

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2024		31	March	2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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		Left at end of term of office on 1 April 2024	
6	Bryan Hewitt			
7	Stephen Harris		Left at end of term of office on 1 April 2024	
8	Liz Robertson		Left on 3 July 2024	
9	Alan Carter		From 24 May 2024	
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

Peter Basham - Curator

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 building 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 Museum Development South East, the Regional Museum Development Agency for the South East of England.

Lowewood Museum Trust works closely with the Friends of Lowewood Museum, Love Hoddesdon Business Improvement District and the Broxbourne Arts Forum. Other key partners during 2024/25 included Broxbourne Big Local, Goffs Oak Community Library Local History Group, the Lea Valley Growers' Association and WyldEdges CIC.

During 2024/25 Lowewood Museum Trust had three 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 a Curator funded from core budgets. 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. A security audit was conducted in 2024 and the findings reported to the Board and implemented.

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

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)

During 2024/25, Lowewood Museum was open every Friday and Saturday 10am to 4:30pm, except for January 2025 when it was closed for cleaning and redevelopment including the removal of two skips worth of broken furniture, outdated marketing material, old electrical equipment etc. When open, the museum is staffed by a team of highly committed volunteers supported by the Trustees and the staff team. Total visits during 2024/25 totalled 6,049; up from 5,358 in 2023/24.

During 2024/25 the Trust continued to develop its collection. Highlights include Masonic jewellery from the Waltham Cross lodge, Boy Scout badges and literature from the Wormley pack in the 1960s, a bronze age blade discovered in gravel pits near Broxbourne, a record by the band Argent (who have local links) and catalogues for East Herts College's Art Exhibitions from the 1970s. Many photographs from the museum's extensive photographic collection were added to the collection management software.

The Borough Beats exhibition, telling the story of the Borough's rock and roll music heritage, had opened in November 2023 and continued until June 2024; it continued to attract people from across the Borough and from further afield. The exhibition was accompanied by live music sessions in the museum and "an audience with" event with musicians from that era at the Imperial Club in Waltham Cross in May 2024.

The next exhibition was Toys of our Time which opened in June and was curated by the museum's volunteers. This ran until the end of 2024. During the summer school holidays, a number of family events were put on to link to the Toys exhibition. The Glasshouse Legacy, telling the story of the Borough's horticultural history, opened on 14 February 2025 and had been co-created with the Lea Valley Growers' Association, former employees of Rochford's nurseries as well as local environmental organisations including Wyld Edges and the Seed Harvest Organisation.

The museum renovated the Ward gallery in 2022 into a temporary exhibition space to showcase items from the museum's extensive photographic collection. *Curated by Turnford* was installed in February 2024 curated by local residents who provided information and memories, and remained in-situ all year. Work began on *Curated by Goffs Oak* with a community event at Goffs Oak Library in March 2025.

The Community Space on the ground floor exhibited a collection of stained glass works by artist Teresa Verrecchia from January 2025. This was followed by a small display on the history of Cheshunt's almshouses.

The Petter Gallery, the main permanent exhibition space, was refreshed in January 2023 to enable the showcasing of other objects from the museum's collection. In 2024 this included a display marking the 50th anniversary of the creation of Broxbourne Borough Council. New lighting racks were also installed in January 2025.

Learning experiences included a talk on Beating the Bounds in June 2024 and a history walk in Hoddesdon the same month. These were part of the Hoddesdon Midsummer Festival which also saw a blue heritage plaque installed on the outside of the museum. This was formally unveiled by the Mayor of Broxbourne along with three other plaques in Hoddesdon. A Fossil Fun day with Rockwatch was held in February 2025.

Family events included a Spring Craft morning (April 2024), an Ostara and Spring event (April 2024), a Children's Music event with the Hertfordshire Music Service (June 2024), Music at the Museum (June

2024), Family Games Days (July and August 2024), Model Railway Day (August 2024), a Halloween Spooky Day (October 2024), a Festive Thank You Day (December 2024) and Fossil Fun (February 2025)

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

Borough Beats opened on 4 November 2023. 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.

Toys of our Time opened in June 2024 and was curated by the museum's volunteers. This ran until the end of 2024. During the summer school holidays, a number of family events were put on to link to the Toys exhibition.

The Glasshouse Legacy, telling the story of the Borough's horticultural history, opened on 14 February 2025 and had been co-created with the Lea Valley Growers' Association, former employees of Rochford's nurseries as well as local environmental organisations including Wyld Edges and the Seed Harvest Organisation.

Curated by Turnford, a display of photographs of Turnford from the Museum's collection selected by local residents ran from March 2024 to April 2025.

Events

Events held at the museum during this period included:

- Spring Craft morning (April 2024),
- Ostara and Spring event (April 2024),
- Music at the Museum – The Cougars (April 2024),
- Children's Music event with the Hertfordshire Music Service (June 2024),
- Music at the Museum - Garden Party (June 2024),
- Beating the Bounds talk (June 2024),
- Hoddesdon Heritage Walk (June 2024)
- Family Games Days (July and August 2024),
- Model Railway Day (August 2024),
- Halloween Spooky Day (October 2024),
- Glasshouse Legacy Community Appeal Day (November 2024),
- Festive Thank You Day (December 2024),
- Fossil Fun (February 2025),
- Broxbourne At War Community Appeal Day (March 2025).

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

The museum's garden hosted the annual Holocaust Memorial Day service in January 2025.

A school visit from the Robert Barclay Academy happened in July 2025. The Museum also hosted a visit from the Friends of Hertford Museum.

Outreach events included An Audience with the Roulettes and Friends at the Imperial Club in Waltham Cross (May 2024), an exhibition to mark 50 years of Fairfield Primary School (June 2024) and the Curated By Goffs Oak co-curation day at Goffs Oak Library (March 2025). The Borough Beats exhibition panels were on display at Cheshunt Young Person's Centre and community curators have taken the Windrush exhibition

panels to seven schools and community venues throughout the Borough, engaging with 165 children and 90 adults.

Attendances

There were 6,049 visitors to Lowewood Museum during 2024/25. The busiest month was April 2024 with large attendances at the events associated with the Borough Beats exhibition. The quietest month was January 2025 when the museum was closed for three weeks for cleaning and the refreshing of the 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. A new Community Engagement Officer was recruited in June 2024.

Key achievements over the course of the project so far include the recruitment and training of 21 community curators, delivery of five community history projects, refreshing the upstairs galleries, development of an audience development plan, engagement with the local community especially those from the South of the Borough, undertake environmental sustainability initiatives and evaluate the programme.

Much of the focus during 2024/25 has been around identifying next steps once the current NLHF grant finishes in January 2026. NLHF have been extremely helpful, funding a consultant to work with the Museum on options for the future, which will lead to a new grant submission in the summer of 2025.

Other Grants

The Lowewood Museum Trust has also received grant funding from:

- Hertfordshire County Council's Locality Budgets
- Broxbourne Borough Council – Small Grants Scheme
- Tesco Community Grant

The Museum worked with local partners including the Community Alliance, Broxbourne Borough Council, B3Living housing association, Peabody housing association, Peace Cottage and Hertford Regional College on an application to the Arts Council's *Creative People and Places* fund.

Annual General Meeting

The Museum Trust held its AGM in November 2024, attended by 28 people including community partners, volunteers and members of the public. The Trust published its third annual report.

Award

The Borough Beats exhibition won the Community Engagement award at the Hertfordshire Museums Association's annual award ceremony in February 2025. A Roman clay roof tile with animal paw prints came second in the Object of the Year category whilst Helen Giles and Humam al Hashimi received Heritage Hero awards.

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 2024/25. Volunteers contributed over 2,980 hours in 2024/25. A Volunteer Christmas and Thank You event was held in December 2024.

Community Venue

The Museum continues to host the Woolly Crafters knitting group.

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 £37k which we hope to build to 6 months over the coming years.

Our current free reserves position for the year end is £77.6k (vs a cash balance £53k due to timings of NLHF payments which are in arrears) is comfortably ahead of our policy (and meets our 6 month reserve ambition) although we expect both to fall over 25/26 in line with expected fluctuations of expenditure.

With the current NLHF funding due to end in January 2026, maintaining reserve levels above our stated minimum is a prudent position to take if any funding bridges are required ahead of any new phase of the programme.

Details of any funds materially in deficit

The NLHF fund is £24k 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 us 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 fourth year as a Trust has progressed well and in line with expectations.

We received £107.6k across our various funding sources and spent £106.6k so ended the year with a cash balance of £53k slightly up on last year (£52.0k).

Income:

Over the course of the financial year the Trust has raised £107.6k vs. £120k in the previous year.

The NLHF "Your Heritage, Your Museum" accounted for £54.5k (2024 = £67.4k). We have now used £174.6k of the £241k grant with the programme due to complete in January 2026, although we are in discussions with NLHF on options for further extensions.

The NLHF programme complements our £37k core funding from the Borough of Broxbourne Council (BBC). Additionally, we received a generous £7.8k in other grants including:

- £3.3k BBC grant towards new lighting in the Petter Gallery
- £1k from Friends of Lowewood Museum also towards the lighting.
- local councillor grants which we used to support our part-time curator.
- £1k was awarded from Tesco Community
- £2.5k generously awarded from local councillor grants to support the broadening of our funding base.

Shop sales of £4.1k were flat year on year but created an improved net contribution of £2.4k to the museum (2023 = £1.9k).

Finally, donations of £2.1k were also in line with the previous year. This includes £0.4k from our new digital donation point installed in July 2024.

Expenditure:

In total the trust spent £106.6k in over the course of the financial year (2024 = 105.6k).

£37.8k 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 (2024 = £38.6k)

£63.7k (2024 = £67.4k) was NLHF funded "Your Heritage, Your Museum" related of which the majority (£49.6k) 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 £53.0k (2024 = £52.0k) 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

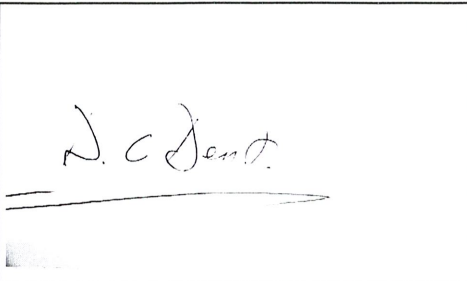
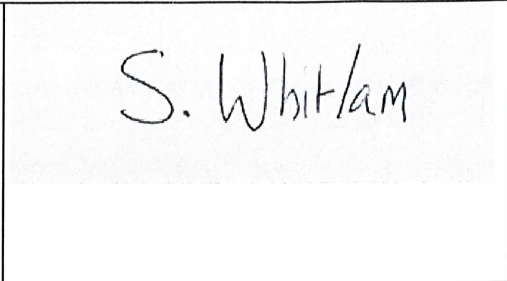
Other optional information

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	31 July 2025			



Section A

Independent Examiner's Report

Report to the trustees/
members of

Lowewood Museum CIO

On accounts for the year
ended

31st March 2025

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 31/03/2025

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 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:

9/9/25

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

01/04/2024

To

31/03/2025

	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	37,189	-	-	37,189	36,036
NLHF Grant	-	54,519	-	54,519	67,443
Grants: Other	2,500	5,300	-	7,800	8,161
Shop Sales	4,096	-	-	4,096	4,023
Catering	-	-	-	-	-
Sales Commission	-	-	-	-	-
Hirings	240	-	-	240	270
Events	591	-	-	591	-
Donations	2,108	-	-	2,108	2,258
Other Revenue	-	-	-	-	5
Gift Aid	-	-	-	-	-
Interest Income/VM Cashback	1,007	-	-	1,007	2,224
Fundraising	-	-	-	-	-
Sub total (Gross income for AR)	47,731	59,819	-	107,550	120,419
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	47,731	59,819	-	107,550	120,419
A3 Payments					
Displays and Exhibition	-	-	-	-	4,244
Collections Management	921	-	-	921	801
Curatorial Support	12,548	-	-	12,548	16,713
Equipment and Materials	-	4,558	-	4,558	8,590
Event Costs	-	1,654	-	1,654	1,413
Digital Outputs	-	-	-	-	1,785
Shop and Catering Supplies	1,751	-	-	1,751	2,127
Sundry Supplies	1,094	630	-	1,724	1,092
Advertising & Marketing	-	889	-	889	1,020
Bank Fees	41	-	-	41	97
Cleaning	1,981	-	-	1,981	2,189
Consulting	-	-	-	-	330
General Expenses	4,049	-	-	4,049	55
Insurance	933	-	-	933	886
Licenses	222	-	-	222	235
Professional Services	1,400	5,150	-	6,550	3,725
Independent Examiner	1,050	-	-	1,050	1,020
Utility Bills	6,936	-	-	6,936	10,559
IT Software and Equipment	900	-	-	900	1,018
Rates	1,730	-	-	1,730	1,488
Internal Maintenance	69	5,208	-	5,277	326
External Maintenance	-	-	-	-	362
Salaries	-	49,648	-	49,648	43,094
Training	-	1,175	-	1,175	794
Subscriptions	1,368	-	-	1,368	1,057
Travel - National	64	635	-	699	596
Sub total	37,057	69,548	-	106,604	105,614
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,057	69,548	-	106,604	105,614
Net of receipts/(payments)	10,674	- 9,728	-	946	14,805
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	66,867	14,978	-	51,889	37,084
Cash funds this year end	77,541	24,706	-	52,835	51,889

Categories

Details

Unrestricted funds

to nearest £

Restricted funds

to nearest £

Endowment funds

to nearest £

B1 Cash funds

Virgin Money Bank Account	77,029	24,706	-
Wise Account	512	-	-
Cash Account	-	-	-
Total cash funds	77,541	24,706	-

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

Unrestricted funds

to nearest £

Restricted funds

to nearest £

Endowment funds

to nearest £

B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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

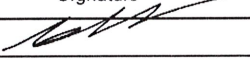
Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature

Print Name

Date of approval

	Pete Dockar	21/7/25
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