

Friends of Heptonstall Museum

Trustees Annual Report

1 April 2024 – 31st March 2025

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

Summary of our performance against our business plan, and our joint working agreement with Calderdale Council.

Objective: To maintain or increase users or usage of the asset year on year.		
<i>Milestone</i>	<i>Status 31 March 2025</i>	<i>Notes</i>
Open four days a week all year round.	Achieved The museum has been opening Thursday-Sunday.	Out of a possible 208 days 181 days were fully staffed by volunteers.
<p>Museum visits - 10,000 visitors to the Museum by the end of year 3</p> <p>7 ad hoc Events delivered</p> <p>8 History Talks Delivered</p> <p>1 Heritage Open Day Event (drop in)</p> <p>5 Researching Heptonstall Group meetings</p> <p>1 Fundraiser quiz</p>	<p>3585 museum entrees</p> <p>443 Event participants</p> <p>150 participants</p> <p>20 participants</p> <p>8/10 participants per meeting</p> <p>40 participants</p>	<p>Visitor numbers were lower than expected in this period, however delays to the set removal meant that the Gallows Pole exhibition has been prolonged longer than anticipated, reducing return visits.</p> <p>Open Studios (4-6 July), Elmet Event (17 Aug), Affordable Art Sales (Aug 31, 28 and 29th September) Christmas Fayre (29 Nov), Darkher acoustic gig (12 Jan)</p> <p>Programme advertised May 2024 - January 2025</p> <p>Held in Museum Undercroft to promote local research and objects exhibition.</p> <p>Meetings held at the local Bowling club (financed by the Museum). In person meetings and walkabout historical information gathering. Commenced Oct 24</p> <p>Held to raise money to support Researching Heptonstall Group Nov 24</p>

Objective: To maintain or increase users or usage of the asset year on year.		
<i>Milestone</i>	<i>Status 31 March 2025</i>	<i>Notes</i>
Membership – targeting 100 members by the end of year 1	Below Target	Membership scheme to be reviewed
Partnership projects	4	<p>1 Walkabout and Poetry event delivered with Elmet (August)</p> <p>1 Open Studios event timed to correspond with Heptonstall Festival (July)</p> <p>Heritage Open Day (Sept)</p> <p>1 visit from Calderdale CultureDale Volunteer Programme</p> <p>Collaborated with The Brutish Multitude on a Rotary Funded film to support our education programme.</p>
Major exhibition/project every year to 18 months	ON TARGET	The Gallows Pole exhibition has been kept in situ due to delays in removing the film set (see above). However, we successfully bid for £8000 of Culturedale funding to run a series of community arts workshops and support local heritage research, to segue into the next exhibition.
Three specialist events annually	2 in planning	<p>Letter of support to Folklore Centre (March 25) for roving Pace Egg exhibition. (subject to approval)</p> <p>Letter of support to Arvon Foundation (March 25) for temporary literary exhibition (subject to development)</p>

Objective: To be financially viable
See Financial Review, below.

Objective: To maintain the building as is and attempt to renovate/refurbish the building.
We have been pursuing Calderdale Council through this period to arrange removal of the film set. This will, once complete, bring the interior of the building up to standard.
We have been investigating repairs to the guttering and first floor windows, but were unsuccessful in our application for listed building consent for a proposed scheme – the acceptable option is expensive and will require some fund raising.
There being available for inspection, certificates of compliance with regard to various periodic health and safety checks.
All systems and equipment are compliant and certification is available as appropriate.

Objective: To be open and inclusive to everyone whatever their race, gender, religion, physical and mental abilities, sexual orientation, economic wellbeing, political views and to ensure there is compliance with the Equality Act 2010 and any other relevant equalities legislation, codes of practice, policies and procedures.	
<i>Relevant Milestones</i>	
Association model constitution	Friends of Heptonstall Museum was formally constituted as a charity in 2023.
Policies and procedures	We have a comprehensive range of policies.
Achieve Museum Development Yorkshire accreditation by the end of Year 2	We are aiming to begin this process in the next financial year.

Volunteers – increase volunteer pool from current figure to between 50-70 people by end of Year 5	<p>We currently have a pool of 23 volunteers.</p> <p>Early 2025 saw a large reduction of regular volunteers (10) for differing reasons. We have worked hard to induct new volunteers, but this impacted our ability to cover all shifts particularly Jan - March 2025.</p>
Events/visits/local groups to increase incrementally year on year as set out in the table in point one.	See above
To reach out through the creation of links with other groups and businesses within the community.	
<i>Milestone</i>	
Memberships	See above
Use of the building evidenced by management accounts (room hire/event/partnership events)	See above
Museum visits	See above
Bookings for local groups	We have developed a workshop package for young people and will be rolling this out in the 25/26 reporting period.


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:

	Charity Name		No (if any)		CC16a
	Friends of Heptonstall Museum		1200045		
	Receipts and payments accounts				
	For the period from	Period start date 01-Apr-24	To	Period end date 31-Mar-25	
Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Entrance and Shop	18,288	-	-	18,288	22,544
Donations and Subscription	3,265	-	-	3,265	1,857
Grants	5,800	-	-	5,800	1,820
Sundry Income	291	-	-	291	638
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,644	-	-	27,644	26,859
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,644	-	-	27,644	26,859
A3 Payments					
Insurance	2,637	-	-	2,637	2,387
Purchases (Shop and Events)	4,051	-	-	4,051	4,269
IT and Comms	513	-	-	513	106
Building	9,487	-	-	9,487	4,250
Business Rates	58	-	-	58	41
Fees	30	-	-	30	4,209
Marketing	675	-	-	675	499
Service Charges	127	-	-	127	114
Exhibition Production	70	-	-	70	4,240
Unspent grant	-	-	-	-	415
Sub total	17,648	-	-	17,648	20,528
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	17,648	-	-	17,648	20,528
Net of receipts/(payments)	9,996	-	-	9,996	6,331
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,646	-	-	10,646	-
Cash funds this year end	20,642	-	-	20,642	6,331

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Account Balance	20,642	-	-
			-	-
		-	-	-
	Total cash funds	20,642	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Museum Building	N/A	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Timothy Machin	02-Feb-26	
		Nicola Jones	02-Feb-26	

Reserves Policy

The Friends of Heptonstall Museum is 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 (Treasurer)
Christopher Hancox
Nicola Jones
Jules McGonigle
Rebecca Land
Nat Edwards

During the period the following trustees stood down:

Sam Gould

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'.

**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 2025**

I report on the accounts of the Friends of Heptonstall Museum for the year ended 31 March 2025 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 metor
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

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