

Registered number
01950221

Charity Number
292807

Buckingham Old Gaol Trust

Report and Accounts

31 March 2023

Buckingham Old Gaol Trust
Legal and Administrative Information

Trustees

Mr David Bethell
Mr Terence Bloomfield
Mrs Angela Brock
Mrs Beryl Cootes
Mr Phil Dutton
Ms Sybil Edgar
Mr David Fell
Mrs Beth Hawking
Ms Bryony Norburn
Mrs Joanne Thompson
Mr Michael Wisbach
Mrs Brianna Wyatt

Acting Chairman

Mrs Joanne Thompson

Secretary

Mr Michael Wisbach

Treasurer

Mr Terence Bloomfield

Independent Examiner

BirchCooper Accounting Services Ltd
26 Badgers Way
Buckingham
MK18 7EQ

Registered Office

The Old Gaol
Market Hill
Buckingham
MK19 1JX

Company Number

01950221

Charity Number

292907
MK19 1JX

Company Number

1950221

Charity Number

292907

Buckingham Old Gaol Trust
Company Number: 01950221
Charity Number: 292807

Trustee's Report

The Trustee's present their Annual Report along with Financial Statements for the year ended 31 March 2023.

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 25 September 1985 and registered as charity on 25 October 1985. The charity changed its name from Buckingham Heritage Trust to Buckingham old Gaol Trust on 29 February 2021.

The charity was created with a Memorandum of Association, which establishes the objects and powers of the company. It is governed by its Articles of Association. At the 2023 AGM the board only consisted of 7 members who were all re-elected (Mr David Bethell, Mr Terence Bloomfield, Mr David Fell, Ms Bryony Norburn, Mrs Joanne Thompson, Ms Kim Whitbread and Mr Michael Wisbach). Mrs Thompson resigned as chair but is continuing as acting chair until another board member is ready to take on the position. Ms Whitbread resigned at the end of 2022 but several new trustees were recruited in 2023 – Mrs Angela Brock, Mrs Beryl Cootes, Mr Phil Dutton, Mrs Beth Hawking, Mrs Brianna Wyatt and recently Ms Sybil Edgar. The Board has been able to start implementing the 3-year plan. Rather than apply for reaccreditation it was decided to focus on those areas of development that have been somewhat neglected during and after the pandemic. By dealing with these priorities, we will build resilience and set the Museum on a firm foundation, able to deal with future events more easily and eventually apply again for Accreditation.

Trustees continue to take responsibility for specific areas of the Museums work, working in teams where appropriate. The Action Plan still provides guidance as to our progress and priorities. Mike Wisbach, the Secretary has been abroad for a large part of the year but has continued to carry out the role. This has been both online, and in the Museum when in Buckingham. Terry Bloomfield continues as treasurer. Angela Brock & Beryl Cootes organise and supervise the volunteers. Phil Dutton has been supervising maintenance updates. Joanne Thompson has organised training on conservation and has started the process of cleaning the museum and re-started the process of cataloguing the collection with David Fell. She has also taken on the role of membership secretary. Brianna Wyatt and Beth Hawkings have taken on social media roles and organising the anniversary festival for 2023. Bryony Norburn is liaising with Buckingham University to update our leaflets and Sybil Edgar will take a lead role in our Christmas offering.

The Memorandum of Association with the Town Council defines our relationship with the Tourist Information Office. It has been renegotiated and agreed in order to provide clarification around a number of safety activities. This is now working well.

Related parties

There are no related parties

Risk management

The cost of insurance for the museum continues to be add to the overall financial risk of being a small organisation and the lack of a professional mentor or any volunteer qualified in conservation is a risk to the collection. These risks have been mitigated by producing a provisional budget and paying for a qualified conservator to provide the volunteers with training in cleaning. A slight increase in the entrance fee has also helped us financially. There was previous underinvestment with the Covid years so we appreciate there may be some lean years.

Objectives and Activities

The Objectives of the charity, as set out in the Memorandum of Association, are to restore and maintain the building known as Buckingham Old Gaol as a Grade 2 listed building of historical interest; and to develop the same as a heritage museum and gallery for the benefit of the people of Buckingham and Buckinghamshire.

Achievements and Performance

The office was felt to be too small for our needs and has been transferred to the basement offices, formerly used by the police. This has provided more workspace and storage space as well as room for the new photocopier etc. A new, more robust key safe was installed and all the keys from the old safe catalogued and transferred.

The amalgamation of the Friends and the Trust organisations has now happened and several Friends have now joined the board. The work of the friends has been taken over by volunteers who are managed by Angela Brook and Beryl Cootes. The shop is running smoothly and the fundraising events have been very successful. The membership process was slightly hampered by trying an on-line system but the new simple contacts system on the membership email account has now re-established contact with all the members

As 2023 is the 275th year of the gaol and the 30th year of the museum it was decided to make this year's Heritage Day a celebration of the Museum. A team of Trustees has been working very hard to create a day full of events and activities to interest a wide range of stakeholders. There will be more children and family focussed events during the day with adult centred activities in the evening. The day will also see an electronic donation machine being trialled. Visitors simply tap their card on the machine to donate.

We continue our beneficial arrangements with our tenants – the Tourist Information Centre, Giltswan (Mr Russell Cross) and Skyline Taxis. An arrangement was reached with the Taxi company regarding our use of the basement office space and a new contract was signed.

An application was made to the Town Council for funding over the next four years. An award of £5,000 annually with a 3.5% annual uplift, total of £21,075, was agreed by the Town Council. This grant is now in its second year.

The Virtual Museum is now available on our website and an interactive screen is available in the Museum, for visitors who are unable to access the stairs to the upper galleries.

Museum Report

The South-east corner of the museum was repaired (which involved a road closure) and other areas of the walls were re-pointed. This did result in an insurance excess of £5,000 on any future damage. We attempted to engage the Highways Department in possible alteration of the road layout but they were not interested and explained it would require us to pay for a traffic review.

A flood in the Museum, following a heavy rainstorm, has interfered with some of our work. It entered the basement via the door and the mezzanine via the down pipe that runs internally through the glass roof. This necessitated some electrical work, and replacement of carpets. The downstairs office has not yet been restored.

The management of the collection is currently a priority. Following a thorough report from a conservation specialist, Joanne ordered the recommended equipment and organised training for volunteers, in its use. Part of the BMMT exhibition was cleaned during this training and a report was sent to their board. The cleaning and restoration of the cases has been started. High cleaning of the exercise yard, the tops of cabinets and cleaning of the alarm cupboard we also recommended. We have a professional company coming to clean the exercise yard and we have started to re-organise the alarm cupboard. We now have a multi-meter to take spots checks of the museum environment as a starting point for discovering what continuous environmental monitoring is needed. The accessions room, where items not on display are stored, has long required attention. We are looking at quotes for metal shelving. Unfortunately, the shelving will not accommodate all the stored collection, which has currently spread into the old office. To start with we now have a moratorium on any new items being added to the collection until we have solved the cataloguing and storage issues. This may require looking for external storage space. This has also interrupted plans for using the old office as a new exhibition space.

Staffing

The building, museum and the museum shop continue to be managed and staffed wholly voluntary basis, although valuable day-to-day assistance is provided by TIC staff.

Financial Review

The net (outgoing) resources for the year amount to (£12,379) after depreciation. The balance of unrestricted funds (those monies which were not identified for a specific purpose) at 31 March 2023 stood at £74,926

Trustee's Responsibilities in Relation to financial Statements

The Trustees remain resolved to:

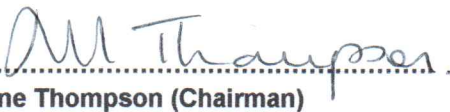
- Continue to maintain and preserve the Grade 2 listed Old Gaol as a building of historical interest.
- Defer the accreditation process until the collection has been catalogued and a collection care plan has been implemented.
- Continue the cleaning process to enhance the life of the collection and the visitor experience. To investigate the cost of the properly displaying the lace collection.
- Continue careful management of the museum shop stock, to both reflect the historic building and the museum continent and to maximise income
- Improve training of the volunteers and trustees
- Grow the Buckingham Old Gaol Trust membership

The Trustees are responsible for maintaining proper accounting records which 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 Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps to prevention and detection of fraud and other irregularities

Accounts

A resolution proposing the re-appointment of BirchCooper Accounting Services Ltd as Buckingham Old Gaol Trust's independent Examiner will be tabled at Annual General meeting.

This report was presented to the Trustees at its Trust Board meeting on September 5th 2023 in draft form, and formally approved by them on that date.

Signed.....
Mrs Joanne Thompson (Chairman)

Buckingham Old Gaol Trust Accountants' Report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31st March 2023**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or

the accounts did not accord with the accounting records; or

the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



BirchCooper Accounting Services Limited
Accountants

26 Badgers Way
Buckingham
MK18 7EQ

Buckingham Old Gaol Trust
Statement of Financial Activities
for the year ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	2022 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	3	12,304	-	12,304	9,786
Activities for generating funds	4	21,179	-	21,179	18,409
Investment income	5	100	-	100	75
Incoming resources from charitable activities	6	5,200	-	5,200	5,950
Other incoming resources	7	4,421	-	4,421	35,061
Total incoming resources		43,204	-	43,204	69,281
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	8	382	-	382	252
Fundraising trading: Cost of goods sold and other costs	9	5,163	-	5,163	(3,861)
Charitable activities	10	41,412	6,183	47,595	69,722
Governance costs	11	2,443	-	2,443	746
Total resources expended		49,400	6,183	55,583	66,859
Net incoming (outgoing) resources before transfers		(6,196)	(6,183)	(12,379)	2,422
Gross transfers	18	-	-	-	-
Net incoming (outgoing) resources		(6,196)	(6,183)	(12,379)	2,422
Fund balances brought forward		81,122	193,125	274,247	271,825
Fund balances carried forward		74,926	186,942	261,868	274,247

Buckingham Old Gaol Trust**Registered number:**

01950221

Balance Sheet**as at 31 March 2023**


	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	13	171,208	185,784
Current assets			
Stocks		8,618	5,223
Cash at bank and in hand		82,738	81,514
		<u>91,356</u>	<u>86,737</u>
Creditors: amounts falling due within one year	17	(696)	(696)
Net current assets		<u>90,660</u>	<u>86,041</u>
Net assets		<u>261,868</u>	<u>271,825</u>
Restricted funds	18		
Contingency and repair		186,942	199,308
Unrestricted funds	18		
General fund		74,926	72,517
Shareholders' funds		<u>261,868</u>	<u>271,825</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.



Mrs Joanne Thompson (Chairman)
Director

Approved by the board on 5 September 2023

Buckingham Old Gaol Trust
Notes to the Accounts
for the year ended 31 March 2023

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102) 2019, applicable accounting standards and the Companies Act 2006. In common with many other businesses of our size and nature we use our accountants to assist us with the preparation of the financial statements.

Cashflow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

Incoming resources

Charitable Trading Activities

Income from museum admissions, lettings and rents is included in incoming resources in the period to which it relates.

Commercial Trading Activities

Income from commercial activities (museum shop and tourist information centre) is included in the period in which the group is entitled to receipt.

Donations and Grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:-

- When donors specify that donations and grants given to the charity must be used in future accounting periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions are met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, this income is included in incoming resources of restricted funds when receivable.

Interest Receivable

Interest is included when receivable by the charity.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Tangible fixed assets

Tangible Fixed Assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Freehold Buildings Restoration and Refurbishment Costs	2%
Fixtures and Fittings	5%-50%
Furniture and Equipment	20%

Stocks

Stock is valued at the lower of cost and net realisable value.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated Funds

These are funds set aside by the trustees out of unrestricted general funds for specific future projects.

Restricted Funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

3 Voluntary income

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 £
Donations & gifts - Other	11,865	-	11,865	9,070
Membership subscription	439	-	439	716
	<u>12,304</u>	<u>-</u>	<u>12,304</u>	<u>9,786</u>

4 Activities for generating income

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 £
Collection & Entry Fees	11,398	-	11,398	10,340
Events	2,405	-	2,405	1,222
Father Christmas	814	-	814	744
Group visit	-	-	-	210
Cell income rent	2,750	-	2,750	3,000
Shop income	3,330	-	3,330	2,470
Museum Shop & TIC sales	482	-	482	423
	<u>21,179</u>	<u>-</u>	<u>21,179</u>	<u>18,409</u>

5 *Investment income*

	Unrestricted funds	Restricted funds	2023 Total	2022
	£	£	£	£
Interest	100	-	100	75
	<u>100</u>	<u>-</u>	<u>100</u>	<u>75</u>

6 *Incoming resources from charitable activities*

	Unrestricted funds	Restricted funds	2023 Total	2022
	£	£	£	£
Rent receivable	5,200	-	5,200	5,950
	<u>5,200</u>	<u>-</u>	<u>5,200</u>	<u>5,950</u>

7 *Other incoming resources*

	Unrestricted funds	Restricted funds	2023 Total	2022
	£	£	£	£
Buckingham & Gawcott Trust	-	-	-	785
COG grant	-	-	-	1,000
Covid-19 grant	-	-	-	12,000
Insurance claim	3,409	-	3,409	-
Storage	750	-	750	-
Bucks lottery	262	-	262	251
Richard III gold coin	-	-	-	1,025
Rothschilds Grant	-	-	-	20,000
	<u>4,421</u>	<u>-</u>	<u>4,421</u>	<u>35,061</u>

8 *Costs of generating voluntary income*

	Unrestricted funds	Restricted funds	2023 Total	2022
	£	£	£	£
Advertising and Promotion	-	-	-	85
Event and Volunteer Expenses	355	-	355	151
Sundries	27	-	27	16
	<u>382</u>	<u>-</u>	<u>382</u>	<u>252</u>

9 *Fundraising trading: Cost of goods sold and other costs*

	Unrestricted funds	Restricted funds	2023 Total	2022
	£	£	£	£
Museum shop & TIC Cost of sales	5,163	-	5,163	(3,861)
Museum shop & TIC Admin costs	-	-	-	-
	<u>5,163</u>	<u>-</u>	<u>5,163</u>	<u>(3,861)</u>

10 Charitable activities

	Unrestricted funds	Restricted funds	2023 Total	2022
	£	£	£	£
AGM	323	-	323	497
Bank Charges	692	-	692	575
BMMT donation	-	-	-	2,500
Caretaking	85	-	85	-
Cleaning	1,897	-	1,897	1,365
Consumables	-	-	-	-
	10			
Data protection	40	-	40	-
Depreciation : Fixtures & Fittings	-	-	-	-
Depreciation : Furniture & Equipment	-	-	-	-
Depreciation : Restoration	1,105	6,183	7,288	7,288
Exhibit facilities	1,500	-	1,500	-
Modes input	-	-	-	-
New facility	3,618	-	3,618	-
Insurance	10,377	-	10,377	7,508
Printing, Postage & Stationery	514	-	514	414
Rates and utilities	5,546	-	5,546	3,597
Repairs (including conservation)	13,551	-	13,551	21,389
Richard III exhibition	1,090	-	1,090	19,398
Room hire	20	-	20	-
Sanatising	-	-	-	-
Software	248	-	248	342
Staff training & welfare	-	-	-	-
Subscriptions	395	-	395	298
Telephone	411	-	411	378
Wifi installation	-	-	-	4,173
	<u>41,412</u>	<u>6,183</u>	<u>47,595</u>	<u>69,722</u>

11 Governance costs

	Unrestricted funds	Restricted funds	2023 Total	2022
	£	£	£	£
Accountancy	746	-	746	746
Consultancy	934	-	934	-
Solicitor	763	-	763	-
Strategy day	-	-	-	-
	<u>2,443</u>	<u>-</u>	<u>2,443</u>	<u>746</u>

12 Movement in total funds for the year

	2023	2022
	£	£
This is stated after charging:		
Depreciation: Restoration & refurbishment costs	7,288	7,288
Accountants remuneration	<u>746</u>	<u>746</u>

During the year no trustee received any remuneration (2020 : £Nil)

13 Tangible fixed assets

	Restoration & refurb Costs	Fixtures & fittings	Furniture & equip	Total
	£	£	£	£
Cost				
At 1 April 2022	364,402	193,804	30,844	589,050
Additions	-	-	-	-
Surplus on revaluation	-	-	-	-
Disposals	-	-	-	-
At 31 March 2023	<u>364,402</u>	<u>193,804</u>	<u>30,844</u>	<u>589,050</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Depreciation				
At 1 April 2022	185,906	193,804	30,844	410,554
Charge for the year	7,288	-	-	7,288
Surplus on revaluation	-	-	-	-
On disposals	-	-	-	-
At 31 March 2023	<u>193,194</u>	<u>193,804</u>	<u>30,844</u>	<u>417,842</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net book value				
At 31 March 2023	<u>171,208</u>	<u>-</u>	<u>-</u>	<u>171,208</u>
At 31 March 2022	<u>178,496</u>	<u>-</u>	<u>-</u>	<u>178,496</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

15 Investments

	2023	2022
	£	£
Investment in subsidiary undertaking	<u>-</u>	<u>-</u>

16 Debtors

	2023 £	2022 £
Amounts due from Buckingham Heritage Trust (Enterprises) Ltd.	-	-
Other debtors	-	-
	<hr/>	<hr/>

17 Creditors

	2023 £	2022 £
Amounts falling due within one year:		
Trade creditors	-	-
Other creditors	-	696
Other taxes and social security	-	-
	<hr/>	<hr/>
	-	696

18 Funds

	Balance at 31.03.22 £	Movement £	Transfers £	Balance at 31.03.23 £
Restricted funds				
Fixed assets	193,125	(6,183)	-	186,942
Restoration & repairs contingency & building repair	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	193,125	(6,183)	-	186,942
Unrestricted funds				
Designated funds - fixed assets	-	-	-	-
General fund	81,122	(6,196)	-	74,926
	<hr/>	<hr/>	<hr/>	<hr/>
	81,122	(6,196)	-	74,926

19 Related parties

There were no related party transactions during the year

20 Employees

	2023 Number	2022 Number
Average number of persons employed by the company	-	-
	<hr/>	<hr/>

Buckingham Old Gaol Trust
Detailed profit and loss account
for the year ended 31 March 2023

	2023	2022
	£	£
<i>Income</i>		
Bank interest	100	-
Buckingham & Gawcott Trust	-	785
Bucks Lottery	262	251
Cell income rent	2,750	3,000
COG Grant	-	1,000
Collections and entry fees	11,398	10,340
Covid-19 grant	-	12,000
Donations & gifts	6,865	6,070
Events	1,466	44
Father Christmas	814	744
Grants	5,000	3,000
Group Visit	-	210
Insurance claim	3,409	-
Interest receivable	-	75
Rent received	5,200	5,950
Richard III gold coin	-	1,025
Rothschilds Grant	-	20,000
Subscriptions	439	716
Shop income	3,330	2,470
Storage	750	
Talks	158	104
TIC	482	423
Venue hire	781	1,074
	<hr/> 43,204	<hr/> 69,281
<i>Expenditure</i>		
Audit & accountancy	746	746
Advertising and PR	-	85
AGM	323	497
Bank charges	692	575
BMMT donation	-	2,500
Caretaking	85	-
Cleaning	1,897	1,365
Conservation	1,198	-
Consultancy fees	934	-
Cost of sales	5,163	(3,861)
Data protection	40	-
Event & volunteer expenses	355	151
Exhibit facilities	1,500	-
Insurance	10,377	7,508
New facility	3,618	-
Printing, postage & stationary	514	414
Rates	883	451
Richard III exhibition	1,090	19,398

Buckingham Old Gaol Trust
Detailed profit and loss account
for the year ended 31 March 2023

	2023	2022
	£	£
<i>Income</i>		
Repairs & renewals	12,353	21,389
Room hire	20	
Sanatising	-	-
Solicitor	763	-
Subscriptions	395	298
Sundry	27	16
Software	248	342
Telephone	411	378
Utilities	4,663	3,146
Wifi installation	-	4,173
	<hr/> 48,295	<hr/> 59,571
<i>Surplus before depreciation</i>	<hr/> (5,091)	<hr/> 9,710
Restoration	<hr/> 7,288	<hr/> 7,288
	<hr/> 7,288	<hr/> 7,288
<i>(Deficit)/Surplus</i>	<hr/> (12,379)	<hr/> 2,422

Buckingham Old Gaol Trust
Detailed profit and loss account
for the year ended 31 March 2023

	2023	2022
	£	£
<i>Income</i>		