

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
1st April 2024 to 31st March 2025**

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Reference and Administrative details

Charity name	Royston Museum Trust CIO
Registered charity number	1196386
Charity's principal address	5 Lower King Street, Royston, SG8 5AL

Museum Director	Emma Canterbury
Curator	Sophie Riches
Visitor Experience Officer & Inhouse Designer	Rhian May

Trustees:	Appointed	Period	Nominator
Lisa Adams	25/05/2024	3 years	RTC
Ros Allwood	26/11/2021	6 years	Trust
Rosemary Bateman Secretary	03/11/2021	6 years	Trust
Elizabeth Beardwell	06/06/2022	3 years	RTC (2022)
Brian Bylett Treasurer	03/11/2021	6 years	Trust
John Davison Chair	03/11/2021	6 years	Trust
Stephen Lockett	08/06/2024	3 years	RTC
Martin Kazak	03/11/2021	4 years	RDLHS
Phil Smith	03/11/2021	4 years	Friends

Tenure of Ros Allwood, Rosemary Bateman, Brian Bylett, John Davison increased from 3 to 6 years at 13 November 2024 Trustee board meeting.

RDLHS	Royston and District Local History Society
RTC	Royston Town Council
Friends	Friends of Royston Museum

Bankers	Lloyds Bank
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Solicitors	None
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Independent Examiners	John D Froggett FAIA The Accountancy Practice 41 High Street, Royston SG8 9AW
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The Trustees present their annual report together with the financial statements of the Royston Museum Trust CIO for the period 1st April 2024 to 31st March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published October 2019.

Objectives and Activities

The objects of the CIO are:

To advance education for public benefit in particular but not exclusively in the social history, natural history, archaeology and geology of Royston and its surrounding area in Hertfordshire through its collections and other resources by such means as the trustees see fit, but not limited to;

- the provision and maintenance of a permanent museum in Royston;
- the acquisition of items for its collection by gift, bequest, purchase or exchange;
- to borrow and loan artefacts and archives relating to the area;
- the care and curation of the Museum collections and holdings;
- the exhibition and interpretation of the Museum collections and holdings and 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;
- to research, promote and publish studies of the area;
- to collaborate and work in partnership with other organisations in the area;
- to provide an information service for the public.

The trustees have considered the Charity Commission's guidance on public benefit, and they consider that Royston Museum CIO is fulfilling its obligations in this respect by preparing for the reopening of the museum in order to achieve the above objectives.

Main achievements of the Charity for the period 1st April 2024 to 31st March 2025

The Museum has continued to make good progress measured against its mission and vision statements.

“Our mission is to celebrate and share Royston’s heritage and stories, connecting people and places, past and present.

Our vision is to be a community hub for Royston; a multifunctional space which celebrates our town’s heritage, nurtures curiosity and inspires conversations.”

Events and exhibitions included:

- March: Easter Holidays- House and Home
- April: 40th Anniversary Fayre
- May: Museum on Wheels – Royston May Fair, Barkway Market
- May: BEEE Creative intergenerational workshops at the Museum
- May: May Half Term - Planes, Trains and Automobiles
- July: Summer Fayre
- July to September: Summer Holidays - Time Explorers
- September: Heritage Open Days
- Royston Art Festival (Friday 20 September to Sunday 29 September)
- Talk on King James VI by Dr Alexander Courtney
- October: October Half Term - Witches of Royston
- February: February Half Term - Under the Sea*65 million Years Ago

The Museum started a programme of monthly activities:

- Spark! Art Club for young people ages 10 to 14 year
- Museum Tots for children under 5 and their adults
- Evening talks on a variety of topics linked to Royston and Hertfordshire’s history.

Visitor numbers continue to grow (last year’s figures in brackets):

- General admission: 2,634 (2,481)
- Event admission (including school holidays): 1,257 (1,245)
- Community, Groups, Schools and Outreach: 1,682 (673)
- Total: 5,573 69% adults, 31% under 18s (4,399 70% adults, 30% under 18s)

New storage system

The museum has had very limited storage space for the Collection.

A new Rotadex “rolling” storage system, design for the collection, was installed at the turn of the year. The Museum was closed for 3 months to empty the old wooden shelving, install the new storage system and restore the collection

The Museum’s collection catalogue is being migrated to eHive including updating the information held.

Donations and Grants

The Trust would like to thank the many organisations that gave grants funding the following projects:

- Brian Leslie Racher Trust - funded a one-year fixed term contract for a Collections Assistant to improve the cataloguing of the Museum’s collection.
- Brian Leslie Racher Trust – contributed to the cost of the storage system
- North Herts District Council Prosperity Fund - contributed towards the costs of a new storage system
- Royston First Bid – contributed to the cost of Museum events.
- Association of Independent Museums – grant for compliance training
- Museum Development South East – funding to provide Review and Rationalisation training and support to enable the Museum to carry out a review of the collection.
- Museum Development South East – funding from two grant, Carbon Cutting and Going Green, towards the Museum’s Air Source Heat Pump project
- Museum Development South East – funding from the SERM Community Energy Grant to enable the Museum to work with two community partners to develop activities exploring sustainable home energy.
- Johnson Mathey – provided volunteers and funding to decorate the Collections Store and Art Store in preparation for the storage system installation
- Friends of Royston Museum - funding for specialist conservation of a high-priority object in the collection, plus funding the first year’s subscription of the Museum’s new eHive system.

Financial review for the period 1 April 2024 to 31st March 2025

Income

The majority of the £153,350 income came from donations and payments from Royston Town Council, together with significant grants for specific projects:

£104,665	Annual donation from Royston Town Council
£ 37,105	Grants
£ 2,035	Public donations
£ 3,093	Hirings, events and exhibitions

The Grants figure excludes an additional £31,590 treated as deferred income, earmarked for expenditure in the financial year '25-'26.

Expenditure

The donation from Royston Town Council covered the basic running costs including salaries and utilities.

All new projects and services were financed through grants and donations.

Around £23,000 was spent on the new storage system.

The Collections Assistant one-year fixed term contract to improve the cataloguing of the Museum's collection was also funded through a grant.

Costs were reduced by the generosity of volunteers and Trustees, including bookkeeping and accounting at no charge.

Reserves Policy

Apart from extraordinary items, the intention is that expenditure will not exceed income in any year.

The reserves policy of the Trust is to maintain 6 months' worth of general expenditure in cash reserves.

Cash reserves at 31st March 2025 were £97,399. (This includes £31,590 deferred income, earmarked for expenditure in the financial year '25-'26.)

Structure, Governance and Management

Constitution

The Charity is registered with the Charity Commission number 1196386 and is constituted as a Charitable Incorporated Organisation. The constitution states that the Charity should be governed by a body of no less than 2 and no more than 3 appointed trustees and no less than 2 or more than 7 nominated trustees. The Royston Council may appoint 3 nominated trustees, RDLHS may appoint 3 nominated Trustees and the Friends of Royston Museum may appoint 1 Trustee. Apart from the first trustees, every appointed trustee must be appointed for a term of 3 years. The current number of Trustees is 9 which come about as two of the original Trustees (The Treasurer and Chair) are no longer members of the Council.

Methods of appointment or election of Trustees

New trustees are selected from people who have the appropriate skills and resources to contribute to the affairs of the charity. Upon appointment, each trustee receives an in-house induction training programme to acquaint them with the museum and its activities.

Organisational structure and decision-making policies

The trustees meet on a regular basis as required during the year. The day-to-day management of the museum is delegated to the Museum Director, Emma Canterbury. The Museum also relies heavily on the time and effort of volunteers.

Related party relationships

None of the Trustees received remuneration or other benefits from their work with the charity. There are no related parties under common control, or under the control of the Trust, nor is the Trust under the control of any other party except under the obligations of the SLA.

Plans for future periods

The Museum has published its Forward Plan for 2024-2029 with year 1 actions under the headings of Visitor Engagement, Access and inclusion, Interpretation and exhibitions, Cutting Carbon, Storage and digitisation of the collection, Cataloguing the collection including migration from Modes to eHive, Environmental monitoring, Accreditation, People (both volunteers and staff), Heritage Lottery Fund project.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



John Davison

Chair

Date: 24 September 2025

Balance sheet as at 31st March 2025

	Note	As at 31st March 2025	
Fixed Assets		£	£
Fixtures & Fittings	3		25,806
Office & IT equipment	3		1,796
Current Assets			
Trade Debtors	4	2,940	
Prepayments	5	6,445	
Bank and cash balances	6	97,399	
		106,783	
Current Liabilities			
Trade creditors	7	0	
Other creditors	8	16	
Accruals	9	504	
Deferred Income	10	31,590	
		32,110	
Net Current Assets			74,673
Net Assets			102,275
Accumulated Fund			
Balance at start of year			90,785
Profit & Loss Account			11,490
Balance at end of year			102,275

Statement of Financial Activities for the year ending 31st March 2025

1st April 2024 to
31st March 2025

	£	£
4300 Income - Grants		37,105
4301 Income – RTC SLA		104,665
4302 Income - Donations		2,035
4304 Income - Hirings		3,093
4305 Income - Events		2,513
4307 Income - Outreach		380
4308 Income - Retail (shop)		1,705
4311 Income - Interest income		1,146
4312 Income - Group and School visits		660
4900 Income - Other		48
5302 Retail costs (Shop)	1029	
7000 Employee Wages and Salaries	70,409	
7020 Employer's NI	374	
7030 Employer's Pension	1,428	
7095 Recruitment Expenses	0	
7096 Costs - Personnel: Training	3,634	
7097 Costs - Personnel: Business Travel	527	
7099 Costs - Personnel (other)	0	
7110 Water Rates	151	
7130 Costs - Premises: Insurance (Landlords building)	1,789	
7131 Costs - Property: Museum Insurance	3,338	
7150 Costs - Property: Lease payments	8,000	
7151 Costs - Property: Cleaning	318	
7152 Costs - Property: Maintenance	3,396	
7153 Costs - Property: Refuse	1,714	
7154 Costs - Property: Displays and Exhibitions	1281	
7155 Costs - Property: Collections Management	4,021	
7156 Costs - Property: Learning programme	1,612	
7157 Costs - Property: Event costs	3,112	
7158 Costs - Property: Sundry supplies	379	
7159 Costs - Property: Fire alarm and security	1,723	
7160 Costs - Property: Education	0	
7161 Costs - Property: Visitor Engagement	0	
7163 Costs - Property: Reclaim via s106 (Income is in 4363)	0	
7165 Storage System	2,445	
7200 Electricity	943	
7210 Gas & Oil	2,423	
7530 Telephone	0	
7540 IT & Internet Charges	576	
7550 Computer & Software	1,145	
7600 Legal Fees	1,080	
7610 Accountancy Fees	432	

Royston Museum Trust CIO

7611	Costs - Fees: Advertising and Marketing	2,485	
7620	Consultancy & Professional Fees	1830	
7900	Bank Charges	117	
7901	Credit card charges	12	
8040	Depreciation	17,390	
8200	Office costs	2,062	
8210	Subscriptions	684	
8270	Currency Charges	1	
	Profit & Loss Account	141,860	153,350
			-141,860
	Surpus for the year ending 31st March 2025		11,490

Notes to the Accounts of 31st March 2025

1. The financial statements have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, which is 'The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland' and the Companies Act 2006.

2. The principal accounting policies applied in the preparation of these consolidated and separate financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.
 - a. Going concern basis: The financial statements are prepared on a going concern basis, under the historical cost convention.
 - b. Depreciation policy
 - i. IT equipment – 25% p.a. straight line basis
 - ii. Fixtures and Fittings – 25% p.a. straight line basis

3. Assets

	Office & IT equipment	Fixtures & Fittings	Total
Cost	£	£	£
At 31st March 2024	3,590	21,330	24,920
Additions	0	23,002	23,002
Disposals	0	0	0
At 31st March 2025	3,590	44,332	47,922
Depreciation			
At 31st March 2024	278	2,654	2,932
Charge for the year	1,516	15,872	17,388
On disposals	0	0	0
At 31st March 2025	1,794	18,526	20,320
Net book value			
At 31st March 2024	3,312	18,676	21,988
At 31st March 2025	1,796	25,806	27,602

4. Trade Debtors

	As at 31st March 2024	As at 31st March 2025
	£	£
Cambridge Wine - Royston	700	
Kay Pilsbury Thomas Architects	40	
North Herts Council	480	
Royston & District Twinning Assoc	100	
Johnson Mathey		300
MDSE SERM Community Energy		2,640
	1,320	2,940

5. Prepayments

	As at 31st March 2024	As at 31st March 2025
	£	£
Landlord's buildings Insurance	893	896
Commercial Insurance	3,061	3,048
Lease paid in advance	2,000	2,000
Fire Alarm	501	501
	6,455	6,445

6. Bank and cash balances

	As at 31st March 2024	As at 31st March 2025
	£	£
Lloyds bank - Current Account	6,882	11,137
Lloyds bank - Deposit Account	65,847	85,994
Petty Cash	568	268
	73,297	97,399

7. Trade Creditors

	As at 31st March 2024	As at 31st March 2025
	£	£
Trade Creditors	157	
	157	0

8. Other Creditors

	£	£
The Friends of Royston Museum	50	11
Royston Town Council (cave)	15	5
	65	16

9. Accruals

	As at 31st March 2024	As at 31st March 2025
	£	£
Water rates	13	10
Refuse - Veolia	107	131
Electricity - EDF	175	72
EDF - Gas	523	243
IT and Internet charges	43	48
Accountancy Fees	300	
	1,161	504

10. Deferred Income

	As at 31st March 2024	As at 31st March 2025
	£	£
Warm Spaces-Restricted	1,792	
Learning programme-Restricted	7,255	
Various-Invoiced in advance for premises hire	1,845	
	10,892	
Learning Programme		5,151
Racher Collections Assistant		11,047
MDSE Going Green		4,760
MDSE SHARE Carbon Cutting		5,000
Skills builder		235
Arts & NHD hire		810
Outreach I0092		40
MDSE Review & Rationalisation		1,907
MDSE SERM Community Energy		2,640
		31,950

Independent examiner's report to the Trustees of Royston Museum Trust CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31st March 2024.

Responsibilities and basis of report

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



John D Froggett FAIA

The Accountancy Practice
41 High Street
Royston Hertfordshire
SG8 9AW

Date: 27 August 2025