

Trustees' Report and
Unaudited Financial Statements for the Year Ended 5 April 2022
for
The Fakenham Town Gas Works Museum Trust
Charitable Incorporated Organisation

Stephenson Smart (East Anglia) Limited
10 Oak Street
Fakenham
Norfolk
NR21 9DY

The Fakenham Town Gas Works Museum Trust
Charitable Incorporated Organisation

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for the Year Ended 5 April 2022

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The Fakenham Town Gas Works Museum Trust
Charitable Incorporated Organisation

Trustees' Report
for the Year Ended 5 April 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 5th April 2022.

Objectives and activities

Objectives

- To produce readily accessible books and pamphlets about the gas industry and local history.
- To have an inclusive policy for everyone in the community.
- To advance the education of the public by providing access to and maintaining the only surviving town gas works in England and Wales.
- To demonstrate how gas was made from coal, the working conditions for the men who made it and to display the domestic equipment powered by gas.
- To strengthen the museums position as an important element of the industrial revolution and its place in Industrial Heritage through actively engaging in and with Industrial Heritage Groups and as a member of the All Party Parliamentary Group Industrial Heritage (APPGIH).
- To maintain a collection of literature concerning the former coal gas industry.
- To act as a focus for local social and natural history in Fakenham and the neighbouring villages in association with the partners in the Fakenham Heritage Group through outreach exhibitions.

Activities

The museum has joined a Heritage Trail which was a Fakenham Town Council initiative with numbered plaques containing embedded QR codes, in keeping with our Arts Council Registration the Gas Works received No. 13.

The activities of the Trust and Museum were severely curtailed by the COVID-19 restrictions imposed by the government. Future activities will be dependent upon future Government Directives.

The Fakenham Town Gas Works Museum Trust

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Trustees' Report

for the Year Ended 5 April 2022

Achievement and performance

Finance

The year 2021-22 has been both challenging and rewarding for the Trust.

The trust continues to make contribution to the town in regard of visitors to the museum who may not otherwise have visited Fakenham, a seminar for The Heritage Engineering Network (HEN) was successfully hosted. With development of the digital platform the accessibility to the museum amongst users and non-users has been improved.

Changes to the cheque signature mandate continues to be thwarted by non-action from NatWest despite many requests for this to be actioned, no further progress has been made and the difficulties in raising cheques remains.

A complaint was raised with the NatWest complaints department, we await the outcome of this.

The income for the year was £Nil in donations (2021: £Nil). This is because the museum has been unable to open in the period as a result of the COVID-19 pandemic. The museum has therefore instead relied upon government grants, of which it received £9,016 (2021: £10,708).

Total income for 2021-22 was £9,019 (2021: £10,717).

At 5 April 2022 the COIF Account stood at £5,500 (2021: £5,500) and the Charities Deposit account stands at £110 (2021: £110).

Despite the period of this report being one of major uncertainty, the financial state of the Charitable Incorporated Organisation has remained stable.

Visitors

Visitor numbers in 2021-22 were Nil (2020-21: Nil) as a result of COVID-19 interruptions.

Friends of the Museum

The Friends are in a state of dormancy.

Financial review

Full details of the accounts accompany this report.

Plans for future periods

Harry Yates continues to lead on constitutional, accreditation, survey report, trust meeting and day-to-day management of the museum and Management Sub Committee with delegated authority to manage the museum and leading on negotiations with National Grid supported by Alan Longmuir and Martin Pascal.

A review of museum opening hours and exposure through its digital platform and Group Visits has been undertaken leading to a development project that has during the 2021-22 year lead to the repositioning of the museum within the Industrial Heritage sector and will actively pursue group visits to accommodate the downturn in Stewards and Volunteers.

Discussions are continuing with National Grid Properties regarding securing a lease and securing a management arrangement to enable the Trust to operate the museum. Meanwhile, the Trust is resolved to maintain the services provided by the Museum for the community at large.

The Fakenham Town Gas Works Museum Trust

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Trustees' Report

for the Year Ended 5 April 2022

Structure, governance and management

Fakenham Museum of Gas and Local history was created out of the former Fakenham Town Gas Works in 1987 when it was opened as a museum by the Duke of Gloucester. The Museum was incorporated on 5 March 1986 as a company limited by guarantee and not having share capital. The documents governing the operation of the Museum is a Memorandum of Agreement between British Gas and The Norfolk Historic Buildings Trust and between the Museum Trust and The Norfolk Historic Buildings Trust. Currently, the site owners are National Grid Property.

New Articles and Memorandum were prepared by Ms. Cole, acting as consultant to the trust to enable the Trust to convert its Governance status from Limited Company to that of a Charitable Incorporated Organisation (CIO). This documentation was presented to the Trustees for approval on 26 June 2020, with the Trust becoming a CIO on 21 October 2020. It is noted that the drawing up of new articles provides additional strength to the activities of the Local History Element.

The Museum is the sole owner of the collections of artifacts it holds which mainly comprise domestic appliances associated with the gas industry. Two rooms in the Museum contain artifacts which are the property of the Fakenham Local History Society. Arrangements for these holdings are provided for in the leasehold arrangements.

Operational activities

The main area of activity by the Local History Element (LHE) of the museum was housed in the Foreman's Cottage, the Management Sub Committee (MSC) decided that this distracted from the function of the cottage and limited its use. It did not present the LHE with sufficient scope to develop their collections. Therefore, the decision was made to relocate the LHE to one of the portable buildings. This provides a much greater scope and flexibility to develop exhibits, with the additional strength provided via the Articles and Memorandum provided to the LHE of the museum. It is anticipated that the opportunity will be taken to develop exhibits and themes.

The upper floor of the Foreman's Cottage has been converted to the Trust meeting room, this action has had the added benefit of removing a potential fall hazard to visitors.

Constitution

Moving to a CIO in October 2020, with the new Articles of Association and Memorandum has provided a much greater degree of flexibility to the appointment of Trustees, as well as increasing the potential for third party involvement with the museum.

Accreditation

Due to the pressures of COVID-19 and the backlog of applications at the Arts Council, the Trust will be invited to submit an application to submit an application for re-accreditation during the 2022-23 year.

Gleeds survey

The Gleeds survey continues to provide the Trust and National Grid an extensive report and drawings based on their survey of the museum, base line condition, recording and advising of structural defects and cyclical maintenance needs with costs over a 10 year period. This will form an integral part of the future arrangements and discussions between the Trust and National Grid.

Personnel

The museum is managed on a day to day basis by the Management Sub Committee (MSC) with delegated authority from the trust board of directors, the MSC is chaired by Harry Yates. This form of management was introduced during the 2014-15 year and is now fully embedded into the museums management structure.

The Fakenham Town Gas Works Museum Trust

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Trustees' Report

for the Year Ended 5 April 2022

The key areas addressed by Harry Yates were:

The 2021-22 workload continued to be demanding. This was complicated by the constraints imposed by the governments COVID-19 restrictions, which led to absences from the museum and therefore disruptions to progress with obtaining Charitable Incorporated Organisation (CIO) status and other objectives.

The Trustees are to be complimented again this year on their adjustment to virtual meetings which meant momentum was maintained with driving through the change in the governance status.

Negotiations with NGP continue to be protracted, however funding was released to enable Phase 2 Restoration work to be undertaken, critically to the electrical system and one of the portable buildings.

The museum remained closed throughout the 2021-22 opening season due to COVID-19 restrictions and therefore relied upon government grants for income in the year.

Management sub committee

The Management Sub Committee is effectively overseeing the day to day running of the museum, chaired by a director with representatives from all sectors of the museum operations.

Following the museums submission of documents and clarifications, the museum was awarded full accreditation status enabling access to major funding streams and support of a museum mentor through the Association of Independent Museums (AIM). The museum is a scheduled monument which gives it a unique status regarding listing and conservation/preservation. This does impact on the process of carrying out repairs or conservation in that Scheduled Monument Consent is required before any work can be undertaken.

Social contributions of the museum

The museum is unique as it is the only preserved coal gas works in England and Wales and the only museum representing the local history of the town of Fakenham. As a centre for education, the museum reaches out to all levels of education in society from the junior school pupils to university students and professional government officers. The museum co-operates closely with the Fakenham Local History Society and the Fakenham Community Archives Group. The three organisations have recently formed the Fakenham Heritage Group to better co-ordinate their activities.

Reference and administrative details

Registered Charity number

0294371

Principal address

Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY


The Fakenham Town Gas Works Museum Trust
Charitable Incorporated Organisation

Trustees' Report
for the Year Ended 5 April 2022

Trustees

Ms A M Harris (appointed 11.11.2021)
Mr N J Stone
Dr G S Acheson
Mr J Baldwin
Mr H Yates
Mr M C Pascal
Mr A Longmuir
Mr N Westmancott (resigned 6.4.2021)

Approved by order of the board of trustees on and signed on its behalf by:


.....
Mr H Yates - Trustee

The Fakenham Town Gas Works Museum Trust
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Statement of Financial Activities
for the Year Ended 5 April 2022

	Notes	Unrestricted fund £	Restricted funds £	5.4.22 Total funds £	5.4.21 Total funds £
Income and endowments from					
Charitable activities					
Charitable activities		9,016	-	9,016	10,708
Investment income	3	3	-	3	9
Total		<u>9,019</u>	<u>-</u>	<u>9,019</u>	<u>10,717</u>
Expenditure on					
Charitable activities					
Charitable activities		<u>4,120</u>	<u>-</u>	<u>4,120</u>	<u>3,468</u>
NET INCOME		4,899	-	4,899	7,249
Reconciliation of funds					
Total funds brought forward		18,577	44,616	63,193	55,944
Total funds carried forward		<u><u>23,476</u></u>	<u><u>44,616</u></u>	<u><u>68,092</u></u>	<u><u>63,193</u></u>

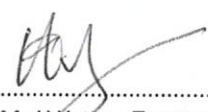
The notes form part of these financial statements

The Fakenham Town Gas Works Museum Trust
Charitable Incorporated Organisation

Balance Sheet
5 April 2022

	Notes	Unrestricted fund £	Restricted funds £	5.4.22 Total funds £	5.4.21 Total funds £
Fixed assets					
Tangible assets	6	478	-	478	562
Current assets					
Stocks	7	50	-	50	50
Debtors	8	530	-	530	496
Cash at bank and in hand		22,898	44,616	67,514	63,045
		<u>23,478</u>	<u>44,616</u>	<u>68,094</u>	<u>63,591</u>
Creditors					
Amounts falling due within one year	9	(480)	-	(480)	(960)
Net current assets		<u>22,998</u>	<u>44,616</u>	<u>67,614</u>	<u>62,631</u>
Total assets less current liabilities		<u>23,476</u>	<u>44,616</u>	<u>68,092</u>	<u>63,193</u>
NET ASSETS		<u><u>23,476</u></u>	<u><u>44,616</u></u>	<u><u>68,092</u></u>	<u><u>63,193</u></u>
Funds	10				
Unrestricted funds				23,476	18,577
Restricted funds				44,616	44,616
Total funds				<u><u>68,092</u></u>	<u><u>63,193</u></u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:



 Mr H Yates - Trustee



 Ms A M Harris - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 5 April 2022

1. General information

The charity is a public benefit entity, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DX.

2. Accounting policies

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- Legacy income is recognised when receipt is probable and entitlement is established.

- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings in the statement of financial activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

Notes to the Financial Statements - continued
for the Year Ended 5 April 2022

2. Accounting policies - continued

Resources expended

- Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 15% p.a. reducing balance basis
Equipment	- 10% on cost

All fixed assets are initially recorded at cost.

Only expenditure greater than £1,000 is to be considered for capitalisation.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Unrestricted funds

Unrestricted funds are grants and other incoming resources receivable or granted for the objects of the charity without further specified purposes and are available as general funds.

Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the relevant fund.

Going concern

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

Charge to taxation

The company being a registered charity is exempt from taxation on its main activities.

The Fakenham Town Gas Works Museum Trust
Charitable Incorporated Organisation

Notes to the Financial Statements - continued
for the Year Ended 5 April 2022

3. Investment income

	5.4.22	5.4.21
	£	£
Bank interest receivable	3	9
	<u> </u>	<u> </u>

4. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 5 April 2022 nor for the year ended 5 April 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 5 April 2022 nor for the year ended 5 April 2021.

5. Comparatives for the statement of financial activities

	Unrestricted fund £	Restricted funds £	Total funds £
Income and endowments from Charitable activities			
Charitable activities	10,708	-	10,708
Investment income	9	-	9
Total	<u>10,717</u>	<u>-</u>	<u>10,717</u>
Expenditure on Charitable activities			
Charitable activities	3,425	43	3,468
NET INCOME/(EXPENDITURE)	7,292	(43)	7,249
Reconciliation of funds			
Total funds brought forward	11,285	44,659	55,944
Total funds carried forward	<u>18,577</u>	<u>44,616</u>	<u>63,193</u>

The Fakenham Town Gas Works Museum Trust
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Notes to the Financial Statements - continued
for the Year Ended 5 April 2022

6. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Totals £
Cost			
At 6 April 2021 and 5 April 2022	6,631	8,690	15,321
Depreciation			
At 6 April 2021	6,069	8,690	14,759
Charge for year	84	-	84
At 5 April 2022	6,153	8,690	14,843
Net book value			
At 5 April 2022	478	-	478
At 5 April 2021	562	-	562

7. Stocks

	5.4.22	5.4.21
	£	£
Stocks	50	50

8. Debtors: amounts falling due within one year

	5.4.22	5.4.21
	£	£
Other debtors	530	496

The Fakenham Town Gas Works Museum Trust
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Notes to the Financial Statements - continued
for the Year Ended 5 April 2022

9. Creditors: amounts falling due within one year

	5.4.22	5.4.21
	£	£
Other creditors	480	960
	<u> </u>	<u> </u>

10. Movement in funds

	At 6.4.21	Net movement in funds	At 5.4.22
	£	£	£
Unrestricted funds			
General fund	18,577	4,899	23,476
Restricted funds			
Restricted Fund 1	44,616	-	44,616
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>63,193</u>	<u>4,899</u>	<u>68,092</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	9,019	(4,120)	4,899
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>9,019</u>	<u>(4,120)</u>	<u>4,899</u>

Comparatives for movement in funds

	At 6.4.20	Net movement in funds	At 5.4.21
	£	£	£
Unrestricted funds			
General fund	11,285	7,292	18,577
Restricted funds			
Restricted Fund 2	43	(43)	-
Restricted Fund 1	44,616	-	44,616
	<u> </u>	<u> </u>	<u> </u>
	44,659	(43)	44,616
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>55,944</u>	<u>7,249</u>	<u>63,193</u>

The Fakenham Town Gas Works Museum Trust
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Notes to the Financial Statements - continued
for the Year Ended 5 April 2022

10. Movement in funds - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	10,717	(3,425)	7,292
Restricted funds			
Restricted Fund 2	-	(43)	(43)
TOTAL FUNDS	<u>10,717</u>	<u>(3,468)</u>	<u>7,249</u>

The restricted fund 1 is a maintenance grant from the National Grid.

The restricted fund 2 was a grant to engage a consultant to undertake a review of the charity's governance structure and museum operation. This fund was completely used in the year ended 5 April 2021.

11. Related party disclosures

There were no related party transactions for the year ended 5 April 2022.

12. Donations and grants

	Unrestricted funds £	Total funds 2022 £	Unrestricted funds £	Total funds 2021 £
Donations	-	-	-	-
Grants	9,016	9,016	10,708	10,708
	<u>9,016</u>	<u>9,016</u>	<u>10,708</u>	<u>10,708</u>

The Fakenham Town Gas Works Museum Trust
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Notes to the Financial Statements - continued
for the Year Ended 5 April 2022

13. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total funds 2022 £
Legal and professional fees	749	-	749
Depreciation of tangible fixed assets	84	-	84
Other establishment costs	2,578	-	2,578
	<u>3,411</u>	<u>-</u>	<u>3,411</u>
	Unrestricted funds £	Restricted funds £	Total funds 2021 £
Legal and professional fees	1,737	43	1,780
Depreciation of tangible fixed assets	99	-	99
Other establishment costs	375	-	375
	<u>2,211</u>	<u>43</u>	<u>2,254</u>


14. Expenditure on support costs

	Unrestricted funds £	Restricted funds £	Total funds 2022 £
Insurance	442	-	442
Postage and stationery	84	-	84
Sundries	-	-	-
Repairs and exhibit renewals	183	-	183
	<u>709</u>	<u>-</u>	<u>709</u>
	Unrestricted funds £	Restricted funds £	Total funds 2021 £
Insurance	630	-	630
Postage and stationery	50	-	50
Sundries	95	-	95
Repairs and exhibit renewals	439	-	439
	<u>1,214</u>	<u>-</u>	<u>1,214</u>

The Fakenham Town Gas Works Museum Trust
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Detailed Statement of Financial Activities
for the Year Ended 5 April 2022

	5.4.22 £	5.4.21 £
Income and endowments		
Investment income		
Bank interest receivable	3	9
Charitable activities		
Grants	9,016	10,708
Total incoming resources	9,019	10,717
Expenditure		
Charitable activities		
Other establishment costs	2,578	375
Legal and professional fees	749	1,780
Depreciation of tangible fixed assets	84	99
	3,411	2,254
Support costs		
Other		
Insurance	442	630
Postage and stationery	84	50
Sundries	-	95
Repairs and exhibit renewals	183	439
	709	1,214
Total resources expended	4,120	3,468
Net income	4,899	7,249


02-03-2023


3/3/2023

This page does not form part of the statutory financial statements