

The Egham Museum Trust
The Literary Institute, 51 High Street
Egham, Surrey, TW20 9EW
Registered Charity No: 1198538

01784 434483
curator@eghammuseum.org
www.eghammuseum.org



Honorary Patrons
Lord Hammond of Runnymede
Baroness Prashar of Runnymede
Dr. Ben Spencer MP

THE EGHAM MUSEUM TRUST

TRUSTEES' ANNUAL REPORT AND ACCOUNTS for the year ended 31 December, 2024

Legal and Administrative Information

Charity name: The Egham Museum Trust

Charity registration number: 1198538

Financial year ended 31st December, 2024

Address: c/o The Literary Institute, 51 High Street, Egham, Surrey TW20 9EW

Governing document: Constitution of a Charitable Incorporated Organisation as at 6th April 2022.

Objects

a) The provision and maintenance of a museum in or near Egham, which, through its exhibitions, outreach programmes and use of its collections, aims to provide for the communities of Egham, Egham Hythe, Englefield Green, Thorpe and Virginia Water, a centre of life-long learning dedicated to raising awareness, sharing knowledge and promoting enjoyment of local history.

b) The provision of the above museum with facilities and a budget for its day-to-day operation, research and outreach activities, the continued improvement of its services and the extension, enhancement, conservation and storage of its collections for the continued enjoyment and benefit of the local community and visitors.

Our Vision: A museum for all, valued by our diverse local community and at the heart of our cultural lives.

Our Mission: Through our collections, exhibitions and outreach programmes, we provide a centre of life-long learning that raises awareness, shares knowledge and promotes enjoyment of local history.

Trustees and Governance

Trustees generally meet on a quarterly basis and those who served during the year and beyond were:-

Mr. V.M. Bairstow

Dr. S. Evans (appointed 25th March 2024)

Mrs. M.T. Harnden

Mrs. S. MacNicol (appointed 25th March 2024)

Dr. M.G. Smith – Chair of Trustees

Mr. C.J. Warwick

Trustees are elected from volunteers who have expressed an interest in the objects of the Trust. With a view to adopting best practice for charities, Trustees continued to commit to undertaking relevant training as part of their continued professional development.

The Trust is able to provide a home for its charitable activities because of a beneficial lease arrangement with Runnymede Borough Council ('RBC'), giving security of tenure to its predecessor charity, The Egham Museum Trust, charity registration number 278422. The lease was assigned to this, the new charity on 4th July 2024.

The Egham Museum Trust's Treasurer for 2024 was Michelle Jenkins.

The Trust's curator in 2024 was Rebecca Tabrar, who was appointed on 13th May 2024.

Activities

The Museum, which is open three days per week (Tuesdays, Thursdays and Saturdays), collects, displays and cares for items of local interest relating to Egham, Egham Hythe, Englefield Green, Thorpe and Virginia Water. Entrance is free. The Museum includes a gallery with displays charting the history of Egham and surrounding area from the neolithic to the present, a volunteer and community research room, and a storeroom. The Museum team produce temporary exhibitions, respond to research enquiries, devise and run events, offer school workshops, and maintain the Museum's website and an active social media presence.

Achievements in 2024

In 2024 the Museum team was focused on the delivery of its National Lottery Heritage Fund awarded project, 'Our Museum': Reconnecting Community and Collections (2024-2026). As part of this two-year project, the team carried out the following activities:

A refreshed gallery

The team redesigned the interpretation and displays in the Museum gallery to incorporate underrepresented stories and better represent our community. This included a shift away from a single narrative of the history of Egham and surrounding area, and, instead, the incorporation of 'micro-stories' to make it easier for visitors to dip in and out of key moments and stories. The new displays also include QR codes to additional digital information, enabling interpretation to be more layered.

Recruitment

In addition to Rebecca Tabrar's appointment in 2024, the Museum also welcomed 6 new paid interns to support the community engagement and collection strands of our project. In so doing, the team has increased its capacity to continue to improve our digital collections record, to resume collections rationalisation efforts, and to hold more community events. In doing so, the interns have had the opportunity to gain valuable experience, develop skills, and build confidence.

Community engagement

The team researched new community engagement models for 'Our Museum' project, including designing workshops to gain feedback from the community on our future collecting policies and how we can be of greater service to our local communities. The team attended several community events, including Fun Palaces at Egham Library and Open Days at Royal Holloway. In addition, several new school workshops were devised and delivered in local schools and at the Museum.

Collections

The Collection Review Framework developed in 2020 was revised to enable collections rationalisation to resume, the team continued the digitisation of our object records, and several policies were updated in preparation for the anticipated renewal of our Arts Council England Accreditation.

Key figures

- 796 visitors were welcomed to the Museum in 2024.
- 246 pupils were engaged via our school workshops.
- 172 people were engaged via community events.
- 26 local history enquiries were answered.
- 233,302 people were reached across our social media accounts.
- 38,076 people were engaged across our social media accounts.
- 3,183 hours were volunteered by our team.

Reserves Policy

The Trust has had no Reserves Policy. It has relied principally on grants and donations to cover relevant expenditure and project work.

Grant-making Policy

The Trust has no grant-making policy.

Review of Major Risks

Major risks are reviewed on an on-going basis. In the opinion of Trustees, the Trust is a going concern for at least 12 months from the date of the approval of the attached financial statements.

Signature and Declaration

The Trustees have approved this report and have authorised Dr. M.G. Smith to sign it on their behalf.



Dr. M.G. Smith (Chair, The Egham Museum Trust)

23 September, 2025

The Egham Museum Trust
Charity Number 1198538
Income and Expenditure account for the year ended 31st December 2024

	2024			2023		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
INCOME						
Grants						
SEMD First Steps	£ -	£ -	£ -	£ -	£ 3 000	£ 3 000
Royal Holloway College - Community Projects	-	-	-	500	-	500
Royal Holloway College - Teaching Museum	-	-	-	9 800	-	9 800
NLHF: Our Museum	-	13 530	13 530	-	-	-
Anon	7 230	-	7 230	-	-	-
Strode's Foundation	-	2 000	2 000	-	-	-
	£ 7 230	£ 15 530	£ 22 760	£ 10 300	£ 3 000	£ 13 300
Investment Income						
Bank interest - CAF Bank	47	-	47	35	-	35
- COIF	-	-	-	-	-	-
	£ 47	£ -	£ 47	£ 35	£ -	£ 35
Other Income and Sundries						
Cash Donations	£ 548	£ -	£ 548	£ -	£ -	£ -
Online Donations	19	-	19	-	-	-
Patron Scheme	-	-	-	200	-	200
Fundraising Evening	-	-	-	50	-	50
Online Shop Income	-	-	-	-	-	-
GiftAid from HMRC	365	-	365	-	-	-
Sundry donations	-	-	-	1 031	-	1 031
Reproduction Fees	-	-	-	100	-	100
Fp Empties Scheme	6	-	6	-	-	-
Event Income	453	-	453	120	-	120
	£ 1 392	£ -	£ 1 392	£ 1 501	£ -	£ 1 501
TOTAL INCOME	£ 8 668	£ 15 530	£ 24 198	£ 11 836	£ 3 000	£ 14 836
EXPENDITURE						
Property Costs						
Intruder Alarm Maintenance	146	-	146	137	-	137
Electricity	1 889	-	1 889	2 305	-	2 305
Rates	112	-	112	115	-	115
Insurance	888	-	888	942	-	942
General Housekeeping	-	-	-	24	-	24
Telephone	(59)	-	(59)	309	-	309
Broadband Cost	251	-	251	207	-	207
	£ 3 229	£ -	£ 3 229	£ 4 039	£ -	£ 4 039
Direct operational costs						
Bank Charges	60	-	60	60	-	60
Curatorial costs	250	-	250	81	-	81
Staff Costs	90	18 047	18 137	16 697	-	16 697
Equipment & Materials	37	699	736	78	-	78
IT Costs	81	400	481	65	-	65
Website	82	-	82	269	-	269
Event Costs	243	-	243	-	-	-
Publicity & Promotion	402	-	402	-	-	-
General	-	-	-	97	-	97
Subs & Fees	431	-	431	279	-	279
Legal costs re CIO	45	-	45	-	-	-
Consumables	370	-	370	13	-	13
Postage & Packing	3	-	3	52	-	52
Travel	-	-	-	39	-	39
Online shop stock purchases	-	-	-	-	-	-
Bookkeeping	1 588	725	2 313	100	-	100
	£ 3 681	£ 19 872	£ 23 553	£ 17 830	£ -	£ 17 830
Grant Funded Expenditure						
SSC	-	-	-	-	441	441
SEMD First Steps	-	-	-	-	1 503	1 503
Strode's Foundation	-	-	-	-	-	-
	£ -	£ -	£ -	£ -	£ 1 944	£ 1 944
TOTAL EXPENDITURE	£ 6 910	£ 19 872	£ 26 782	£ 21 869	£ 1 944	£ 23 813
Net Income/(Expenditure) for the year	£ 1 759	£ (4 342)	£ (2 583)	£ (10 033)	£ 1 056	£ (8 977)
Reconciliation of Income & Expenditure						
Balance of funds at 1st January 2024	£ 11 433	£ 1 903	£ 13 336	£ 21 466	£ 847	£ 22 313
Balance of funds at 31st December 2024	£ 13 192	£ (2 439)	£ 10 753	£ 11 433	£ 1 903	£ 13 336

M. G. Smith

C. W. Smith

The Egham Museum Trust
Charity Number 1198538

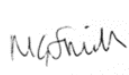
Balance Sheet as at 31st December 2024	2024	2023
Restricted Funds		
SEMD First Steps	£ 514	£ 1497
Belron International Ltd	£ 1	1
Surrey County Council	£ 405	405
NLHF: Our Museum	£ (5358)	-
Strode's Foundation	£ 2000	-
	<hr/>	<hr/>
	(2438)	1903
Unrestricted Funds		
General Funds	<hr/>	<hr/>
	13192	11433
	10754	13336
Total Funds at 31st December 2024	<hr/>	<hr/>
	£ 10754	£ 13336

Represented by:


Fixed Assets	£ -	£ -
Current Assets		
Due by The Egham Museum Trust (Charity Number 278422)	£ 10 491	£ 13472
Bank Balance - CoIF	£ -	-
Bank Balance - CAF Bank	£ -	-
Petty Cash	£ 263	-
	<hr/>	<hr/>
	£ 10754	13472
Current Liabilities		
Creditors	£ -	136
	<hr/>	<hr/>
Net Assets	£ 10754	£ 13336

Certificate by the Trustees

We declare the foregoing Income and Expenditure Account and Balance Sheet to be correct.


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Dr. M.G. Smith


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C. J. Warwick

Statement of the Independent Examiner to the Trustees of The Egham Museum Trust

I have examined the foregoing Income and Expenditure Account and Balance Sheet and certify them to be in accordance with the Trust's books, vouchers and records presented to me.


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J.R.A. Christie



Issuer Keeping it Simple Bookkeeping

Document generated Mon, 27th Oct 2025 9:31:05 GMT

Document fingerprint 618a314dce040be61106f51c94b87e47

Parties involved with this document

Document processed	Party + Fingerprint
Mon, 27th Oct 2025 9:39:59 GMT	Dr Matthew Smith - Signer (0c84216593de225280a3293cad3effed)
Mon, 27th Oct 2025 9:45:10 GMT	Mr Christopher Warwick - Signer (5564badc930ee6ec873471ce53945007)
Wed, 29th Oct 2025 11:34:48 GMT	Mr James Christie - Signer (4ecc32513361ddcbb502e334feb34b86)
Wed, 29th Oct 2025 11:34:48 GMT	Michelle Jenkins - Copied In (2793813195ed4ec83ea62726e41338b1)

Audit history log

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Mon, 27th Oct 2025 9:31:05 GMT	Document generated with fingerprint 2bde085cbceb47ec16d96382560b4fa7. (18.133.63.166)
Mon, 27th Oct 2025 9:31:05 GMT	Document generated with fingerprint 618a314dce040be61106f51c94b87e47. (18.133.63.166)
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Mon, 27th Oct 2025 9:37:56 GMT	Sent the envelope to Dr Matthew Smith for signing
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Mon, 27th Oct 2025 9:38:30 GMT	Dr Matthew Smith viewed the envelope (134.219.227.29)
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Mon, 27th Oct 2025 9:39:59 GMT	Dr Matthew Smith signed the envelope (134.219.227.29)
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Mon, 27th Oct 2025 9:45:10 GMT	Mr Christopher Warwick signed the envelope (83.244.176.189)
Mon, 27th Oct 2025 9:45:10 GMT	Sent the envelope to Mr James Christie for signing (83.244.176.189)
Mon, 27th Oct 2025 9:45:11 GMT	Document emailed to party email
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Wed, 29th Oct 2025 11:33:42 GMT	Mr James Christie viewed the envelope (213.143.10.197)
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Wed, 29th Oct 2025 11:34:48 GMT	Sent the envelope to Michelle Jenkins for signing (148.252.141.8)
Wed, 29th Oct 2025 11:34:49 GMT	This envelope has been signed by all parties (148.252.141.8)
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