robertson			
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

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

Naomi Delamore – Museum Project Manager

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

Trustee selection methods
(eg. appointed by, elected by)

Two Trustees are appointed by Broxbourne Council.
Other Trustees are approved by resolution at a properly convened meeting of the Board.

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.

Lowewood Museum is owned by Broxbourne Borough Council as is the museum collection. Broxbourne Borough Council has a five year rolling service level agreement with the Lowewood Museum Trust CIO and pays an annual management fee for the Trust to deliver museum and heritage services. The Lowewood Museum Trust has a 25 year lease on the museum and pays a peppercorn rent. The Trust is responsible for looking after the contents of the museum whilst Broxbourne Borough Council is responsible for the exterior, garden and fabric as well as insurance for the collection and building.

Lowewood Museum Trust is a member of the Museums' Association, the Association of Independent Museums and the Hertfordshire Association of Museums. It also works closely with SHARE, the Regional Museum Development Agency for the East of England.

Lowewood Museum Trust works closely with the Friends of Lowewood Museum, Love Hoddesdon Business Improvement District and the Broxbourne Arts Forum; members of all three organisations are represented on the Board of Trustees.

During 2022/23 Lowewood Museum Trust had two staffing positions. A Museum Project Manager and a Community Engagement Officer were both funded by a grant from the National Lottery Heritage Fund. The Trust also employed the services of freelance Museum consultant Helen Giles as curator. The Community Alliance for Broxbourne and East Herts (formerly known as the CVS) provides the Personnel and Payroll function for the Trust's employees.

Major risks were identified in the production of the Trust's business plan for 2022-2025 which was approved by the Board in March 2022.

Section C Objectives and activities

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

The objects of the CIO are: to advance education for public benefit in particular but not exclusively in the archaeology, natural history and social history of the Borough of Broxbourne, Hertfordshire as told through its heritage, landscapes and stories of the people within the Borough by such means as the trustees see fit, including but not limited to;

- the provision and maintenance of a permanent museum and information service in the Borough of Broxbourne;
- the care and curation of the museum collections and holdings;
- the exhibition and interpretation of the museum collections and holdings and the provision of public access to them;
- the provision of learning experiences and activities for the education and enjoyment of the public;
- the provision of exhibitions, conferences, workshops and other events; and
- to research, promote and publish studies

2022/23 was the first full year of operations for the museum under the management of the Lowewood Museum Trust CIO. The museum was open every Friday and Saturday 10am to 4:30pm, except for three weeks in January 2023 when it was closed for cleaning and redevelopment of two of the museum's galleries. When open, it is staffed by a team of highly committed volunteers supported by the Trustees and the staff team. Total visits during 2022/23 totalled 5,089 people.

During 2022/23 the Trust continued to develop its collection, adding items to the collection management software especially items from the extensive photographic collection. Highlights include a Hoddesdon Grammar School Athletic Cup from 1876, a war damage survey map of Cheshunt from 1939-1941, an iron age Belgic pot found in Wormley in 1962 and items from the excavation of Perriers Manor in 1958/59.

April saw the end of the Voices from the Voluntary Sector exhibition produced by the CVS for Broxbourne and East Herts to record the contributions of the community and voluntary sector in Broxbourne over the past 50 years. This was followed by Jubilations and Coronations which opened on 30 April and ran until 2 July. This exhibition documented how Borough residents and businesses had celebrated Royal occasions over the past 150 years. The next exhibition was Forty Fascinating Finds which highlighted rarities from the museum's collection.

The museum renovated the Ward gallery into a temporary exhibition space to showcase items from the museum's extensive photographic collection. The first display *Curated by Wormley* opened on 1 March 2023 and all of the photographs were chosen and curated by local residents who provided information and memories at a community workshop at Wormley Community Centre in January 2023. A small exhibition highlighting the work of the Seed Harvest organisation was displayed in the museum's café as was the work produced for the 70 Sewn Stories project by youth charity *The Gifted* to mark the Platinum Jubilee.

The Petter Gallery, the main permanent exhibition space, was refreshed in January 2023 to showcase other objects from the museum's collection. New display panels were also installed telling a wider history of the Borough and utilising photographs from the collection.

Staff and volunteers photographed, re packed and stored the framed art works not on display. Thanks to a generous donation from Friends of Lowewood, the Museum purchased plastazote to interleave between the framed works to protect them

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)

Learning experiences included a Fossil day in April 2022, Egyptology days in February 2023 and an archaeology talk on Theobalds Palace in October 2022. The museum participated in the Heritage Open Day initiative in September 2022, hosting two archaeology talks about items in the collection.

Space To Be was a project at Wormley Community Centre that used items from the museum's collection to stimulate creativity and combat social isolation in young people.

The museum continues to work with the Friends of Lowewood charity to produce and sell a number of research booklets on aspects of local history.

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.

Summary of the main achievements of the charity during the year

Exhibitions

From February 2022 to April 2022 the museum hosted Voices from the Voluntary Sector, a record of the contribution of the community and voluntary sector to live in Broxbourne. This included the production of oral histories, films and a touring exhibition.

Jubilations and Coronations which opened on 30 April 2022 and ran until 2 July 2022. This exhibition documented how Borough residents and businesses had celebrated Royal occasions over the past 150 years.

The next exhibition, opening in August 2022, was Forty Fascinating Finds which highlighted rarities from the museum's collection.

Curated by Wormley showcased items from the museum's photographic collection. It opened on 1 March 2023 and all of the photographs were chosen and curated by local residents who provided information and memories at a community workshop at Wormley Community Centre in January 2023.

Work has begun on two exhibitions for 2023 – one on the Windrush Generation, funded by a Windrush Day grant, and one entitled *Borough Beats* on the local music scene in the 1960s and 1970s.

Events

Events held at the museum during this period included:

- Fossil Fun (April 2022)
- 40th Birthday Celebration (July 2022)
- Model Railway Day (August 2022)
- Family Fun Day (August 2022)
- Archaeology Talks (September 2022)
- Spooky Day (October 2022)
- Royalty and Revolution archaeology talk (October 2022)
- A Georgian Christmas (December 2022)
- Egyptology Days (February 2023)
- Food @ The Museum fundraising event (February 2023)
- Broxbourne's Hero Admiral history talk (March 2023)

Quiet hours are provided at all family-orientated events to support children with additional needs.

The museum also participated in the St George's Day celebration in Hoddesdon arranged by Broxbourne Council and the Love Hoddesdon Business Improvement District. The parade commenced at the Museum. The museum's garden hosted the annual Holocaust Memorial Day service in January 2023.

Attendances

There were 5,089 visitors to Lowewood Museum during 2022/23. The busiest month was February 2023 helped by large attendances at the Egyptology Day. The quietest month was January as the museum was closed for three weeks for cleaning and the refreshing of the Ward and Petter galleries.

National Lottery Heritage Fund

In September 2021 the Lowewood Museum Trust successfully bid for a grant of £228,800 by the National Lottery Heritage Fund (NLHF). This will fund *Your Heritage, Your Museum*. This three year project will work with diverse communities throughout the Borough of Broxbourne, who haven't

traditionally used the Museum's services, to capture their stories. The programme will recruit community curators through a series of outreach activities, pop up events and locally generated exhibitions. They will help redefine and refresh the Museum galleries to tell local stories, past and present, replacing the dated static displays alongside an enhanced virtual presence and digital engagement.

The NLHF programme includes funding for two members of staff; a Museum Project Manager and a Community Engagement Officer. The Community Engagement Officer was promoted to Museum Project Manager during 2022, following the departure of the incumbent. A new Community Engagement Officer was recruited in October 2022.

An outreach event at Wormley Community Centre in January 2023 shaped the 'Curated By... Wormley' exhibition mentioned above.

The NLHF programme has funded a project with local youth charity *The Gifted* commencing in February 2023 to explore how heritage links to young people's sense of identity and belonging. The Museum had already hosted 70 Sewn Stories, a Jubilee tapestry produced by young people working with The Gifted using funding from an Arts Council grant.

An outreach event took place in Wormley to begin a piece of work looking at the history of food production in the Borough. Tying in with Black History Month, an exhibition was produced on the work of the Seed Harvest Organisation and Khaya Kitchen, a food business selling African and Caribbean food. A food @ the museum event was held in February 2023 to raise funds for the museum and to raise awareness of the work of Seed Harvest.

Work begun in early 2023 with community curators from the Borough's Caribbean community on an exhibition to mark the 75th anniversary of the arrival of HMT Empire Windrush.

Work has also begun on the creation of a new website for the museum.

Other Grants

The Lowewood Museum Trust has also received grant funding from:

- Hertfordshire County Council's Locality Budgets
- Hertfordshire Association of Museums
- Broxbourne Borough Council – Build Back Better Grant

Annual General Meeting

The Museum Trust held its first AGM in September 2022, attended by community partners, volunteers and members of the public. The trust published its first annual report

Accreditation

On 12 October 2022 the museum was awarded Provisional Accreditation by Arts Council England. This is for a period of 12 months, to ensure that there is time to provide all the necessary policies, plans and procedures to demonstrate that the museum is committed to certain standards in all areas. The Trust has worked on reviewing existing policies to ensure their suitability including a Collections Care and Conservation Policy.

Award

Lowewood Museum won the Hertfordshire Museums Association's Object of the Year for the Four Swannes whilst one of the volunteers

Lynn Phillips won a Heritage Hero award.

The museum won the Outstanding Partner award at the Community Alliance for Broxbourne and East Herts' annual general meeting in October 2022. The award was presented by Richard Roberts, the Leader of Hertfordshire County Council, in recognition of the positive relationship formed between Lowewood and the Community Alliance.

Volunteers

The museum is heavily dependent on volunteers to provide 'front of house', collections development, simple maintenance and gardening. Additional volunteers were recruited and trained during 2022/23. A volunteer Christmas party was held to show appreciation for the work of the volunteers. Volunteers were vital for the refresh of the Ward and Petter Galleries, contributing over 400 hours in January 2023.

Hertfordshire Association of Museums training

At the end of January, Lowewood Museum hosted the Hertfordshire Association of Museums to deliver training on museum basics. This was the first event Lowewood had hosted at a charge and the venue was well received. Hosting such events makes the museum more visible within the museum community and boosts the profile of the museum.

Community Venue

The museum also established a crafting group which decorated the museum for the Christmas period with a knitted Christmas tree. The Woolly Crafters continue to meet fortnightly at Lowewood.

A new monthly storytime session commenced on 25 February 2023.

Conversations have begun with the Hoddesdon and Broxbourne Primary Care Network about hosting their dementia café led by their social prescribers.

Section D**Achievements and performance**

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Section E**Financial review**

Brief statement of the charity's policy on reserves

Reserves are funds the trust holds as a buffer against future commitments (foreseen or otherwise) that it would otherwise not be able to meet. These typically range from 3 – 12 months. In setting our reserves policy we considered.

- ✓ **Cash-flow:** the trust's ability to meet majority of cash-flow volatility in 6 month period.
- ✓ **Contingency:** A Risk Analysis considered the potential financial risks and mitigants with contingency put in place to cover the most challenging and credible. For Lowewood, this is primarily the risk of delays to the Borough Of Broxbourne Council grant (paid April and October) and issues in accessing National Lottery Heritage Fund (NLHF) grants which are paid 3 months in arrears.
- ✓ **Closure:** Amount of funds required to complete all obligations and close down the charity.

Given the stability of our primary funding source (Borough of Broxbourne grant) and the NLHF we have set a minimum reserves policy of 3 months of planned expenditure (salaries, rates etc) which is currently £30k. Our current free reserves position for the year end is £56k which is in line with our policy although we expect this to fall over 2023/24 in line with known fluctuations of expenditure.

Details of any funds materially in deficit

The NLHF fund is £19.4k in deficit at year end. This is due to the grant funding being paid in arrears (typically 3 months after the costs were incurred). The reserves policy allows for this, and payments continue to be made by NLHF to Lowewood in line with the scheme rules.

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.

Financially, our second year as a Trust has progressed well and in line with expectations. The "Your Heritage, Your Museum" programme is fully up and running and we are successfully drawing down funding from our £143k NLHF grant against it (albeit as the funding is paid in arrears it requires us to maintain higher reserve levels to protect our cashflow).

We have seen some challenges relating to cost-of-living/inflation increases (particularly utility bills) but have been successful in applying for the additional government support from its Energy Intensive Industries scheme which applies from April 2023 and so will be helpful to the Trust finances in the upcoming financial year,

Income:

Over the course of the financial year the Trust has raised £70.0k.

This comprised the £32.1k core funding from Borough of Broxbourne Council (BBC), with an additional £26.0k drawn down from our £143k NLHF "Your Heritage, Your Museum" grant.

We received £3.1k in other grants including:

- £2k of Hertfordshire County Council Grants from Councillors Mark Bishop and Lewis Cocking which we used to extend the support of our part-time curator.
- £1k Shell Pension grant which has been put towards improving our garden and also our part-time curator.

Shop sales of £4.6k created a net contribution of £1.2k to the museum.

Finally, donations of £2.6k were 25% up on the previous year.

Expenditure:

In total the trust spent £95.4k in over the course of the financial year.

£27.6k related to the day-to-day operation of the museum (Rates, Utilities, Exhibitions, Shop expenditure, Insurance etc). Utility bills were up markedly at £9k.

£16.9k related to our part-time curator, the majority of which was funded from specific grants paid to us in March 2022.

£48.5 was NLHF funded "Your Heritage, Your Museum" of which the majority (£36.1k) was staff salaries with the remainder supporting the various events and initiatives.

Overall:

Overall, we have a closing cash position of £37.2k which meets our reserves policy and see us in a good position to support the growing work of the Trust over 2023/24 in line with our business plan.

Section F

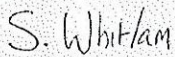
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Dent	Steve Whitlam
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	12.9.2023	



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

Lowewood Museum CIO

On accounts for the year
ended

31st March 2023

Charity no
(if any)

1192966

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 31/03/2023.

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 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.

Signed:

Keith Grover

Date:

14/4/23

Name:

Keith Grover

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

Member of ICAEW

Address:

HB Accountants

Plumpton House, Plumpton Road

Hoddesdon, Hertfordshire, EN11 0LB

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lowewood Museum Trust CIO

1192966

Receipts and payments accounts

CC16a

For the period from	01/04/2022	To	31/03/2023
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	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					
BBC Grant	32,100	-	-	32,100	30,000
NLHF Grant	-	25,961	-	25,961	-
Grants: Other	3,000	-	-	3,000	73,875
Shop Sales	4,562	-	-	4,562	3,476
Catering	-	-	-	-	-
Sales Commission	-	-	-	-	-
Hirings	90	-	-	90	-
Events	200	-	-	200	-
Donations	1,688	900	-	2,588	1,611
Other Revenue	596	-	-	596	0
Gift Aid	-	-	-	-	-
Interest Income/VM Cashback	1,071	-	-	1,071	31
Fundraising	-	-	-	-	-
Sub total (Gross income for AR)	43,307	26,861	-	70,169	108,992
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,307	26,861	-	70,169	108,992
A3 Payments					
Displays and Exhibition	533	-	-	533	520
Collections Management	1,306	-	-	1,306	4,804
Curatorial Support	2,100	14,813	-	16,913	16,028
Equipment and Materials	604	6,031	-	6,635	3,508
Event Costs	1,631	507	-	2,139	130
Digital Outputs	-	-	-	-	-
Shop and Catering Supplies	3,433	-	-	3,433	2,987
Sundry Supplies	1,542	-	-	1,542	1,820
Advertising & Marketing	-	2,087	-	2,087	2,000
Bank Fees	47	-	-	47	34
Cleaning	2,179	-	-	2,179	1,587
Consulting	210	-	-	210	-
Depreciation Expense	-	-	-	-	-
Charitable and Political Donations	-	-	-	-	-
Entertainment-100% business	-	-	-	-	-
Entertainment - 0%	-	-	-	-	-
Postage, Freight & Courier	-	-	-	-	-
General Expenses	-	2,125	-	2,125	150
Insurance	1,074	-	-	1,074	953
Licenses	222	-	-	222	-
Legal Expenses	257	-	-	257	-
Independent Examiner	1,020	-	-	1,020	-
Utility Bills	8,226	786	-	9,012	-
Printing & Stationery	-	-	-	-	-
IT Software and Equipment	542	2,238	-	2,779	7,730
Rates	2,779	-	-	2,779	1,578
Internal Maintenance	164	954	-	1,118	599
External Maintenance	346	-	-	346	167
Salaries	-	36,131	-	36,131	-
Training	-	590	-	590	1,970
Subscriptions	857	-	-	857	97
Fire and Security Alarm	-	-	-	-	-
Travel - National	56	28	-	83	-
Travel - International	-	-	-	-	-
Sub total	29,127	66,289	-	95,416	46,661
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	29,127	66,289	-	95,416	46,661
Net of receipts/(payments)	14,181	- 39,428	-	- 25,247	62,331
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	42,303	29,028	-	62,331	-
Cash funds this year end	56,484	- 19,400	-	37,084	62,331

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	Virgin Money Bank Account	56,459	- 19,400	-
	Lowewood Museum Cash Account	25	-	-
		-	-	-
	Total cash funds	56,484	- 19,400	-

(agree balances with receipts and payments account(s))

OK

OK

OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

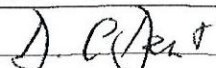
Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature

Print Name

Date of approval

Pete Dockar
David Dent

9/9/23
12/9/23