

## **Charity Commission Narrative 26 September to 31 March 2024**

### **Introduction**

In September 2023, the Epping Forest District Museum Trust was established at the Charity Commission under charity number 1204614.

Working alongside consultant Sam Hunt, trustees were recruited and appointed, including Holly Whitbread as Chair, Helen Kane as Treasurer and Gill Wallis and Shane McNamara on the 30 August 2023. Patience Wilson as Secretary and Clover Colquhoun, Elin Simonsson and Ashley Harker were appointed on 11 January 2024.

Governance of the museum is held by the Board of Trustee who have met every two months since their appointment.

On 12 February 2024, Ian Channell was appointed Museum Manager having previously held the role of Collections Officer at the museum from 2020-2023. Ian took over management of the museum following vesting in April, assuming the position from James Carstairs, Interim Museum Manager.

On 1 April 2024, Epping Forest District Museum Trust officially took over management of Epping Forest District Museum from the district council.

### **Recruitment**

Since his appointment in February, Ian has been actively recruiting staff for key posts.

Following interviews in February and March 2024, Amy Stock was appointed Collections Officer on 2 April 2024, Dee Vijayakumar as Learning Officer on 4 April 2024, Charlotte Coombes as Community Engagement Officer on 23 April 2024, and Philip Langley as Museum Technical Officer on 3 June 2024.

### **Business Plan**

A draft Business Plan, initially compiled from February to March 2024, along with an associated Risk Register and 2024-2025 Activity Plan, were approved by the Board of Trustees on 16 May 2024.

Strategic objectives within the Business Plan seek to achieve financial sustainability, develop further community engagement opportunities, manage collections and estate to best practice museum standards, secure local, district and county partnerships, and strengthen and fortify the organisation. The Business Plan will be reviewed by the Board in 2026.

### **Engagement**

The Museum is currently running the temporary exhibition 'Towns Through Time' which showcases a selection of photographs from the collection, revealing life in the main district towns from 1870 onward. Having opened on 7 February 2024, the exhibition will run until Quarter 1 2025.

### **Funding**

Epping Forest District Council will be providing a funding envelope to the Trust by way of a 4-year service level agreement.

The museum generates income through shop and event sales and via donations and external funding.

Staff are actively applying to various grant givers, including Arts Council England and the Society for Museum Archaeology amongst others, for additional project-based funding.

Epping Forest District Museum CIO	Charity No	1204614
Annual accounts for the period		
Period start date	06/09/2023	To 31/03/2024

## Section A Statement of financial activities (including summary income and expenditure account)

Recommended categories by activity	Unrestricted funds £ F01	Restricted income funds £ F02	Total funds £ F04
<b>Income (Note 3)</b>			
<b>Income from:</b>			
Donations	570	-	570
EFDC Grant Funding	6,200	-	6,200
Bank Interest	1	-	1
Other	-	-	-
<b>Total</b>	<b>6,771</b>	<b>-</b>	<b>6,771</b>
<b>Expenditure (Notes 6)</b>			
<b>Expenditure on:</b>			
Charitable activities	5,686	-	5,686
Governance	500	-	500
Other	-	-	-
<b>Total</b>	<b>6,186</b>	<b>-</b>	<b>6,186</b>
<b>Net income/(expenditure) before tax for the reporting period</b>	<b>585</b>	<b>-</b>	<b>585</b>
Tax payable	-	-	-
<b>Net income/(expenditure) after tax before investment gains/(losses)</b>	<b>585</b>	<b>-</b>	<b>585</b>
Net gains/(losses) on investments	-	-	-
<b>Net income/(expenditure)</b>	<b>585</b>	<b>-</b>	<b>585</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward	-	-	-
<b>Total funds carried forward</b>	<b>585</b>	<b>-</b>	<b>585</b>

## Section B Balance sheet

	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
<b>Current assets</b>				
Cash at bank and in hand (Note 4)	2,830	-	2,830	-
<b>Total current assets</b>	2,830	-	2,830	-
<b>Creditors: amounts falling due within one year (Note 5)</b>	2,245	-	2,245	-
<b>Net current assets/(liabilities)</b>	585	-	585	-
<b>Total assets less current liabilities</b>	585	-	585	-
<b>Total net assets or liabilities</b>	585	-	585	-
<b>Funds of the Charity</b>				
Restricted income funds (Note 27)		-	-	-
Unrestricted funds	585		585	-
<b>Total funds</b>	585	-	585	-

Signed by one or two trustees on behalf of all the trustees

Print Name	Date of approval dd/mm/yyyy
Ms Helen Kane	
Ms Holly Whitbread	

Signature	Date dd/mm/yyyy

**Note 3 Income**

Analysis of income		Unrestricted funds	Restricted income funds	Total funds £
<b>Donations:</b>	Donations and gifts	360	-	360
	General grants provided by government/other charities	6,200	-	6,200
	Donated goods, facilities and services	210	-	210
	Other	-	-	-
	<b>Total</b>	<b>6,770</b>	<b>-</b>	<b>6,770</b>
<b>Income from investments:</b>	Interest income	1	-	1
	<b>Total</b>	<b>1</b>	<b>-</b>	<b>1</b>
<b>TOTAL INCOME</b>		<b>6,771</b>	<b>-</b>	<b>6,771</b>

**Note 4 Cash at bank and in hand**

	This year £
Cash at bank and on hand	2,830
<b>Total</b>	<b>2,830</b>

**Note 5 Creditors and accruals**

## 5.1 Analysis of creditors

Amounts falling due within one year

	This year £
Accruals	500
Taxation and social security	1,745
<b>Total</b>	<b>2,245</b>