

Ingatestone Museum Trust

Registered Charity 1193922

Patron: Lord Petre



Annual Report 2024

Ingatestone
Gatekeeper's Cottage

A Community Museum
for Ingatestone &
Fryerning



This document is the property of the Ingatestone Museum Trust and must not be reproduced without specific permission from the Trust's Secretary who can be contacted by email at secretary@imt.gb.net

Photographs are the copyright of D L Bateman and must not be used or reproduced without his specific permission.

1. Annual Report 2024

This Annual Report sets out the activities of the Ingatestone Museum Trust (the Trust) for the year ending 31st December 2024.

2. Trustees

As at 31st December 2024 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.

Graham Orchard, Elaine Jeater and Jon Cloke, were re-appointed for a 3-year period at the Trust's AGM on 25th March 2024. 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 internal refurbishment of the cottage commenced in June after receiving the necessary approvals from Greater Anglia. By the end of the year significant progress had been made with completion expected early in 2025.

Refurbishment of the windows was carried out under a separate contract with funding provided from Brentwood Borough Council's allocation from the UK Shared Prosperity Fund and this were complete except for final painting which will be carried out in early 2025 when weather conditions allow.

Additional funding was secured from the Railway Heritage Trust to carry out additional works, including, paving to the courtyard, repair of the building plinths, bollards to protect the cottage from vehicle damage in the carpark

The Trust has continued to be 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. Financial management

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

The Museum Trust received another generous grant from the Railway Heritage Trust for the additional works referred to in 3.1 above.

The application for funds from the UK's Shared Prosperity Fund was successful and this allowed the Museum Trust to carry out the refurbishment of the windows, also referred to in 3.1 above.

Applications for grant funding were made to the National Lottery, (Intruder alarm and CCTV) and to Essex County Council Arts and Cultural Fund, (Furnishings and equipment). Both applications were still under consideration as at 31st December 2024.

Ingatestone and Fryerning Parish Council has continued to provide financial support with the allocation of grants to cover revenue expenses for 2024/2025 and 2025/2026.

3.3. Publicity

The Trust's website 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.

3.4. 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.

3.5. 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
Internal works	The Trust	June 2024	April 2025
Equipping/setting up the Museum	The Trust	May 2025	July 2025
Administrative arrangements	The Trust	January 2024	July 2025
Museum Opening	The Trust	Late summer 2025	

5. Chairman's Report

Despite the delays, I am pleased that progress is being made and the cottage is starting to look as has been envisaged. There is still much work to do before the museum becomes a reality, but as we move into 2025, the Museum proper 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, 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 refurbishment works.

Graham Orchard

Chairman, Ingatestone Museum Trust
12th March 2025

Appendix 1

Accounts for 2024

Accounts for the Year Ended 31st December 2024

Income & Expenditure Accounts

	2023		2024	
	Income £	Expenditure £	Income £	Expenditure £
Club				
Administration	0.00	921.07	0.00	494.36
Alarm maintenance	0.00	0.00	0.00	0.00
Bank Interest	58.66	0.00	217.56	0.00
Building Maintenance	0.00	0.00	0.00	0.00
Building refurbishment	0.00	270.00	0.00	34,257.58
Donation Gift-aided	0.00	0.00	0.00	0.00
Donation Not Gift-aided	515.85	0.00	168.25	0.00
Electricity	0.00	0.00	0.00	0.00
Fees paid	0.00	50.00	0.00	55.00
Grant received	750.00	0.00	34,552.00	0.00
Insurance	0.00	96.00	0.00	96.00
Miscellaneous	0.00	824.48	0.00	0.00
Rent	0.00	210.00	0.00	210.00
Totals £	1,324.51	2,371.53	34,937.81	35,112.92

Balance Sheet at 31st December 2024

Current Assets:-

Community Account	819.26	60.89
Business Reserve Account	5,323.66	5,906.92
Cash Account	0.00	0.00
Total assets £	6,142.92	5,967.81

Current liabilities:

Net assets £	0.00	0.00
	6,142.92	5,967.81

Accumulated surplus:

Opening Balance	7189.94	6142.92
Surplus/Deficit	-1047.02	-175.11
Closing Balance	6142.92	5967.81

Prepared by:

[Signature]
Date: 24/3/25.

Checked & Agreed by:

[Signature]
Date: 24/3/25