



Annual Report 2022



Ingatestone
Gatekeeper's Cottage

A Community Museum for Ingatestone

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1. Annual Report 2022

This Annual Report sets out the activities of the Ingatestone Museum Trust (the Trust) for the year ending 31st December 2022.

2. Trustees

As at the end of 2021 there were five appointed trustees as follows:-

- **Graham Orchard.** Chairman. Appointed for a period of 3 years.
- **Elaine Jeater.** Secretary. Appointed for a period of 3 years.
- **John Greengrass.** Treasurer. Appointed for a period of 3 years.
- **Jon Cloke.** Appointed for a period of 3 years.
- **Caroline Russell.** Representing Ingatestone and Fryerning Parish Council. Appointed for an unlimited period.

No changes were made during 2022 and the appointments of all Trustees, except Caroline Russell, expire early in 2023 and will require to be reappointed at the Trust's AGM.

John Greengrass has given notice of resignation and a potential replacement has been identified. All other Trustees have signified their willingness to continue in the role.

3. Achievements

Despite another frustrating year, the Trust has been able to achieve several key tasks to enable it to move forward positively and these are summarised in 3.1 to 3.6 below.

3.1. Cottage refurbishment

The refurbishment of the cottage commenced with Greater Anglia carrying out work to make the building structurally sound. The works included a completely new roof using original tiles which replaced some out of character modern concrete tiles, rebuilding the chimney stacks in a sympathetic design and refurbishment of the external toilet building. Drainage and water services were checked and proven to be satisfactory.

This has enabled a greater focus to be made on the internal works needed and estimates have been sought for these works although work was not able to be started in 2022. The Trust has appointed David Bateman to act as the Trust's Project Manager to coordinate the internal works.

Brentwood Council's Conservation Officer has inspected the works and discussed the Trust's plans for the internal works and has expressed strong support for the work already carried out and the proposed internal works.

The Trust has been generously supported by Michael Senatore, a Chartered Architectural Technologist and member of the Great Eastern railway Society who has prepared all the drawings for the refurbishment works.

3.2. Cottage lease

The Trust agreed to take over negotiations with Greater Anglia for the lease of the cottage from Ingatestone and Fryerning Parish Council. Unfortunately, progress with Greater Anglia did not move forward as quickly as the Trust would have liked, but Heads of Terms for the lease have been agreed and signed.

The Trust paid Greater Anglia's solicitor's bill for the preparation of the lease and the full lease is awaited for review. The Trust has secured services of a solicitor for its own legal representation.

Greater Anglia has provided the necessary forms to allow the Trust access to the cottage and these will be submitted as soon as the lease is signed.

3.3. Grants and donations

The work carried out to date on the cottage was funded by a grant from the Railway Heritage Trust, although the funds did not pass through the Trust's bank account.

A further grant of £20,000 has been awarded to the Trust by the Railway Heritage Trust for the internal refurbishment works and this has been a very positive step forward.

Grants have also been received from Ingatestone and Fryerning Parish Council, the Augustine Courtald Trust and Mountnessing Parish Council.

3.4. Financial management

Apart from donations received, there has been little activity in respect of our finances during 2022.

The Trust's Financial Management policy has been rewritten and updated in readiness for the enhanced financial activity which the refurbishment works will incur.

Income & Expenditure Accounts have been prepared and an unaudited set of accounts are attached to this report in Appendix 1.

3.5. Publicity

The trust has set up a website which is under development and will not be fully functional until the Museum opens. This can be accessed at <https://ingatestonemuseum.org.uk>

A one-page update sheet has been prepared for distribution to interested persons and bodies and will be updated to reflect significant developments.

A PowerPoint presentation describing the project has also been prepared which can be modified to suit the audience and theme of the presentation and this will also be updated to reflect significant developments.

3.6. Works, equipment, furniture and services

The Trust has continued to identify works, equipment, furniture and services which will be required to enable the Museum to function effectively. Many items will need to be formally approved by Greater Anglia and the Trust will work with Greater Anglia to identify which items need formal approval.

The Trust is grateful to Ingatestone and Fryerning Parish Council for the donation of 5 folding chairs which will prove to be most useful in the Museum.

4. Timescales

Previous predictions of timescales have not materialised as planned, but the Trust is optimistic that the Museum could open in the autumn of 2023. An outline programme to achieve this is:

Activity	Who	Start	Finish
Complete lease	Greater Anglia/IMT	January 2023	February 2023
Access licence	Greater Anglia/IMT	March 2023	April 2023
Internal works	The Trust	April 2023	June 2023
Equipping/setting up the Museum	The Trust	June 2023	August 2023
Administrative arrangements	The Trust	January 2023	August 2023
Museum Opening	The Trust	September 2023	September 2023

5. Chairman's Comment

Despite the delays, I am very pleased at the progress that we have made this year. There is still much work to do before the museum becomes a reality, but as we move into 2023, we can now start to see the fruits of our labours as the refurbishment of the cottage continues and the Museum begins to take shape.

I want the Museum to be a positive addition to Ingatestone and for the former crossing keeper's cottage to be restored to its original style.

We could not have got this far without the support of many individuals and organisations and my thanks go out to all of them. I would like to say a particular thank you to my fellow trustees especially John Greengrass as he steps down from his Treasurer role, Michael Senatore for his work on the drawings for us and David Bateman who has been the driving force in getting this project moving.

Graham Orchard

Chairman

Ingatestone Museum Trust

17th January 2023

Appendix 1

Unaudited accounts for 2022

Income & Expenditure Accounts 2022

	Income	Expenditure
	£	£
Grants	5,800.00	0.00
Donation	95.00	0.00
Lease payment	0.00	600.00
Website	0.00	115.06
Administration	0.00	0.00
Bank interest	0.00	0.00
Other	0.00	0.00
Totals £	5,895.00	715.06
Balance £	5,179.94	

Balance Sheet

Opening Balance	2,010.00	
Surplus/Deficit	5,179.94	
Closing Balance	7,189.94	7,189.94

Total Funds	7.189.94
£	

Financed by:-

Current Account	7.189.94
Petty Cash	0.00

Totals £	7.189.94
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Prepared by:
J A Greengrass, Treasurer

Checked by:
D M Sankey FCCA

Date:

Date:

Ingatestone Museum Trust



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