

Friends of Heptonstall Museum

Trustees Annual Report

1 April 2023 - 31st March 2024

Charity number: 1200045

The Museum
Old Grammar School
Church Yard Bottom
Heptonstall
Hebden Bridge
HX7 7PL

heptonstallmuseumfriends.org.uk

Objectives and Activities

The Friends of Heptonstall Museum exists to establish and maintain a museum in Heptonstall for the benefit of the public. It aims to pursue a community asset transfer to reopen Heptonstall Museum.

We want to create and sustain a community-run museum that:

- Provides a place where we can come together to explore our shared past and build a shared future.
- Embraces our collective creativity and sparks the imagination.
- Supports economic, social, and environmental sustainability in our museum and our village.
- Makes our village and our planet better places to live and a welcoming place for everyone.

Achievements and Performance

- Community Asset Transfer of Museum

The asset transfer from Calderdale Council has been completed and our 125-year lease on the Museum was completed in July 2023.

We have entered into a joint working agreement with Calderdale which runs for five years alongside this. This includes annual reporting against agreed milestones and some support from the council.

We re-opened the Museum to visitors in May 2023. Our opening launch was attended by [local press](#) and invited guests, with an opening speech from BBC3 radio presenter, Elizabeth Alker.

- Business Planning

We have been working against our business plan. We have made efforts to develop the skillset of our trustees, and have recruited additional trustees to the board, with expertise in finance, fundraising and the voluntary sector.

- Programme of Events and Exhibitions

Our first exhibition 'The Criminal Coiners' has been a success, attracting 4031 visitors in the period.

We have run a rich and varied programme of around 30 events.

All our events have offered discounted or free entry to members, but have also encouraged wider attendance and resulted in income generation for the museum at times when the museum would otherwise be closed. We have focused events around key topics with a recognisable allegiance to the Museum, i.e., our Coiners' connections/exhibition, local poetry and local history.

Full details are always available on [our website](#), advertised via local social media, via Visit Calderdale and working with local performers, artists and organisations who have increased awareness via their own followers.

- Building

We have begun a programme of essential repairs to our listed building and completed the re-decoration of the reception area and toilet.

Financial Review

There are no concerns about the charity's ability to continue as a going concern.

No fund or subsidiary undertaking is materially in deficit.

No Funds are held as Custodian Trustee on Behalf of Others

The charities financial position at the end of the reporting period was as follows:

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Account Balance on 31 March 2024	10,646	-	-
		-	-	-
		-	-	-
	Total cash funds	10,646	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Museum Building	N/A	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which	Amount due	When due
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Reserves Policy

At Heptonstall Museum we are committed to forward planning to protect the charity from unexpected events such as an unplanned significant repair cost, a sudden change in visitor numbers or being able to develop the museum in the future to improve the visitor experience. Reserves are the funds which we set aside to cover those possible future events. In addition, there are occasions when a donor will provide funds for a specific purpose only. That can mean that the funds are held and spent over a number of years on that intended purpose so need to be carried forward in the accounts.

To be clear in all our reporting we distinguish all funds as either 'restricted' or 'unrestricted' in terms of showing how the funds can and will be spent. Any funds given for a restricted reason will have that reason detailed and it will be made clear when the funds have been spent. For unrestricted funds, monies that can be used for any purpose, it will be made clear whether the trustees are moving any amounts to one side to potentially fund specific future events. Any funds so set aside will be marked as 'designated' and the reasons for the earmarking will be given. The reporting will also show when funds are taken from this designated fund and why.

This process of considering future need etc is part of a risk-based approach which aims to protect the museum from sudden and unplanned changes. The trustees monitor and review the need for reserves each year and then plan how they can build up sufficient reserve to mitigate any risk. This Reserves Policy may be revised as the needs of the museum change.

Structure, Governance and Management

The Friends of Heptonstall Museum is a Charitable Incorporated Organisation, governed by a constitution. New trustees are selected by the charity's existing trustees with regard to the skills, knowledge and experience needed for the effective administration of the CIO. No other body is entitled to appoint trustees.

Trustees of the Charity at the end of the year were:


Tim Machin (Chair)
Rebecca Boden
Christopher Hancox
Nicola Jones
Jules McGonigle
Rebecca Land
Nat Edwards

During the period the following trustees stood down:

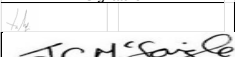
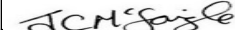
Michael Crowley
Linda Maynard
Gemma Outen

Bankers: Unity Trust Bank PLC

Trustees have met monthly. All trustees have had regard to the Charity Commission's guidance on public benefit. The charity is sometimes referred to as 'Heptonstall Museum'.

 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name		No (if any)		CC16a
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	

Section A Receipts and payments					
	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Admissions	£ 13,064	-	-	13,064	-
Donation	£ 488	-	-	488	-
Event	£ 1,298	-	-	1,298	-
Grant	£ 1,820	-	-	1,820	-
Memberships	£ 1,369	-	-	1,369	-
Room hire	£ 638	-	-	638	-
Shop Sales	£ 8,182	-	-	8,182	-
Sub total (Gross income for)	26,859	-	-	26,859	-
A2 Asset and investment sales,					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,859	-	-	26,859	-
A3 Payments					
Building Maintenance	£ 3,443.24	-	-	3,443	-
Events	£ 999.21	-	-	999	-
Exhibition Production	£ 4,239.61	-	-	4,240	-
Volunteer Expenses	£ 156.06	-	-	156	-
Professional Fees	£ 4,137.60	-	-	4,138	-
Insurance	£ 2,386.83	-	-	2,387	-
Equipment/Appliances	£ 106.00	-	-	106	-
Marketing	£ 498.77	-	-	499	-
Rates	£ 40.87	-	-	41	-
Unspent grant	£ 414.92	-	-	415	-
Service Charges	£ 114.14	-	-	114	-
Shop Stock	£ 3,113.36	-	-	3,113	-
Subscriptions	£ 71.00	-	-	71	-
Utilities	£ 806.40	-	-	806	-
Sub total	20,528	-	-	20,528	-
A4 Asset and investment					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,528	-	-	20,528	-
Net of receipts/(payments)	6,331	-	-	6,331	-
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end	4,314.71	-	-	4,315	-
Cash funds this year end	10,646	-	-	10,646	-

Section B Statement of assets and liabilities at the end of the period					
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		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
B2 Other monetary assets	Details	-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
B3 Investment assets	Details	Fund to which assets belong	Cost (optional)	Current value (optional)	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
B4 Assets retained for the charity's own use	Details	Fund to which assets belong	Cost (optional)	Current value (optional)	
	Museum Building	N/A	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
B5 Liabilities	Details	Fund to which	Amount due	When due	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
Signed by one or two trustees on	Signature	Print Name	Date of		
		Tim Machin	23-Jan-25		
		Julie McGonigle	31st January 25		

Independent Examiners Report to the Chairman on the Preparation of the Unaudited Financial Information of

Friends of Heptonstall Museum

For the Year Ended 31 March 2024

I report on the accounts of the Friends of Heptonstall Museum for the year ended 31 March 2024 set out on the separate pages.

Respective responsibilities of the Friends of Heptonstall Museum and Examiner The Friends of Heptonstall Museum is responsible for the preparation of the accounts and is aware that an independent examination is required. An audit is not required.

It is my responsibility to :

- examine the accounts in relation to requirements and
- state whether any matters have come to my attention throughout the examination.

Basis of independent examination statement My examination was carried out in accordance with the general directions prescribed for performing such an assignment. An independent examination includes a review of the accounting records kept and a comparison of the accounts presented with those records. It includes the consideration of any unusual items or disclosures shown within the accounts, seeking explanation as required. The procedure undertaken throughout the independent examination do not provide evidence as required by an audit and as such do not provide an opinion as to whether the accounts present a true and fair view. My report is limited to those matters set out in my independent examiners statement set out below.

Independent Examiners statement In connection with my examination, no matter has come to my attention:

1. gives me reasonable cause to believe that in any material respect the requirements to:
 - a. keep accounting records in accordance and
 - b. prepare accounts which accord to the accounting records have not been met or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Roger M Greenwood HMIT (ret'd) FSLCC

The Mallards, Underbank, Hebden Bridge HX7 6PP