

Trustees' Annual Report for the period

From		Period start date			To		
		01	April	2023			
		Period end date					
		31	March	2024			

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	Stephen Harris			
8	Liz Robertson			
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

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 with Museum Development South East.

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 2023/24 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 provides the Personnel and Payroll function for the Trust's employees.

Major risks were identified, discussed and mitigated 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

2023/24 was the second 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 although there were increased activities in the building on other days including a healthy memory café with the local Primary Care Network and the Woolly Crafters community knitting group. The museum was closed for cleaning and redevelopment of galleries from 15 December 2023 to 13 January 2024. When open it is staffed by a team of highly committed volunteers supported by the staff team and trustees. There was a total of 5,358 visitors to the museum during 2023/24, a 5% increase on the previous year.

Acquisitions to the collection during 2023/24 included two etchings by nationally renowned artist James Ward, who lived in Cheshunt. Also added was part of a late Bronze Age blade found in Broxbourne, a book on the history and teaching of the Book of Common Prayer from 1902, a Hoddesdon Carnival Youth Clubs Challenge Shield 1969-2005, photographs of nurses outside Rosehill hospital in 1915, a war damage map of Cheshunt from September 1941 and a collection of Women's Land Army items (badge, jodhpurs, shoes, tie and oral history) from a local resident who was stationed in Hoddesdon in 1946. All items have been added to the museum's collection management software along with many items from the museum's historic photographic collection allowing for effective retrieval of information for museum visitors.

There were two major exhibitions during 2023/24. *Journey Through Life* launched on 23 June 2023 as part of the 75th anniversary of the arrival of the HMT Empire Windrush. As part of the National Lottery Heritage Fund 'Your Heritage, Your Museum' it was curated by local people from the Windrush Generation and attracted many people from the Afro-Caribbean community to the museum for the first time. Personal stories recorded for the new listening post provided an additional dimension to the exhibition. Panels from the exhibition have subsequently been displayed at other venues and in local schools. The exhibition ran until 14 October.

This was followed by *Borough Beats* which opened on 4 November. The exhibition celebrated the Borough's rock and roll music heritage especially the role of the Cheshunt Boys' Club which enabled the development of many bands and musicians who would go on to local, national and international success; the latter including Cliff Richard and musicians who played with Argent, the Kinks, Unit 4+2. The exhibition drew a large number of visitors to the museum, especially from the south of the Borough and further afield. The exhibition ran until June 2024 and was accompanied by live music sessions in the museum as well as question and answer sessions with some of the musicians featured.

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)

In the Ward gallery, the *Curated By Wormley* exhibition was replaced in February 2024 by *Curated by Turnford*. As with the Wormley exhibition, this comprised of photographs selected from the museum's extensive collection which were chosen by local residents who provided additional information and memories that were shared alongside the images. The Wormley exhibition moved to the Wormley Community Centre in March 2024.

Family events during 2023/24 included Earth Days with local environmental charity Wyld Edges, Oak Apple Day with the Sir Marmaduke Rawdon's Regiment of Foote who are Civil War re-enactors, a Festival of Archaeology, a day focussing on ornithology, a fossil day in August 2023, an Autumn craft day and a Tiger Day in February 2024 looking at tiger conservation – the link being the stuffed tiger in the museum's collection that had been shot by Admiral Sir Hedworth Meux who lived at Cedars Park within the Borough.

Volunteer Paul Martin was recognised for his contribution with a Heritage Hero award at the Hertfordshire Association of Museum's Annual Awards. Lowewood Museum also participated in the Broxbourne Volunteering Fair held at the Laura Trott Leisure Centre in Cheshunt in October 2023.

At the end of March 2024, the museum was notified that it had achieved full accreditation from the Arts Council. Accreditation is the nationally agreed standards that ensure all museums are sustainable, focused and trusted, inspiring the confidence of the public and funding and governing bodies.

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

Journey Through Life launched on 23 June 2023 as part of the 75th anniversary of the arrival of the HMT Empire Windrush. As part of the National Lottery Heritage Fund 'Your Heritage, Your Museum' it was curated by local people from the Windrush Generation and attracted many people from the Afro-Caribbean community to the museum for the first time. The exhibition ran until 14 October.

Borough Beats opened on 4 November. The exhibition celebrated the Borough's rock and roll music heritage especially the role of the Cheshunt Boys' Club which enabled the development of many bands and musicians who would go on to achieve local, national and international success. The exhibition ran until June 2024 and was accompanied by live music sessions in the museum as well as question and answer sessions with some of the musicians featured.

Curated by Wormley, showcasing photographs of Wormley selected by local residents from the museum's extensive photographic collection ran from March 2023 to February 2024. It was replaced by *Curated By Turnford* which again saw local residents provide additional information and memories to the images they selected. *Curated by Wormley* moved to Wormley Community Centre.

Work began on two exhibitions for 2024/25, the first being *Toys of our Time* scheduled to open in June 2024. The second will focus on the horticultural history of the Borough and will be curated by members of the community.

Events

Events held at the museum during this period included:

- Earth Day (April 2023)
- Oak Apple Day (May 2023)
- Windrush Celebration Day (June 2023)
- Festival of Archaeology (July 2023)
- Bird Day (August 2023)
- Fossil Fun (August 2023)
- Autumn Day (October 2023)
- Borough Beats VIP reception (November 2023)
- Music at the Museum – The Stalagmites (December 2023)
- Music at the Museum – Monday Mojos (January 2024)
- Holocaust Memorial Day (January 2024)
- Music at the Museum – Let There Be Drums (February 2024)
- Tiger Day (February 2024)
- Music at the Museum – The Stalagmites (March 2024)

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

The numbers of events were limited by the dry rot treatment and post-repair decoration to the temporary exhibition room between November 2023 and March 2024.

The museum also participated in the Coronation Festival at Cedars Park in May 2023 arranged by Broxbourne Council. The museum's garden hosted the annual Holocaust Memorial Day service in January 2024. A project around Lego took place in conjunction with Hoddesdon Library.

Attendances

There were 5,358 visitors to Lowewood Museum during 2023/24. This was a 5% increase on the previous year. The busiest month was February 2024 with a combination of family events during the school half-term and live music as part of the Borough Beats exhibition.

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) for a programme entitled *Your Heritage, Your Museum*. The aim of the project is to work with diverse communities who haven't traditionally visited the museum and whose stories have not been represented in the museum.

The NLHF programme includes funding for two members of staff; a Museum Project Manager and a Community Engagement Officer. The Community Engagement Officer handed in their notice in August 2023 following a road accident and the decision to re-locate closer to family. Recruitment for a replacement took place during 2023/24.

The aforementioned Windrush *Journey into Life* and *Borough Beats* exhibitions were both funded through the NHLF and included the recruitment of 13 community curators from the local community. Work began on a forthcoming exhibition about the Borough's horticultural heritage whilst the Goffs Oak Local History society will partner with the museum to produce *Curated by Goffs Oak*.

The upstairs galleries were refreshed with new display panels including features on leisure and schools.

Visitor surveys have taken place to inform an audience development plan.

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

The museum's garden has been tended by a team of volunteers developing a diverse range of plants and pollinators to support local wildlife.

Other Grants

The Lowewood Museum Trust has also received grant funding from:

- Hertfordshire County Council's Locality Budgets
- Broxbourne Borough Council's Community Grants scheme
- The Windrush Day grant scheme via Broxbourne Borough Council
- Shell Pension Grant

Annual General Meeting

The Museum Trust held its second AGM in November 2023 at Wormley Community Centre. The Trust published its second annual report.

Accreditation

In March 2024, the Museum was informed that it had received Full Accreditation from Arts Council England. The accreditation scheme is the UK standard for museums to ensure all museums are sustainable, focused and trusted, inspiring the confidence of the public and of funding and governing bodies. It also ensures that there is appropriate access to collections which are protected for future generations.

Award

Lowewood Museum's volunteer Paul Martin won a Heritage Hero award at the Hertfordshire Association of Museum's Annual Awards in February 2024.

Volunteers

The museum remains heavily dependent on volunteers to provide 'front of house', collections development, simple maintenance and gardening. A volunteer Christmas party and summer gathering were held to show appreciation for the work of the volunteers. Volunteers contributed 3,625 hours in 2023/24.

Community Venue

The museum continues to host the Woolly Crafters crafting group which meets fortnightly and decorated the museum for Christmas and at various events during the year.

The museum hosts a dementia café led by social prescribers from the Hoddesdon and Broxbourne Primary Care Network.

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 4 months of planned expenditure (salaries, rates etc) - currently £44k which we hope to build to 6 months over the coming years. Our current free reserves position for the year end is £67k (and a cash balance £52k) which is in line with our policy although we expect both to fall over 24/25 in line with known fluctuations of expenditure.

Details of any funds materially in deficit

The NLHF fund is £15k 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 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 third 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).

Income:

Over the course of the financial year the Trust has raised £120.5k vs. £70k in the previous year.

Most of the increase is from the additional drawdown £67k (2023 = £29.5k) from £241k NLHF "Your Heritage, Your Museum".

This complements our £36k core funding from the Borough of Broxbourne Council (BBC). Additionally, we received a generous £8.2k in other grants including:

- £3.9k BBC grant towards the Windrush Exhibition.
- £3k in Hertfordshire County Council local councillor grants which we used to support our part-time curator.
- £1k Shell Pension grant which has been put towards improving our garden as well as towards our part-time curator.

Shop sales of £4.1k were slightly down year on year (2023 = £4.6k) but created a net contribution of £2k to the museum.

Finally, donations of £2.3k were in line with the previous year.

Expenditure:

In total the trust spent £105.6k in over the course of the financial year (2023 = 95.4k).

£43.9k related to the day-to-day operation of the museum (Rates, Utilities, Exhibitions, Shop expenditure, Insurance, part-time curator etc) and was broadly in line with last year (2023 = £46.9k)

£61.7k (2023 = £48.5k) was NLHF funded "Your Heritage, Your Museum" of which the majority (£44.5k) was staff salaries with the remainder supporting the various events and initiatives outlined in the main report.

Overall:

Overall, we have a closing cash position of £51.9k (2023 = £37.1k) which meets our reserves policy and sees us in a good position to support the growing work of the Trust over the coming years well as having the financial resilience to withstand any unexpected shocks.

Section F

Other optional information

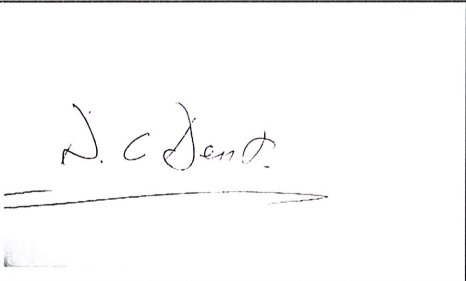
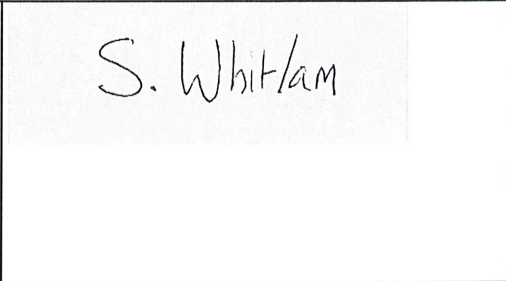
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Section G

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	15/10/2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Lowewood Museum CIO

On accounts for the year
ended

31st March 2024

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 31/03/2024

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 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:

16/10/24

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.



Receipts and payments accounts

CC16a

For the period from	01/04/2023	To	31/03/2024
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	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
BBC Grant	36,036	-	-	36,036	32,100
NLHF Grant	-	67,443	-	67,443	25,961
Grants: Other	4,215	3,946	-	8,161	3,000
Shop Sales	4,023	-	-	4,023	4,562
Catering	-	-	-	-	-
Sales Commission	-	-	-	-	-
Hirings	270	-	-	270	90
Events	-	-	-	-	200
Donations	2,258	-	-	2,258	2,588
Other Revenue	5	-	-	5	596
Gift Aid	-	-	-	-	-
Interest Income/VM Cashback	2,224	-	-	2,224	1,071
Fundraising	-	-	-	-	-
Sub total (Gross income for AR)	49,030	71,389	-	120,419	70,169
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	49,030	71,389	-	120,419	70,169
A3 Payments					
Displays and Exhibition	2,234	2,010	-	4,244	533
Collections Management	801	-	-	801	1,306
Curatorial Support	13,424	3,289	-	16,713	16,913
Equipment and Materials	19	8,571	-	8,590	6,635
Event Costs	15	1,398	-	1,413	2,139
Digital Outputs	-	1,785	-	1,785	-
Shop and Catering Supplies	2,127	-	-	2,127	3,433
Sundry Supplies	1,092	-	-	1,092	1,542
Advertising & Marketing	-	1,020	-	1,020	2,087
Audit & Accountancy fees	-	-	-	-	-
Bank Fees	97	-	-	97	47
Cleaning	2,189	-	-	2,189	2,179
Consulting	330	-	-	330	210
General Expenses	-	55	-	55	625
Insurance	886	-	-	886	1,074
Licenses	235	-	-	235	222
Professional Services	-	2,325	-	2,325	1,757
Independent Examiner	1,020	-	-	1,020	1,020
Utility Bills	9,875	685	-	10,559	9,012
IT Software and Equipment	1,018	-	-	1,018	2,779
Rates	1,488	-	-	1,488	2,779
Internal Maintenance	326	-	-	326	1,118
External Maintenance	362	-	-	362	346
Salaries	-	44,494	-	44,494	36,131
Training	-	794	-	794	590
Subscriptions	1,057	-	-	1,057	857
Fire and Security Alarm	-	-	-	-	-
Travel - National	-	596	-	596	83
Travel - International	-	-	-	-	-
Sub total	38,593	67,021	-	105,614	95,416
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	38,593	67,021	-	105,614	95,416
Net of receipts/(payments)	10,437	4,368	-	14,805	25,247
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	56,430	19,346	-	37,084	62,331
Cash funds this year end	66,867	14,978	-	51,889	37,084

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Virgin Money Bank Account	65,878	- 14,978	-
	Wise Account	989	-	-
		-	-	-
	Total cash funds	66,867	- 14,978	-

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

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Pete Dockar	17/08/2024