

Ingatestone Museum Trust

Registered Charity 1193922

Patron: Lord Petre



Annual Report 2023

Ingatestone
Gatekeeper's Cottage

A Community Museum
for Ingatestone &
Fryerning



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1. Annual Report 2023

This Annual Report sets out the activities of the Ingatestone Museum Trust (the Trust) for the year ending 31st December 2023.

2. Trustees

As at 31st December 2023 there were five appointed Trustees as follows:-

- **Graham Orchard.** Chairman.
- **Elaine Jeater.** Secretary.
- **Liz Fajimolu.** Treasurer.
- **Jon Cloke.** Trustee.
- **Caroline Russell.** Trustee. Representing Ingatestone and Fryerning Parish Council.

John Greengrass resigned as a Trustee in October 2023.

Liz Fajimolu was appointed as a Trustee on 20th November 2023 for a period of 3 years.

The appointment of Trustees, Graham Orchard, Elaine Jeater and Jon Cloke, expires early in 2024 and will require to be reviewed at the Trust's 2024 AGM. Caroline Russell, representing Ingatestone and Fryerning Parish Council's permanent Trustee appointment, is appointed for a period as determined by Ingatestone and Fryerning Parish Council.

3. Achievements

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 Gatekeeper's Cottage by Greater Anglia to make the building structurally sound, (new roof, rebuilding the chimney stacks and refurbishment of the external toilet building), has been completed. Drainage and water services were checked and proven to be satisfactory.

Plans for work on the interior refurbishment have progressed and discussions are underway with Greater Anglia to agree technical details and access arrangements. A contract has been signed with Stroma to sign off building control approvals.

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 at no charge.

3.2. Cottage lease

On 31st May 2023, the Trust signed a 25-year lease on the Gatekeeper's Cottage with Greater Anglia, the railway franchisee. This was a key step to enable the interior refurbishment to proceed.

3.3. Financial management

Income & Expenditure Accounts have been prepared and a set of accounts is attached to this report in Appendix 1.

An opportunity to seek funds from the UK's Shared Prosperity Fund arose towards the end of the year and the Trust has commenced preparations for submission of an application.

3.4. Publicity

The Trust's website which is now fully functional and information on progress is regularly posted. 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.

3.5. 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.

3.6. Museum exhibits

Work has continued on the collation of artefacts, exhibits and records for display and reference in the museum.

4. Timescales

Owing to matters outside the control of the Trust timescales have not materialised as planned, but the Trust is now planning to open the Museum during 2024. An outline programme to achieve this is:

Activity	Who	Start	Finish
Access licence	Greater Anglia/IMT	March 2024	April 2024
Internal works	The Trust	April 2024	June 2024
Equipping/setting up the Museum	The Trust	June 2024	August 2024
Administrative arrangements	The Trust	January 2024	August 2024
Museum Opening	The Trust	September 2024	September 2024

5. Chairman's Report

Despite the delays, I am pleased that we have now secured the lease on the Gatekeeper's Cottage. This will allow us to demonstrate our commitment to the Museum. There is still much work to do before the museum becomes a reality, but as we move into 2024, the Museum will begin 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 for his support as his time as a Trustee and Treasurer, Michael Senatore for his work on the drawings for us and David Bateman who has been the driving force in getting this project moving and is acting as the Trust's project manager for the internal refurbishment works.

Graham Orchard

Chairman, Ingatestone Museum Trust
23rd March 2024

Appendix 1

Accounts for 2023

Ingatestone Museum Trust

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Income and Expenditure accounts for 2023

	Income £	Expenditure £
Grants	750.00	0.00
Donations	507.00	0.00
Bank interest	58.66	0.00
SumUp payments	8.85	0.00
Insurance	0.00	96.00
Lease charges	0.00	210.00
Web domain renewal	0.00	98.90
Website management	0.00	115.05
Museum Essex Fees	0.00	50.00
Building control	0.00	270.00
Publicity banner	0.00	54.00
SumUp system	0.00	166.80
Archive preservation materials	0.00	638.05
Files	0.00	15.07
Email, electrics	0.00	657.66
Totals	1324.51	2371.53
Deficit	-1047.02	

Balance Sheet

Opening	7189.94	
Deficit	-1047.02	
Closing	6142.92	6142.92

Financed by

Business Premium a/c	5,323.66
Community a/c	819.26
	6,142.92