CITY DISCOVERY CENTRE

England & Wales · Charity number 297397

Details

Other names	MILTON KEYNES CITY DISCOVERY CENTRE
Status	Registered
Legal form	Charitable company
Company number	02108180
Registered	1987-09-03
Register	View on the Charity Commission register

Contact

Address	City Discovery Centre The Farmhouse Bradwell Abbey Milton Keynes
Phone	01908 227229
Email	information@mkcdc.org.uk
Website	www.mkcdc.org.uk

Activities

Objects: (I) TO MAINTAIN, PROMOTE, FACILITATE, IMPROVE AND DEVELOP THE STUDY OF ARCHEOLOGY, HISTORY, AND THE NATURAL AND MAN-MADE ENVIROMENT AND (II) TO MAINTAIN, PRESERVE, RESTORE, CONSERVE, IMPROVE AND ENHANCE BUILDINGS, SITES, FEATURES AND OBJECTS OF ARCHAEOLOGICAL, HISTORICAL, ECOLOGICAL, ARTISTIC, SOCIAL OF SCIENTIFIC INTEREST IN MILTON KEYNES AND ITS ENVIRONS FOR THE BENEFIT OF THE INHABITANTS OF AND VISITORS TO MILTON KEYNES AND ITS ENVIRONS.

Activities: To promote a greater appreciation and understanding of the historical, natural and built environments of Milton Keynes as a "new town" through various heritage, educational and community services. To promote Mitlon Keynes as a model of "new town" urban planning and as an aspirational city.Act as stewards for the Bradwell Abbey SAM (scheduled ancients monument) and heritage site

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Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** MILTON KEYNES AND ENVIRONS
- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£377,180	£514,487	-	-
2024-03-31	£377,373	£397,671	-	-
2023-03-31	£350,826	£318,902	-	-
2022-03-31	£245,922	£287,797	-	-
2021-03-31	£409,442	£380,798	-	-

Trustees

Name	Role	Appointed
Andrew Mason		2025-07-24
Bob Adams		2019-07-25
JAN LLOYD		
Martin Petchey		2023-07-27
PAUL COX		2016-09-01
Robert Exon		2019-11-25
STEPHEN PAUL CROWTHER		

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CITY DISCOVERY CENTRE

England & Wales - Charity number 297397

Accounts

Our Set A(1

- REGISTERED NUMBER: 02108180
CHARITY NUMBER: 297397

Trustees' Report and Financial Statements

for the Year Ended 31 March 2025

for

CITY DISCOVERY CENTRE

CITY DISCOVERY CENTRE

Contents of the Financial Statements

	Page
Reference and administrative details of the Company, its Trustees and advisers	2
Trustees' report	3 - 22
Independent auditors' report on the financial statements	23 - 28
Consolidated statement of financial activities	29
Consolidated balance sheet	30 - 31
Company balance sheet	32 - 33
Notes to the financial statements	34 - 46

CITY DISCOVERY CENTRE
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2025

TRUSTEES	Professor D Lock, Non-executive president P Cox, Trustee, Chair S P Crowther, Trustee J Lloyd, Trustee B Adams, Trustee R Excon, Trustee P Martin, Trustee M Petchey, Trustee
COMPANY REGISTERED NUMBER	02108180
CHARITY REGISTERED NUMBER	297397
REGISTERED OFFICE	The Farmhouse Bradwell Abbey Milton Keynes MK13 9AP
COMPANY SECRETARY	Dr N M James
CHIEF EXECUTIVE OFFICER	Dr N M James
AUDITORS	Harris & Co (Accountants) Ltd, Statutory Auditor 2 Pavilion Court 600 Pavilion Court Northampton NN4 7SL

CITY DISCOVERY CENTRE
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the audited financial statements of the City Discovery Centre for the year 1 April 2024 to 31 March 2025.

Introduction to the Charity

Office Address

Milton Keynes City Discovery Centre (also known MKCDC or CDC) has been based at the Scheduled Ancient Monument (SAM) site of Bradwell Abbey (no.19062) in Milton Keynes since 1992. The physical office address is The Farmhouse, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP.

Charity Registration Details

The registered Charity number is 297397 and the subsidiary Trading Company registration number is 3431035 with the VAT number: 737420341.

Bankers, Solicitors and Auditors

- Bankers – HSBC (19 Midsummer Place, Milton Keynes) and CAF Bank (125 Kings Hill Avenue, Kings Hill, West Mailing, Kent, ME19 4JQ)
- Solicitors – Geoffrey Leaver Solicitors LLP 251 Upper Third Street, Bouverie Square, Milton Keynes, MK9 1DR
- Auditors – Harris & Co (Accountants) Ltd, 2 Pavilion Court, 600 Pavilion Drive, Northampton Business Park, Northampton, NN4 7SL

Charity Information

MKCDC was established in July 1987 as a registered Educational Charity with a not-for-profit subsidiary trading company (City Discovery Centre Ltd), which was started on advice received from the Charities Commission.

The trading company is limited by shares and all surplus funds generated are passed on to the charitable arm to fund and/or subsidise its work and delivery. The subsidiary trading company's sole purpose is thus to utilise the site and facilities at Bradwell Abbey (where it was purposefully placed by the CNT to utilise the site for this purpose and act as its custodian) and its skills base to generate income to enable the Charity to carry out its charitable objectives.

The Charity is governed by a Memorandum and Articles of Association that were last amended on the 15th of January 1998. The current organisation represents an amalgamation of two earlier community initiated bodies i.e. the Milton Keynes Urban Studies Centre (which focused on urban environmental education, including urban history and geography) and the Bradwell Abbey Field Centre Trust (focused on archaeology, natural history and environment). We aim to address these broad focus areas in the services we deliver as the Milton Keynes City Discovery Centre.

Objectives and activities

a. Charitable Objectives

The Milton Keynes City Discovery Centre's Primary Objective is to promote a greater appreciation and understanding of the historical, natural and built environments of Milton Keynes.

b. Activities and Services

To promote our charitable objectives, we are constantly monitoring the relevant school curricula and also the educational attainment needs of our clients. We often have to be responsive and have made continuing changes to our educational materials and areas of delivery in the last year because of changing nature of our customers.

In pursuit of its charitable, educational, heritage and community objectives, MKCDC aims to:

- promote geography and history as areas of study in schools;
- promote careers related to geography and heritage/ history;
- promote heritage experiential learning through heritage re-enactment, drama and storytelling;
- promote geography experiential learning through city tours, site visits and fieldwork;
- promote educational programmes and activities to support all levels of learning in urban studies and sustainable development;
- promote urban geography and urban planning/design using Milton Keynes as a living model;
- inform and educate the public about urban geography, urban planning/design and urban sustainability; and how these impact on their lives and future development of Milton Keynes;
- deliver programmes related to the natural environment, environmental studies and landscape architecture;
- maintain the Milton Keynes New Towns Archive and Reference Library which includes a large component of Milton Keynes Development Corporation's material and material about the continued and future development of Milton Keynes;
- manage and maintain the Bradwell Abbey Scheduled Ancient Monument site in partnership with the Milton Keynes Council (the site owners) for the benefit of the people of Milton Keynes;
- host a variety of arts, music, cultural and heritage open days and community/public/family events on the Bradwell Abbey site; and
- deliver programmes for people from all over the world reflecting the social heritage, urban and cultural development of Milton Keynes as the UK's most successful New Town.

Objectives and activities (continued)

c. Facilities and Site Resources

Bradwell Abbey is the site of a Medieval Benedictine Priory and still contains the remains of a variety of ancient buildings and a number of medieval fishponds. As a Scheduled Ancient Monument and a Community Related Asset the grounds of the site are open to the public. The latter designation reflects an understanding that the management and use of the site will be on a not-for-profit basis and for the benefit of the people of Milton Keynes. MKCDC is also responsible for the oversight management of the SAM site, with the assistance of Milton Keynes Council.

The Bradwell Abbey site is also of environmental importance as a non-statutory Biological Notification Site as there has been evidence of an extant colony of Great Crested Newts, Pipistrelle (Pipistrellus pipistrellus/pygmaeus) and Brown Long-eared (Plecotus auritus) bats recently and in the past. Recent surveys indicate the evidence of at breeding and roosting bats in the farmhouse, possible bat activity in the chapel, and extra bat activity on and around the site. The extensive scrubland, woodland and four ponds also support a number of small but important ecosystems and a variety of bird life and are used for a range of educational and public events.

In 1997, CDC was given a 25-year lease on the 12-acre site, which is owned by the Milton Keynes Council, with an option to renew for another 25 years in the future. This option has now been updated to a 99-year lease, and the draft lease, signed by CDC and Milton Keynes City Council in November 2022. The Bradwell Abbey site has suffered serious dilapidations over a long period and there has been urgent need for repairs, maintenance and improvements to bring the site up to standard and to turn it into the heritage and visitor destination it should be. After the unsuccessful Heritage Lottery Fund Bid in 2014, MKCDC has worked in partnership with Milton Keynes Council (the landowner) to help them fulfil their statutory obligations towards the Scheduled Ancient Monument site and bring all the buildings on site up to an acceptable standard of repair. The ongoing negotiations have now resulted in Milton Keynes Council continuing to completion a capital works budget of around £800,000 and awarding the contract for the repair and restoration works to Cliveden and ModPlan. SAM consent was granted by Historic England and enabling works to conserve and repair both the chapel and the farmhouse completed, with the second of the two stage conservation process also now completed and signed off. Outstanding works remain on the cattle hovel and the Gatehouse have now been completed. CDC has now taken responsibility for these under the new maintenance and repairing lease contract. These works will ensure MKCDC's ongoing presence on the Bradwell Abbey site and its continued service delivery to the people of greater Milton Keynes.

Most of the buildings and facilities on the Bradwell Abbey site are used to generate income for the Charity and provide facilities for use by educational institutions, the general public, Third Sector and local community organisations in greater Milton Keynes. The Director, Staff and Trustees continue to work with a number of key partners, interested parties and advisors to optimise the utilisation of site and its facilities. Although the continued conservation works on site have recently hindered its full utilisation, these are now complete and we have employed various new strategies alongside a flexible Business Plan to boost income and improve customer numbers. MKCDC has maintained a key financial aim again in the last year in a safety net reserve that could cover all our liabilities or costs for a minimum of 12 months; normally we would aim for 18 months but the conservation works were costly. There are, however, no further major commitments this financial year. During

2024-25, CDC were successful in maintaining income and normal business activities, and future forecasts show recovery from completed maintenance works.

Achievements and performance

a. Users of our centre

The following community groups were users of the facilities at Bradwell Abbey during 2024/25.

Group	Type of use	Group	Type of use
Milton Keynes Natural History Society	Meetings	**MK Forum**	Base & meetings
Bradwell Abbey Scouts	Meetings	**MK Environmental Partnership**	Meetings
Inter-Action MK	Meetings and Workshops	**Bradwell Abbey Friends**	Meetings
Abrahamic Women	Meetings and Workshops	**RSPB Wildlife Explorers**	Meetings and event space
Liisa Clark Arts	Arts Events/exhibitions	**Interaction-MK**	Education sessions
MK National Trust	Meetings	**Arts&Heritage Association**	Meetings and craft sessions
MK Council	Meetings	**ECG**	Meetings
Heritage MK	Meetings	**Juke Box**	Meetings
CLASP	Meetings and events	**MKHA**	Meetings
Crafters	Meetings and Events	**David Lock Association**	Events
World Vision	Meetings and Training	**Toast Masters**	Meetings

Some local commercial companies used Bradwell Abbey for both training and other events.

b. Our Sources of Income

MKCDC derives income from a number of activities and services listed below:

- Rental income and room hire income from commercial and voluntary sector accommodation at Bradwell Abbey.
- Income generating activities that relate to providing educational services to schools, universities as well as professional and community groups.
- Income generating activities that relate to putting on large-scale events in the heritage, art and cultural sectors for the general public and people of Milton Keynes.
- We now have one SLA with Milton Keynes City Council; linked to an annual £15k grant to deliver archive services additional to those already under our remit. We also have long-term clients using our foreign delegate lectures and tours, as well as venue hire clients.
- This year the greater part of our income has been through a rejuvenated business programme along with heritage-focused grants.
- Commercial activities and venue letting by the City Discovery Centre (Trading) Co. Ltd., a commercially oriented company and wholly owned by the Milton Keynes City Discovery Centre with the sole purpose of generating income, with which to subsidise or pay for the educational and community activities of the Charity.
- A consolidated financial report has been prepared that includes the City Discovery Centre (Trading) Co. Ltd and specific details can be obtained by contacting (01908) 227229.

Achievements and performance (continued)

c. Tenants at Bradwell Abbey

During the year ended 31 March 2025 the Milton Keynes City Discovery Centre held commercial sub-lease agreements with the following companies:

- Bakehouse – Your Local Flyer
- Red Barn – ECG
- Gatehouse – ECG
- David Lock Building - ECG

We further held a number of sub-tenant licences with charitable or not-for-profit groups based in the Farmhouse, where CDC now has its offices. They are:

- Become (Photography and Graphic Arts)
- Arts & Heritage Association
- Inter-action MK

A number of other Charities use us as their meeting base and postal address - e.g. MK Forum, MK Natural History Society, MK National Trust, MK Public Arts Trust, Fred Roche Foundation, and Urban Eden, to name a few. The tenants continued rental in cottages 1 &2; in the financial year beginning April 01 2024 cottage 2 has been re-tenanted at a 500% rental increase following recent refurbishment works. Cottage 1 became vacant in January 2025 and is pending some refurbishing works due to start I the 2026/7 financial year.

Achievements and performance (continued)

d. Education Delivery, Activities and Achievements

- The organisation and delivery of educational activities and outreach constitutes a significant portion of the Charity's Aims and Objectives. To this end, MKCDC continues to deliver the following learning activities and sessions for schools, universities and community groups. These have now been taking place both online under our new digital offer, and in person once more:

Geography and Urban Development

- Settlement – various topics at various educational levels
- Exploring the reasons for settlement establishment, the links between settlement and planning in history e.g. the Roman period and how we might do it today;
- Development of infrastructure; retailing; housing and/or employment in local settlements;
- Comparing settlements from local to global
- Contrasting Localities: comparing the history, demographics, etc. of the visitor's home locality with modern Milton Keynes;
- The history of the development of Milton Keynes covering the context, the planning, the financing, the process, etc.;
- Planning a sustainable city - the case of Milton Keynes within a wider worldwide perspective;
- Environmental decision making for sixth form students;
- Study tours and lectures specifically themed at the needs or interest of clients (topics range across urban planning, transport, recreation, retailing, environment, recycling and sustainability, catchments management);
- Briefings and workshops for planning professionals and policy makers;
- Map reading and orienteering.

History activities

- Pre-history – stone, bronze and iron age covering Boudicca, technology development, cave painting, homestead and buildings, social context;
- Romans – hands-on sessions including: - life in the Roman army, a Roman banquet, Roman gods, life at a Roman villa, Roman household, Roman Technology and Innovation;
- Anglo-Saxons and Vikings – art, literacy & poetry, runes and place names, important dates and characters, warriors and shield making, homestead & pottery;
- Medieval – hands-on sessions including: - medieval cooking, a Medieval pilgrimage, life as a monk in a medieval monastery, crime & punishment, general medicine, Bradwell Abbey site history;
- Tudor – hands-on sessions including: - Tudor cooking, Tudor beliefs and superstitions, Tudor household management, games, hunting, mummers play, dance. Life of a sailor in the Royal Navy at this time; crime & punishment, general medicine, Bradwell Abbey site history;
- Victorian schools and lifestyle are a new addition to the programme;
- Ancient Egyptian Activity has now been added to the programme;
- Archaeology and handling collection work – we have a handling collection of finds and artefacts dating back to Roman times and some fossils going back even earlier.
- New Town bespoke activities for schools as well as joint New Town events.
- Local history – various topics at various KS levels:
- The history of the Bradwell Abbey site;
- A comparative study of Bradwell Abbey, Bradwell Village and New Bradwell;
- The modern history of Milton Keynes;
- Urban Planners of the Future;
- The Good City Project, funded by the National Lottery Heritage Fund, has now been completed.
- The Milton Keynes Museum 50 Project, which began in 2023 and will continued into late 2024.

Achievements and performance (continued)

Special Educational Needs

- Providing work experience for young challenged adults on site. Activities have continued on site but are mostly now taking place through our digital programme.
- We have begun new work with Milton Keynes College working with disengaged and excluded students.
- We are now offering an ongoing work experience programme with Stephenson Academy.
- We now host a craft therapy programme in the grounds on Mondays with a local medieval potter.

Environmental Activities

- Various environmental and sustainable city aspects have been built into the Geography and City Planning presentation, lectures and tours;
- A number of environmental learning sessions and events have been undertaken with key partners on site;
- Plant and wildlife identification sessions by experts;

Educational Objectives and Strategies

- The key educational objectives remain the same and are aimed at delivering an out-of-the-classroom experiential learning opportunity for learners, supporting teacher in their teaching, including our new digital offer, which includes high quality downloadable resources and videos;
- Another key objective is to get more schools, especially local schools, to make use of our services. Due to increasingly unaffordable travel / bus prices we have increased our outreach into schools as many can no longer afford to come to us at Bradwell Abbey. This has been particularly successful through the new digital offer. This method has worked this year as school visits have increased and are generally over subscribed.
- Our key strategies, identified 2014-15, remain the same and are:
    - to be a quality delivery agent
    - to stay relevant to the curricula
    - to be seen as good value for money
    - to make optimum use of building and other facilities on the Bradwell Abbey site.
- Embrace a strategic approach to the anticipated changes in the curricula and work with local teachers to achieve client focussed R&D and development of new materials.

Achievements and performance (continued)

e. Participation in MKCDC's educational and heritage activities

Schools

- Geography and Urban Planning:
  - Comprises learners taking part in our geography based activities and includes both the primary and secondary sectors.
  - The Urban Planning is mostly UK based tertiary students and professional/academic visitors from abroad although we have again this past year introduced the subject to primary schools.
- History and Heritage:
  - Learners taking part in our hands-on-history activities.
  - These history components are almost exclusively undertaken by primary school pupils.
  - The heritage components are also aimed at 18+ adult learners and parents attending public events.
  - Combined Geography and Heritage/History sessions:
  - This area combines the history of local area with its urban development over a range of different periods and how these impact on each other.

We are happy to report that the student numbers taking part in our general on-site education programmes and events remain stable. We are working on strategies to increase this number and have developed new sessions and updated existing ones.

Professional and 16+ education

The numbers for professionals attending and foreign groups remain stable, with the new exception of delegations from China still halted as a result of Covid-19. We continue to work on strategies with a number of tertiary and international partners to increase this further and capitalise on this as part of the now expanded New Town Studies Network that we are a part of with Milton Keynes Council.

Educational delivery challenges

It should be noted now that we are regularly fully booked with sessions.

- The regularly refreshed comprehensive educational brochure and programme developed and sent out to all the schools in the Milton Keynes borough has undergone a further website refresh and is accompanied by other promotional materials including banners, digital resources, recorded videos and inclusion in various educational brochures. We also continue an intensive and proactive liaison with schools to see why they continue to use us, what they would like to see improve in order to continue with us, and the same with schools who have used our services in the past but no longer do though. We continue to work with schools and coach companies to find more cost effective ways for schools to engage with our services.
- MKCDC has continued to offer taster and bespoke sessions to schools in the 2023-4 period. In addition, we have gone out to schools for paid sessions. We will continue this approach. We have continued our approach with home schooling, church, scout, and now youth groups. We have now added secondary schools and colleges that work specifically with harder to reach students. Mk College and Stephenson's Academy or now regular collaborative partners. We have continued our extensive Work Experience programme with Pro-Active Education, and have now begun a programme of work offers with UniFrog.
- The education team continues consultation with teachers in order to accommodate and maximise any curriculum changes during this period. This to ensure that any new sessions, material and educational topics will remain relevant moving forward. Now that covid-19 has less impact on school visits physical visits have taken precedence over our digital offer.

Achievements and performance (continued)

- We continue to diversify our services and are working closer with other heritage charitable and community groups who are engaged in delivering similar or complementary educational activities. This has resulted in joint activities with Milton Keynes Museum.
- The most successful marketing tool currently still appears to be word of mouth referrals from teachers and schools or teachers who have visited or attended some of our open days.
- The Director sits on the Board of the Milton Keynes Cultural Education Partnership (MAKE) and the Cultural Partners Action Group (Both part of MAKE, which is part of AHA), all of which have teachers on the Board and direct links to school networks. This has increased uptake of our digital and physical offers.
- Onboarding 4 new freelancers and the new staff role of Admin Assistant has increased our bookings' capacity, and most sessions are now frequently full booked. Feedback remains excellent and we are in the process of being awarded another Sandford Award for excellence in education.

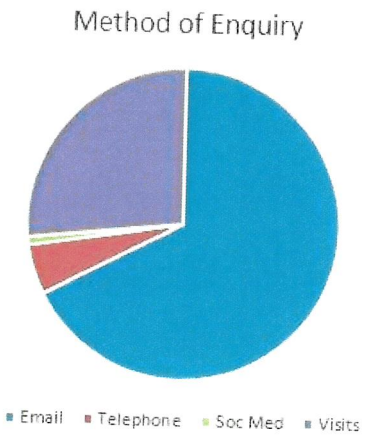
Archive & Reference Library Report
April 2024 – March 2025

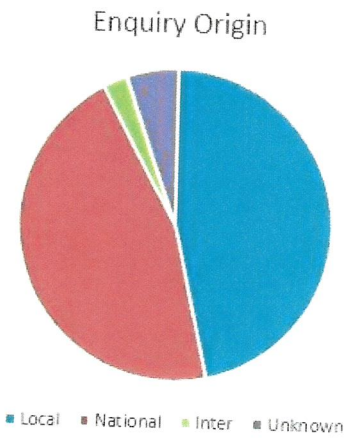
Access

	Total	Monthly Average 2024-25	Monthly Average 2023-24
Enquiries (inc. visits)	288	26	14.5
Visits	42	8	3.5



Achievements and performance (continued)





Visits by students from the University of Cambridge and the University of Nottingham have boosted visitor numbers this year, but even discounting those we have still received significantly more visits than last year. However, the almost identical percentage of national and local enquiries has been slightly affected by the university visits and without them, the results would show more than half of all enquiries came from the local area.

Acquisitions & Accessions

The main focus is on processing existing collections and our most significant accession was the Ray Merrington Collection, an architect in the Private Housing Unit of the Milton Keynes Development Corporation. This includes plans, brochures, photographs and slides. We are working with the family of Bill Berret to acquire his collection and the family are currently preparing the material. A large amount of material was taken in from Milton Keynes Central Library, who are disposing of some of their local history material. Their boxes of published Milton Keynes Development Corporation material were sorted through to identify items we don't already have and materials relating to planning, especially newer developments in MK, were taken in.

Collections Care

Environmental monitoring still shows temperature and humidity too high on the balcony, with unacceptable levels of fluctuation both on the balcony and in the Archive & Reference Library. Regular pest checking has not highlighted any problems. We have been in discussion with the National Conservation Service about becoming members and benefitting from their advice to improve the storage and working areas. This will be taken forward in 2025/26. Work is currently progressing well on tidying the mezzanine area to improve collections storage.

Collections Development

New catalogues available online:

- Phillip Ashbourn Collection (PAC)
- Mike O'Sullivan Collection (MOS)

Achievements and performance (continued)

Collections Development (continued)

These two collections were major cataloguing projects and have been completed this year. Other collections development work includes continuing appraisal of The Parks Trust Collection – the large series of slides has been completed and work is now being done on the photographic prints. Cataloguing of additional materials donated by Peter Waterman has been completed. Work on the Reference Library cataloguing is continuing and over 4,600 items are now catalogued onto eHive. A third of the Edna Read Collection has been appraised. Work is currently being carried out on the Audio Visual Collection to appraise, catalogue, repackage and identify preservation priorities. The digitisation programme for the Posters Collection continues and over 60 posters are now available via the online catalogue.

Digital Preservation

We are continuing our forays into digital preservation, starting by working towards Level 1 of the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation. A workflow for acquisition and transfer of digital materials has been completed, plus documentation, forms and guidance for donors.

Outreach

The #MysteryMonday posts are still proving popular across our social media channels. Archive related posts are published every three weeks in rotation with education and site related posts, and they perform well.

The Archivist attended Q:alliance's community day and manned a stall promoting CDC, talking to community members and participating in some of the activities.

The Archivist and the Chair of the Board attended MK Lit Fest's Book Fair to promote and sell copies of 'Bradwell Abbey Farm and Beyond'. It was a successful event for both sales and networking. The Archivist also sold copies of books at each of the three book launch events we hosted this year.

We hosted visits from architecture students at the Universities of Cambridge and Nottingham. The 19 Cambridge students and two tutors were given a talk, shown housing-related archive materials and taken on a tour of Milton Keynes. The 20 Nottingham students and two tutors were shown a variety of archive material after a self-led tour.

We now have 30 items from our collection available to buy as prints on the Art UK shop. The Archivist also curated a showcase on Art UK to celebrate the 100th anniversary of the birth of Bernard Schottlander. Bradwell Abbey hosts the majority of his public artworks in the UK.

The Archivist also facilitated the inclusion of our Heritage Open Days event in the national celebrations for the scheme's 30th anniversary. Nominations were invited for places and events to be featured in an online anniversary gallery showcasing 30 sites/stories/people who have made HODs so magical over the years. We made the shortlist, which was then put to a public vote and received enough votes to be included as 'The Ancient Monument'.

Achievements and performance (continued)

Project Work

The beginning of the year saw the conclusion of the Good City project, with the last library re-enactments, production of the supper club newspaper and final exhibition. The newspaper was created, printed and given to participants in the supper clubs. It is now also given away at our events and with book orders. The final exhibition brought together the outputs of the project, showcasing the work of the groups who had participated in the supper clubs, the artwork of the supper club artist, the creations of the children at the library workshops, the images and videos captured at supper clubs and workshops, the exhibitions created for the events, the video of the six goals and a preview of the final artwork. Participants from throughout the project were invited back, plus people new to the project, and there was a good turnout. The final artwork was completed in early summer and put on display in the sun room of the farmhouse. The July site tour gave the public an opportunity to view it and was well attended, it was also highlighted at the October Schottlander-focused site tour.

We have contributed to MK City Council's trails project in Central Milton Keynes, providing images and accommodating researchers. Entitled 'Look Again', the project highlights architectural and design features of CMK. Information panels have been placed at various spots around CMK, with QR codes that link to the website for more information. The 40th anniversary of Campbell Park was also celebrated and our collections provided a wealth of information and images for the online trail, hosted by The Parks Trust.

Volunteer Management

Volunteers have been working on a variety of projects, including cataloguing the reference library material (673 records created this year) and improving the Image Archive catalogue descriptions. Work has been completed on appraising old education resource packs, these have been incorporated into the library. The MK Borough Council Messenger newsletters have been indexed. Work has been started on sorting the volumes of Milton Keynes Development Corporation press releases acquired from the public library service. Our own collection are being checked against these copies to identify duplicates, with new documents being added to our index. Volunteers contributed an average of 26 hours per month in 2024.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 12-18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

Financial review (continued)

c. Deficit

Towards the end of each calendar year detailed budgets for the following year are prepared and submitted to the Trustees for approval. In the year we generated a consolidated deficit of £137,985.

We have reviewed our business plan with help from MKC, and this is operational in line with new governance procedures and staff targets. The overarching strategy to find a sustainable business model that makes sense of our dual function and allows us to develop into a national and internationally significant visitor attraction, as well as become a national leader in educational and community activities is well underway and remains a living, flexible plan. The application to Heritage Fund was unsuccessful, and we have been advised to apply again under a different focus. This is underway. This will still be to populate the downstairs of the Farmhouse with state of the art heritage attractions. Albeit on a smaller scale. Our aim is to be the first choice for everyone in Milton Keynes and further afield who wishes to avail themselves of such services. In addition, we wish to embed ourselves firmly within the community of Milton Keynes as we have the potential to offer much more than we do currently, on all stages.

Total number benefitting from City Discovery Centre's activities

Activities	**Beneficiaries events**	**Last year**
Education children (under18)	10150	10000
Education Tertiary and 18+	439	700
Education – Professional and Foreign	75	50
Community related meeting, social and recreational	650	500
Heritage visits or sessions (adults, children, excluding schools)	18000	18000
Arts & Cultural	5000	5000
Health & Well-being	8000	8000
Public Events	10000	15000
Volunteering	45	500
Green space use and general public services/enquiries	25000	25000
Commercial	200	200
Total beneficiaries events or sessions	**77559**	**66450**

Bradwell Abbey as a community venue for weddings, parties and other functions is successfully moving from an economy option that includes a medium to high quality option. We continue to charge reasonable and competitive prices to ensure that we create access and continue to provide the services stated in our charitable remit.

Financial review (continued)

Volunteers and supporters

The Trustees and Director are extremely grateful for the time and energy of all the volunteers who assist MKCDC in the Archive and New Towns Reference Library, Education department, with and during public events, those helping with admin tasks and those who help maintain the site itself. The Chairman and Director also wish to thank all those Board members, who are volunteers too, for serving with enthusiasm and commitment.

A big thank you to all our supporters, customers, clients, friends, visitors and partners for helping to make our work so successful.

The Friends Group goes from strength to strength, and is already helping markedly with fundraising and events.

d. Risk management

The principal risks faced by the Charity are a downturn in revenue due to any recessions, or current rises affecting operations and/or lease renewal.

The Trustees look to alleviate these risks by trialling new funding schemes, staff structuring, volunteer help and increasing grant programme reception.

Structure, Governance and Management

During the year, the governance of MKCDC was overseen by the Board of Trustees comprising:

- Professor David Lock CBE (Non-executive President)
- Paul Cox (Chair)
- Steve Crowther
- Rex Excon (Milton Keynes Council representative)
- Jan Lloyd
- Bob Adams
- Dr Noël James (Staff - Company Secretary and Director/CEO)
- P Martin (deceased)
- M Petchey

Structure, Governance and Management (continued)

The Board of Trustees meets at least every quarter at Bradwell Abbey, or more often if required. Members of the public and observers are always welcome at these meetings and can apply to the Company Secretary to attend. MKCDC volunteers and members of all the partner organisations we work with are encouraged to stand for election to the Board of Trustees at the AGM.

The Board of MKCDC remain acutely aware that the governance of the organisation is linked to the skills of its Trustees. To this end the Chair and Director regularly review a recruitment strategy for Trustees and volunteers based on an identified skills matrix. The recruitment of new board members and volunteers remains an active and continuous process during a period where volunteering seems to be on the wane. Volunteering for the Charity remains stable this year, with the Friends group and Gardening Club continuing. CDC has achieved Investing in Volunteering status, and Investors in People status.

The Board of Trustees is responsible for setting the broad strategic direction of the organisation and the appointment of a Director to deliver this strategy and the related agreed aims and objectives. The Board has a fiduciary duty and financial oversight, as well as ensuring that the organisation remains compliant with all its legal and other requirements.

The Director is responsible for the overall and day-to-day management of the organisation and reports on this to the Trustees on a regular basis at Board meetings. As CEO the Director deals with all management, staff, delivery, contractual and business issues with the support of the Business Development Manager, who also acts as Deputy in the absence of the Director, and other staff.

b. MKDC Volunteers, Partners and Other Supporters

The Board of Trustees are volunteers and continue to be involved actively in numerous meetings, planning sessions, negotiations with Milton Keynes Council, educational and architectural exhibitions, service reviews, developing and helping to deliver services and put on a variety of public events.

The Trustees and Director are extremely grateful for the work all the MKCDC Volunteers and other unpaid or in-kind supporters regularly do to contribute to the work of MKCDC and the Bradwell Abbey site as a public facility and heritage destination.

The importance of volunteer and supporter help during events and delivery sessions cannot be under estimated and we benefit greatly from the application of their own skills and knowledge alongside the MKCDC staff team.

Structure, Governance and Management (continued)

Event	Approx. Hrs	Days	No.of Vols	Hours
EDUCATION & EVENTS				
Site tours	4	12	2	96
Arts, music & cultural events	8	5	10	400
Heritage Open Days	8	1	12	108
Research & writing	8	10	3	240
Re-enactors & helpers	6	15	6	540
ARCHIVE & LIBRARY				
Archive, digitisation, website & social media	4	20	4	320
Site and DIY				
DIY	8	40	15	4800
Explorer Scouts / Young people	4	4	18	288
Green Gym	6	12	8	576
Overseas students volunteer days	0	0	0	0
Board				
Board meetings	10	5	10	500
Strategic & planning meetings	1	4	1	4
PR & Exhibitions	2	12	2	48
Admin Support	4	30	2	240
Other (various in kind e.g. costume making, fund raising, meetings)	4	20	10	800
			TOTAL	**7380**

The MKCDC Volunteers help with the organisation and delivery of many educational, heritage and public events at Bradwell Abbey. The Guides help to guide well over 500 visitors across the Bradwell Abbey site on the Open Sundays and during the new Bradwell Abbey Friends Pop Up Café days, and also assist during a variety of events across each year such as Archaeology Week, Medieval Open Day, Angels at the Abbey, and also other events put on by MKCDC and also outside organisations such as the 'new' Food Festival, and Barrel Bikers bike festival.

The Trustees wish to thank a number of partners, individuals, supporting organisations and companies who supported the work of the MKCDC contributing to the above, and they are: - Bradwell Abbey Friends, the CDC library volunteers, the Parks Trust volunteers (various projects), Green Gym, the Education and Events volunteers, the office and garden volunteers, and many others not mentioned here. Finally, it should also be noted that the Trustees' time is completely voluntary.

Thus, 7380 hours of volunteer and unpaid/in-kind time was contributed to the work of the Charity in 2024-5. If this is conservatively valued at the lowest heritage sector volunteer rate of £50 a day, it represents an amount of £46, 125.

Structure, Governance and Management (continued)

c. Our staff

During the year ended 31 March 2025 our staff were:

- **Noël James** (Director & CEO)
- **Lynne Dawson** (Business Development Manager and Deputy to Director) (retired September 2024)
- **Catherine McIntyre** (Archivist)
- **Richard Gregory** (Functions Manager, Contracted Cleaner, Operational and Admin Support roles)

City Discovery Centre is also grateful for the commitment and professionalism of the long list of re-enactors and contractors who assist in the delivery of our educational and heritage activities.

Salaries for all staff are benchmarked against market statistics and surveys.

Strategic development and significant concerns/plans for future periods

Bradwell Abbey restoration and improvement project
As far as the Milton Keynes City Council intervention in the restoration of the site, this is now complete, finishing years of protracted negotiations and works. This allows CDC a greater freedom to develop activities on site that will maximise the restored historic facilities and plans are now underway to realise this. This is crucial as all money generated is directly used to fund and subsidise the work of the Charity.

The Bradwell Abbey site and its facilities remain the greatest income generating sources, directly and indirectly, for the Charity, and the most suitable venue for its education, heritage, cultural and community services.

Continuing to improve and upgrade the site to make it a visitor and heritage destination befitting one of the important Scheduled Ancient Monument sites in Milton Keynes is an important aspiration for all key stakeholders. It is featured as such in the Council's Heritage and Cultural Strategy 2014-23 and is a major part of the new Business Plan moving forward.

On site concerns
Now that conservation works are complete, funding is underway to allow the refit of the historical attractions to museum standard in order to function as an exciting new visitor attraction. Initial enabling works and feasibility studies concerning this have already been undertaken. Funding applications are underway.

Economies of scale and future joint working
MKCDC remains an active member and contributor to the Heritage MK and various other bodies in Milton Keynes that represent heritage, arts & culture, education, environment and community concerns or interests e.g. MKHA, AHAMK, MAKE, MK Chamber, MK Forum. We continue to work with many partners and organisations that are involved in other Heritage Funded or possible future Heritage Funded projects to show joint working that avoids duplication and competition but will allow for joint working or delivery related to economies of scale. We are also working with the Central Library Archives Project, which is ongoing, and continue as a key partner in several archive and New Town projects.

We remain fully supportive of a joint heritage visitor offer which will tell the story of the New Town of Milton Keynes across a variety of eras, areas and sites. MKCDC already does this to a large extent as part of our current educational and professional delivery; and it remains critical that MKCDC will be able to fulfil its original key aims and objectives within the Milton Keynes heritage, education and community sectors. MKCDC remains fully supportive of the MK Museum in their successful and significant expansion and continues to undertake close work with them to provide information, displays and exhibitions in their new gallery related to the development of Milton Keynes as a New Town.

The founding objectives of MKCDC were deliberately laid down in broad terms to allow the delivery of a wide range of services and educational activities. Over time priorities and opportunities change and the organisational strategy will be to take advantage of new opportunities, as well as new academic and service ventures as they present themselves. The Trustees and Director believe that a sustainable organisation is one that manages to accommodate change while maintaining core objectives and run itself more on business principles rather than a dependency approach.

Strategic development and significant concerns/plans for future periods (continued)

Optimal Delivery

The Trustees, Director and Staff team remain committed to optimal delivery of all the services we deliver at Bradwell Abbey and we review regularly the ways we deliver our services to deliver more effective operations. In particular, we are keen to ensure that the priorities reflected in our education programmes are continuing to support the needs of schools, especially in the light of continual changes in national curricula and also the ability of schools to travel for experiential learning off site.

The Trustees and Director also continue to explore further opportunities for collaboration and joint ventures with other Milton Keynes voluntary and community groups in the delivery of our charitable and educational mission, as well as some institutions at national and international level.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

Auditors

The auditors, Harris & Co (Accountants) Ltd, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:

P Cox
Trustee
Date: 24th July 2025

CITY DISCOVERY CENTRE
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

Opinion

We have audited the financial statements of City Discovery Centre (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2025 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 March 2025 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group and parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY (CONTINUED)

Other information

The Trustees are responsible for the other information contained within the Annual report. The other information comprises the information included in the Annual report other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on Page 22, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Identifying and assessing potential risks related to irregularities
In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the charities activities and sector, control environment and financial performance;
- Enquiring of management and the trustees, including obtaining and reviewing supporting documentation, concerning the charitable company's policies and procedures relating to:
    - Identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
    - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
    - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Discussing among the engagement team and involving relevant internal specialists, including tax, and charity specialists (where relevant) regarding how and where fraud might occur in the financial statements and any potential indicators of fraud; and
- Obtaining an understanding of the legal and regulatory frameworks that the charitable company operates in, focusing on those laws and regulations that had a direct effect on the financial statements, such as provisions of the UK Companies Act, charity legislation and tax legislation or that had a fundamental effect on the operations of the charitable company; including General Data Protection requirements, anti-bribery and corruption policy.

Audit response to risks identified

As a result of performing the above, we identified various provisions of the Charities Act and the Charity Commission guidance as a key audit matter related to non-compliance with laws and regulations that might lead to material misstatements. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition to the above, our procedures to respond to risks identified include the following:

- Review of the financial statement disclosures and testing to support documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management, the trustees and in-house and external legal counsel (where relevant) concerning actual and potential litigation and claims;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud; and
- Reading minutes of meetings of those charged with governance, reviewing internal reports where relevant and correspondence.
- Reviewing compliance with relevant charity legislation.
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the charities rationale for any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to an indications of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the group's or the parent charitable company's financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group or parent charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group or parent charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (i.e. gives a true and fair view).
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Sarah Buswell FCA (Senior Statutory Auditor)
for and on behalf of Harris & Co (Accountants) Ltd, Statutory Auditor
2 Pavilion Court
600 Pavilion Drive
Northampton Business Park
Northampton
NN4 7SL

Date: 24th July 2025

Harris & Co (Accountants) Ltd are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CITY DISCOVERY CENTRE
(A company limited by guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	3	16,670	55,876	72,546	99,803
Charitable activities	4	28,565	-	28,565	23,957
Other trading activities		222,348	-	222,348	221,392
Investments	5	112,819	-	112,819	95,866
Total income		380,402	55,876	436,278	441,018
Expenditure on:					
Raising funds		48,631	-	48,631	60,668
Charitable activities	6	367,164	158,468	525,632	400,647
Total expenditure		415,795	158,468	574,263	461,315
Net income/(expenditure)		(35,393)	(102,592)	(137,985)	(20,297)
Transfer between funds		-	-	-	-
Net movement in funds		(35,393)	(102,592)	(137,985)	(20,297)
Reconciliation of funds:					
Total funds brought forward		158,056	102,592	260,648	280,945
Net movement in funds		(35,393)	(102,592)	(137,985)	(20,297)
Total funds carried forward		122,663	-	122,663	260,648

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 34 to 46 form part of these financial statements.

CITY DISCOVERY CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

CONSOLIDATED BALANCE SHEET
AS AT 31 MARCH 2025

	Note	£	2025 £	£	2024 £
Fixed assets					
Tangible assets	11		13,889		25,948
			13,889		25,948
Current assets					
Stocks	13	7,465		4,515	
Debtors	14	60,667		30,499	
Cash at bank and in hand		92,863		267,364	
		160,995		302,378	
Creditors: amounts falling due within one year	15	(52,221)		(67,678)	
Net current assets			108,774		234,700
Total assets less current liabilities			122,663		260,648
Net assets excluding pension asset			122,663		260,648
Total net assets			122,663		260,648
Charity funds					
Restricted funds	16		-		102,592
Unrestricted funds	16		122,663		158,056
Total funds			122,663		260,648

CITY DISCOVERY CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2025

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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



P Cox
(Trustee)
Date: 24th July 2025

The notes on pages 34 to 46 form part of these financial statements.

CITY DISCOVERY CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

COMPANY BALANCE SHEET
AS AT 31 MARCH 2025

	Note	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Tangible assets	11		11,862		23,244
Investments	12		100		100
			11,962		23,344
Current assets					
Stocks	13	4,645		-	
Debtors	14	94,820		159,162	
Cash at bank and in hand		20,748		82,782	
		120,213		241,944	
Creditors: amounts falling due within one year	15	(23,238)		(19,044)	
Net current assets			96,975		222,900
Total assets less current liabilities			108,937		246,244
Total net assets			108,937		246,244
Charity funds					
Restricted funds	16		-		102,592
Unrestricted funds	16		108,937		143,652
Total funds			108,937		246,244

COMPANY BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2025

The Company's net movement in funds for the year was £(137,307) deficit (2024 : (£20,298 deficit).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

P Cox

P Cox
(Trustee)
Date: 24th July 2025

The notes on pages 34 to 46 form part of these financial statements.

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Farmhouse, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

City Discovery Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

2.2 Going concern

The trustees have at the time of approving these financial statements, a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the Charitable Company has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grants are included in the Consolidated statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

3. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Fixtures, fittings, and office equipment	- 20% straight line
Computer and other equipment	- 33% straight line

2. Accounting policies (continued)

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses)on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

2.13 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. Accounting policies (continued)

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Donations	1,670	-	1,670
Grants	15,000	55,876	70,876
Government grants	-	-	-
	16,670	55,876	72,546

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Donations	1,300	-	1,300
Grants	15,000	83,503	98,503
Government grants	-	-	-
	16,300	83,503	99,803

4. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £
Service and education provision	28,565	28,565
	28,565	28,565

	Unrestricted funds 2024 £	Total funds 2024 £
Service and education provision	23,957	23,957
	23,957	23,957

5. Investment income

	Unrestricted funds 2025 £	Total funds 2025 £
Rental income	112,819	112,819
Bank interest receivable	-	-
	112,819	112,819

	Unrestricted funds 2024 £	Total funds 2024 £
Rental income	95,866	95,866
Bank interest receivable	-	-
	95,866	95,866

6. Analysis of expenditure on charitable activities
Summary by fund type

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Charitable activities	367,164	158,468	525,632

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Charitable activities	352,035	48,612	400,647

7. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £
Charitable activities	505,764	19,868	525,632

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Charitable activities	378,410	22,237	400,647

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Charitable activities 2025 £	Total funds 2025 £
Depreciation	11,104	11,104
Loss on disposal	1,100	1,100
Education expenditure	22,813	22,813
Fundraising and publicity	-	-
Grants	19,413	19,413
Premises and office costs	451,334	451,334
	505,764	505,764

	Charitable activities 2024 £	Total funds 2024 £
Depreciation	13,380	13,380
Education expenditure	23,109	23,109
Fundraising and publicity	5,859	5,859
Grants	55,505	55,505
Premises and office costs	280,557	280,557
	378,410	378,410

8. Auditors' remuneration

	2025 £	2024 £
Fees payable to the Company's and its subsidiaries auditor:		
Audit services	4,530	4,140
Non-audit services	3,658	1,640
	8,188	5,780

9. Staff costs

	Group 2025 £	Group 2024 £
Wages and salaries	199,365	190,150
	199,365	190,150

The average number of persons employed by the Group and Company during the year was as follows:

	Group 2025 No.	Group 2024 No.	Company 2025 No.	Company 2024 No.
Administration staff	5	5	4	4

The number of employees earning over £60,000 per annum, including taxable benefits but excluding employer's pension and employer's national insurance, was:

	2025	2024
£70,001-£80,000	1	-
	1	-

The key management personnel of the charity comprise the Chief Executive and Business Administrator. The total employee benefits of the key management personnel of the charity were £105,324 (2024: £106,807).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

11. Tangible fixed assets

Group

	Equipment, fixtures and fittings £	Total £
Cost or valuation		
At 1 April 2024	114,199	114,199
Additions	145	145
Disposals	(3,375)	(3,375)
At 31 March 2025	110,969	110,969
Depreciation		
At 1 April 2024	88,251	88,251
Charge for year	11,104	11,104
On disposals	(2,275)	(2,275)
At 31 March 2025	97,080	97,080
Net book value		
At 31 March 2025	13,889	13,889
At 31 March 2024	25,948	25,948

Company

	Equipment, fixtures and fittings £	Total £
Cost or valuation		
At 1 April 2024	98,325	98,325
Additions	145	145
Disposals	(3,375)	(3,375)
At 31 March 2025	95,095	95,095
Depreciation		
At 1 April 2024	75,081	75,081
Charge for year	10,427	10,427
On disposals	(2,275)	(2,275)
At 31 March 2025	83,233	83,233
Net book value		
At 31 March 2025	11,862	11,862
At 31 March 2024	23,244	23,244

12. Fixed asset investments

Company	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2024	100
At 31 March 2025	100
Net book value	
At 31 March 2025	100
At 31 March 2024	100

Principal subsidiaries

The following was a subsidiary undertaking of the Company:

Name	Company	Class of shares	Holding	Included in consolidation
City Discovery Centre (Trading) Co. Limited	03431035	Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Profit/(Loss)/ Surplus/(deficit) For the year £	Net assets £
City Discovery Centre (Trading) Co. Limited	Nil	13,827

13. Stocks

	Group 2025 £	Group 2024 £	Company 2025 £	Company 2024 £
Finished goods and goods for resale	7,465	4,515	4,645	-

14. Debtors

	Group 2025 £	Group 2024 £	Company 2025 £	Company 2024
Due within one year				
Trade debtors	40,168	21,641	15,873	10,495
Amounts owed by group undertakings	-	-	58,485	139,847
Other debtors	9,163	-	9,163	-
Prepayments and accrued income	11,336	8,858	11,299	8,820
	60,667	30,499	94,820	159,162

15. Creditors: Amounts falling due within one year

	Group 2025 £	Group 2024 £	Company 2025 £	Company 2024
Trade creditors	3,708	14,250	3,708	13,227
Other taxation and social security	2,858	3,312	-	-
Other creditors	6,228	1,083	6,228	1,083
Accruals and deferred income	39,428	49,033	13,302	4,734
	52,221	67,678	23,238	19,044

16. Statement of funds

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfer to other reserves £	Balance at 31 March 2025 £
Unrestricted funds					
General funds – all funds	158,056	380,402	(415,795)	-	122,663
Restricted funds					
MK Council – Maintenance Fund	73,342	40,000	(113,342)	-	-
MK Council – Pilgrim trail project	572	-	(572)	-	-
MK Council – experience activities with SEND	-	10,000	(10,000)	-	-
MK Museum	7,077	-	(7,077)	-	-
National Lottery Heritage Fund	20,601	5,876	(26,477)	-	-
Tilstone Par Donation	1,000	-	(1,000)	-	-
	102,592	55,876	(158,468)	-	-
Total of funds	**260,648**	**436,278**	**(574,263)**	**-**	**122,663**

The trustees have designated the funds to enable support for a variety of key areas, to ringfence from normal unrestricted funds available to the charity.

In respect of the larger funds, these are restricted for the following purposes:

MK Council: for various charitable projects, maintenance, business plans and completion of conservation works.

National Lottery Heritage Fund: For Archive and New Town activities.

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfer between reserves £	Balance at 31 March 2025 £
General funds	158,056	380,402	(415,795)	-	122,663
Restricted funds	102,592	55,876	(158,468)	-	-
	260,648	436,278	(574,263)	-	122,663

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	13,889	-	13,889
Current assets	160,995	-	160,995
Creditors due within one year	(52,221)	-	(52,221)
	122,663	-	122,663

CITY DISCOVERY CENTRE

England & Wales - Charity number 297397

Accounts

REGISTERED NUMBER: 02108180
CHARITY NUMBER: 297397

Trustees' Report and Financial Statements

for the Year Ended 31 March 2024

for

CITY DISCOVERY CENTRE

CITY DISCOVERY CENTRE
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the audited financial statements of the City Discovery Centre for the year 1 April 2023 to 31 March 2024.

Introduction to the Charity

Office Address
Milton Keynes City Discovery Centre (also known MKCDC or CDC) has been based at the Scheduled Ancient Monument (SAM) site of Bradwell Abbey (no.19062) in Milton Keynes since 1992. The physical office address is The Farmhouse, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP.

Charity Registration Details
The registered Charity number is 297397 and the subsidiary Trading Company registration number is 3431035 with the VAT number: 737420341.

Bankers, Solicitors and Auditors

- Bankers – HSBC (19 Midsummer Place, Milton Keynes) and CAF Bank (125 Kings Hill Avenue, Kings Hill, West Mailing, Kent, ME19 4JQ)
- Solicitors – Geoffrey Leaver Solicitors LLP 251 Upper Third Street, Bouverie Square, Milton Keynes, MK9 1DR
- Auditors – Harris & Co (Accountants) Ltd, 2 Pavilion Court, 600 Pavilion Drive, Northampton Business Park, Northampton, NN4 7SL

Charity Information
MKCDC was established in July 1987 as a registered Educational Charity with a not-for-profit subsidiary trading company (City Discovery Centre Ltd), which was started on advice received from the Charities Commission.

The trading company is limited by shares and all surplus funds generated are passed on to the charitable arm to fund and/or subsidise its work and delivery. The subsidiary trading company's sole purpose is thus to utilise the site and facilities at Bradwell Abbey (where it was purposefully placed by the CNT to utilise the site for this purpose and act as its custodian) and its skills base to generate income to enable the Charity to carry out its charitable objectives.

The Charity is governed by a Memorandum and Articles of Association that were last amended on the 15th of January 1998. The current organisation represents an amalgamation of two earlier community initiated bodies i.e. the Milton Keynes Urban Studies Centre (which focused on urban environmental education, including urban history and geography) and the Bradwell Abbey Field Centre Trust (focused on archaeology, natural history and environment). We aim to address these broad focus areas in the services we deliver as the Milton Keynes City Discovery Centre.

Objectives and activities

a. Charitable Objectives

The Milton Keynes City Discovery Centre's Primary Objective is to promote a greater appreciation and understanding of the historical, natural and built environments of Milton Keynes.

b. Activities and Services

To promote our charitable objectives, we are constantly monitoring the relevant school curricula and also the educational attainment needs of our clients. We often have to be responsive and have made continuing changes to our educational materials and areas of delivery in the last year because of changing nature of our customers.

In pursuit of its charitable, educational, heritage and community objectives, MKCDC aims to:

- promote geography and history as areas of study in schools;
- promote careers related to geography and heritage/ history;
- promote heritage experiential learning through heritage re-enactment, drama and storytelling;
- promote geography experiential learning through city tours, site visits and fieldwork;
- promote educational programmes and activities to support all levels of learning in urban studies and sustainable development;
- promote urban geography and urban planning/design using Milton Keynes as a living model;
- inform and educate the public about urban geography, urban planning/design and urban sustainability; and how these impact on their lives and future development of Milton Keynes;
- deliver programmes related to the natural environment, environmental studies and landscape architecture;
- maintain the Milton Keynes New Towns Archive and Reference Library which includes a large component of Milton Keynes Development Corporation's material and material about the continued and future development of Milton Keynes;
- manage and maintain the Bradwell Abbey Scheduled Ancient Monument site in partnership with the Milton Keynes Council (the site owners) for the benefit of the people of Milton Keynes;
- host a variety of arts, music, cultural and heritage open days and community/public/family events on the Bradwell Abbey site; and
- deliver programmes for people from all over the world reflecting the social heritage, urban and cultural development of Milton Keynes as the UK's most successful New Town.

CITY DISCOVERY CENTRE

Contents of the Financial Statements

	Page
Reference and administrative details of the Company, its Trustees and advisers	2
Trustees' report	3 - 21
Independent auditors' report on the financial statements	22 - 27
Consolidated statement of financial activities	28
Consolidated balance sheet	29 - 30
Company balance sheet	31 - 32
Notes to the financial statements	33 - 45

CITY DISCOVERY CENTRE
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2024

TRUSTEES	Professor D Lock, Non-executive president S P Crowther, Chair J Lloyd, Trustee P Cox, Trustee B Adams, Trustee R Excon, Trustee P Martin, Trustee M Petchey (appointed 3 January 2024) M Potts Trustee (resigned 11 August 2023) M Wilson Trustee (resigned 16 January 2024)
COMPANY REGISTERED NUMBER	02108180
CHARITY REGISTERED NUMBER	297397
REGISTERED OFFICE	The Farmhouse Bradwell Abbey Milton Keynes MK13 9AP
COMPANY SECRETARY	Dr N M James
CHIEF EXECUTIVE OFFICER	Dr N M James
AUDITORS	Harris & Co (Accountants) Ltd, Statutory Auditor 2 Pavilion Court 600 Pavilion Court Northampton NN4 7SL

Objectives and activities (continued)

c. Facilities and Site Resources

Bradwell Abbey is the site of a Medieval Benedictine Priory and still contains the remains of a variety of ancient buildings and a number of medieval fishponds. As a Scheduled Ancient Monument and a Community Related Asset the grounds of the site are open to the public. The latter designation reflects an understanding that the management and use of the site will be on a not-for-profit basis and for the benefit of the people of Milton Keynes. MKCDC is also responsible for the oversight management of the SAM site, with the assistance of Milton Keynes Council.

The Bradwell Abbey site is also of environmental importance as a non-statutory Biological Notification Site as there has been evidence of an extant colony of Great Crested Newts, Pipistrelle (Pipistrellus pipistrellus/pygmaeus) and Brown Long-eared (Plecotus auritus) bats recently and in the past. Recent surveys indicate the evidence of at breeding and roosting bats in the farmhouse, possible bat activity in the chapel, and extra bat activity on and around the site. The extensive scrubland, woodland and four ponds also support a number of small but important ecosystems and a variety of bird life and are used for a range of educational and public events.

In 1997, CDC was given a 25-year lease on the 12-acre site, which is owned by the Milton Keynes Council, with an option to renew for another 25 years in the future. This option has now been updated to a 99-year lease, and the draft lease, signed by CDC and Milton Keynes City Council in November 2022. The Bradwell Abbey site has suffered serious dilapidations over a long period and there has been urgent need for repairs, maintenance and improvements to bring the site up to standard and to turn it into the heritage and visitor destination it should be. After the unsuccessful Heritage Lottery Fund Bid in 2014, MKCDC has worked in partnership with Milton Keynes Council (the landowner) to help them fulfil their statutory obligations towards the Scheduled Ancient Monument site and bring all the buildings on site up to an acceptable standard of repair. The ongoing negotiations have now resulted in Milton Keynes Council continuing to completion a capital works budget of around £800,000 and awarding the contract for the repair and restoration works to Cliveden and ModPlan. SAM consent was granted by Historic England and enabling works to conserve and repair both the chapel and the farmhouse completed, with the second of the two stage conservation process also now completed and signed off. Outstanding works remain on the cattle hovel and the Gatehouse. CDC has now taken responsibility for these under the new maintenance and repairing lease contract. These works will ensure MKCDC's ongoing presence on the Bradwell Abbey site and its continued service delivery to the people of greater Milton Keynes.

Most of the buildings and facilities on the Bradwell Abbey site are used to generate income for the Charity and provide facilities for use by educational institutions, the general public, Third Sector and local community organisations in greater Milton Keynes. The Director, Staff and Trustees continue to work with a number of key partners, interested parties and advisors to optimise the utilisation of site and its facilities. Although the continued conservation works on site have recently hindered its full utilisation, these will be complete by March 2025, and we have employed various new strategies alongside a flexible Business Plan to boost income and improve customer numbers. MKCDC has maintained a key financial aim again in the last year in a safety net reserve that could cover all our liabilities or costs for a minimum of 18 months. During 2023-24, CDC were successful in maintaining income and normal business activities, and future forecasts show recovery from pending continued maintenance works.

Achievements and performance

a. Users of our centre

The following community groups were users of the facilities at Bradwell Abbey during 2022/23. While this is vastly reduced because of Covid-19, community use was still popular during less unrestricted periods.

Group	Type of use	Group	Type of use
Milton Keynes Natural History Society	Meetings	**MK Forum**	Base & meetings
Bradwell Abbey Scouts	Meetings	**MK Environmental Partnership**	Meetings
Word in Edgeways	Meetings and Workshops	**Bradwell Abbey Friends**	Meetings
Abrahamic Women	Meetings and Workshops	**RSPB Wildlife Explorers**	Meetings and event space
Liisa Clark Arts	Arts Events/exhibitions	**Interaction-MK**	Education sessions
MK National Trust	Meetings	**Arts&Heritage Association**	Meetings and craft sessions
MK Council	Meetings	**MK Power**	Meetings
Heritage MK	Meetings	**Juke Box**	Meetings
Man Cave	Meetings	**Woman Cave**	Meetings
CLASP	Meetings and events	**MKHA**	Meetings
ECG	Meetings and Events	**David Lock Association**	Events
World Vision	Meetings and Training	**Toast Masters**	Meetings

During unrestricted times some local commercial companies used Bradwell Abbey for both training and other events.

b. Our Sources of Income

MKCDC derives income from a number of activities and services listed below:

- Rental income and room hire income from commercial and voluntary sector accommodation at Bradwell Abbey.
- Income generating activities that relate to providing educational services to schools, universities as well as professional and community groups.
- Income generating activities that relate to putting on large-scale events in the heritage, art and cultural sectors for the general public and people of Milton Keynes.
- We now have one SLA with Milton Keynes City Council; linked to an annual £15k grant to deliver archive services additional to those already under our remit. We also have long-term clients using our foreign delegate lectures and tours, as well as venue hire clients.
- This year the greater part of our income has been through a rejuvenated business programme along with heritage-focused grants.
- Commercial activities and venue letting by the City Discovery Centre (Trading) Co. Ltd., a commercially oriented company and wholly owned by the Milton Keynes City Discovery Centre with the sole purpose of generating income, with which to subsidise or pay for the educational and community activities of the Charity.
- A consolidated financial report has been prepared that includes the City Discovery Centre (Trading) Co. Ltd and specific details can be obtained by contacting (01908) 227229.

Achievements and performance (continued)

c. Tenants at Bradwell Abbey

During the year ended 31 March 2024 the Milton Keynes City Discovery Centre held commercial sub-lease agreements with the following companies:

- Bakehouse – Your Local Flyer
- Red Barn – ECG
- Gatehouse – ECG
- David Lock Building - ECG

We further held a number of sub-tenant licences with charitable or not-for-profit groups based in the Farmhouse, where CDC now has its offices. They are:

- Become (Photography and Graphic Arts)
- Arts & Heritage Association
- Inter-action MK

A number of other Charities use us as their meeting base and postal address - e.g. MK Forum, MK Natural History Society, MK National Trust, MK Public Arts Trust, Fred Roche Foundation, and Urban Eden, to name a few. The tenants continued rental in cottages 1 &2; in the financial year beginning April 01 2024 cottage 2 has been re-tenanted at a 500% rental increase following recent refurbishment works.

Achievements and performance (continued)

d. Education Delivery, Activities and Achievements

- The organisation and delivery of educational activities and outreach constitutes a significant portion of the Charity's Aims and Objectives. To this end, MKCDC continues to deliver the following learning activities and sessions for schools, universities and community groups. These have now been taking place both online under our new digital offer, and in person once more:

Geography and Urban Development

- Settlement – various topics at various educational levels
- Exploring the reasons for settlement establishment, the links between settlement and planning in history e.g. the Roman period and how we might do it today;
- Development of infrastructure; retailing; housing and/or employment in local settlements;
- Comparing settlements from local to global
- Contrasting Localities: comparing the history, demographics, etc. of the visitor's home locality with modern Milton Keynes;
- The history of the development of Milton Keynes covering the context, the planning, the financing, the process, etc.;
- Planning a sustainable city - the case of Milton Keynes within a wider worldwide perspective;
- Environmental decision making for sixth form students;
- Study tours and lectures specifically themed at the needs or interest of clients (topics range across urban planning, transport, recreation, retailing, environment, recycling and sustainability, catchments management);
- Briefings and workshops for planning professionals and policy makers;
- Map reading and orienteering.

History activities

- Pre-history – stone, bronze and iron age covering Boudicca, technology development, cave painting, homestead and buildings, social context;
- Romans – hands-on sessions including: - life in the Roman army, a Roman banquet, Roman gods, life at a Roman villa, Roman household, Roman Technology and Innovation;
- Anglo-Saxons and Vikings – art, literacy & poetry, runes and place names, important dates and characters, warriors and shield making, homestead & pottery;
- Medieval – hands-on sessions including: - medieval cooking, a Medieval pilgrimage, life as a monk in a medieval monastery, crime & punishment, general medicine, Bradwell Abbey site history;
- Tudor – hands-on sessions including: - Tudor cooking, Tudor beliefs and superstitions, Tudor household management, games, hunting, mummers play, dance. Life of a sailor in the Royal Navy at this time; crime & punishment, general medicine, Bradwell Abbey site history;
- Victorian schools and lifestyle are a new addition to the programme;
- Ancient Egyptian Activity has now been added to the programme;
- Archaeology and handling collection work – we have a handling collection of finds and artefacts dating back to Roman times and some fossils going back even earlier.
- New Town bespoke activities for schools as well as joint New Town events.
- Local history – various topics at various KS levels:
- The history of the Bradwell Abbey site;
- A comparative study of Bradwell Abbey, Bradwell Village and New Bradwell;
- The modern history of Milton Keynes;
- Urban Planners of the Future;
- The Good City Project, funded by the National Lottery Heritage Fund, has now been completed.
- The Milton Keynes Museum 50 Project, which began in 2023 and will continue into late 2024.

Achievements and performance (continued)

Special Educational Needs

- Providing work experience for young challenged adults on site. Activities have continued on site but are mostly now taking place through our digital programme.
- We have begun new work with Milton Keynes College working with disengaged and excluded students.
- We are now offering an ongoing work experience programme with Stephenson Academy.
- We now host a craft therapy programme in the grounds on Mondays with a local medieval potter.

Holiday activities

- Covered New Town, Anglo-Saxon, Viking, Roman, medieval, Tudor, Halloween, Victorian, Christmas, New Town and environmental – sessions had focused craft activity for the time period, storytelling and stories of the period, plus online site tours. Events are almost back to normal levels and physical presence.

Environmental Activities

- Various environmental and sustainable city aspects have been built into the Geography and City Planning presentation, lectures and tours;
- A number of environmental learning sessions and events have been undertaken with key partners on site;
- Plant and wildlife identification sessions by experts;

Educational Objectives and Strategies

- The key educational objectives remain the same and are aimed at delivering an out-of-the-classroom experiential learning opportunity for learners, supporting teacher in their teaching, including our new digital offer, which includes high quality downloadable resources and videos;
- Another key objective is to get more schools, especially local schools, to make use of our services. Due to increasingly unaffordable travel / bus prices we have increased our outreach into schools as many can no longer afford to come to us at Bradwell Abbey. This has been particularly successful through the new digital offer. This method has worked this year as school visits have increased and are generally over subscribed.
- Our key strategies, identified 2014-15, remain the same and are:
    - to be a quality delivery agent
    - to stay relevant to the curricula
    - to be seen as good value for money
    - to make optimum use of building and other facilities on the Bradwell Abbey site.
- Embrace a strategic approach to the anticipated changes in the curricula and work with local teachers to achieve client focussed R&D and development of new materials.

Achievements and performance (continued)

e. Participation in MKCDC's educational and heritage activities

Schools

- Geography and Urban Planning:
  - Comprises learners taking part in our geography based activities and includes both the primary and secondary sectors.
  - The Urban Planning is mostly UK based tertiary students and professional/academic visitors from abroad although we have again this past year introduced the subject to primary schools.
- History and Heritage:
  - Learners taking part in our hands-on-history activities.
  - These history components are almost exclusively undertaken by primary school pupils.
  - The heritage components are also aimed at 18+ adult learners and parents attending public events.
  - Combined Geography and Heritage/History sessions:
  - This area combines the history of local area with its urban development over a range of different periods and how these impact on each other.

We are happy to report that the student numbers taking part in our general on-site education programmes and events remain stable. We are working on strategies to increase this number and have developed new sessions and updated existing ones.

Professional and 16+ education

The numbers for professionals attending and foreign groups remain stable, with the new exception of delegations from China still halted as a result of Covid-19. We continue to work on strategies with a number of tertiary and international partners to increase this further and capitalise on this as part of the now expanded New Town Studies Network that we are a part of with Milton Keynes Council.

Educational delivery challenges

It should be noted now that we are regularly fully booked with sessions.

- The regularly refreshed comprehensive educational brochure and programme developed and sent out to all the schools in the Milton Keynes borough has undergone a further website refresh and is accompanied by other promotional materials including banners, digital resources, recorded videos and inclusion in various educational brochures. We also continue an intensive and proactive liaison with schools to see why they continue to use us, what they would like to see improve in order to continue with us, and the same with schools who have used our services in the past but no longer do though. We continue to work with schools and coach companies to find more cost effective ways for schools to engage with our services.
- MKCDC has continued to offer taster and bespoke sessions to schools in the 2023-4 period. In addition, we have gone out to schools for paid sessions. We will continue this approach. We have continued our approach with home schooling, church, scout, and now youth groups. We have now added secondary schools and colleges that work specifically with harder to reach students. Mk College and Stephenson's Academy or now regular collaborative partners. We have continued our extensive Work Experience programme with Pro-Active Education, and have now begun a programme of work offers with UniFrog.
- The education team continues consultation with teachers in order to accommodate and maximise any curriculum changes during this period. This to ensure that any new sessions, material and educational topics will remain relevant moving forward. Now that covid-19 has less impact on school visits physical visits have taken precedence over our digital offer.

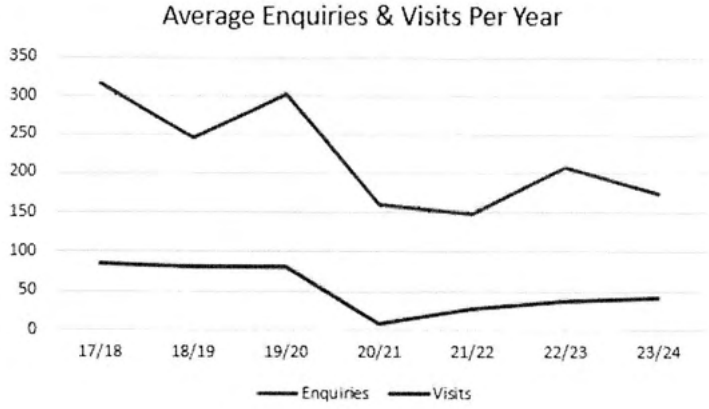
Achievements and performance (continued)

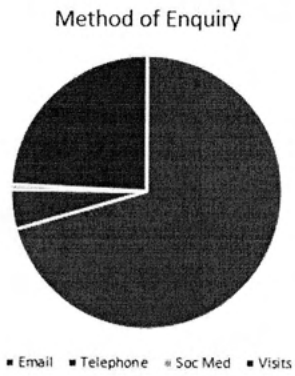
- We continue to diversify our services and are working closer with other heritage charitable and community groups who are engaged in delivering similar or complementary educational activities. This has resulted in joint activities with Milton Keynes Museum.
- The most successful marketing tool currently still appears to be word of mouth referrals from teachers and schools or teachers who have visited or attended some of our open days.
- The Director sits on the Board of the Milton Keynes Cultural Education Partnership (MAKE) and the Cultural Partners Action Group (Both part of MAKE, which is part of AHA), all of which have teachers on the Board and direct links to school networks. This has increased uptake of our digital and physical offers.

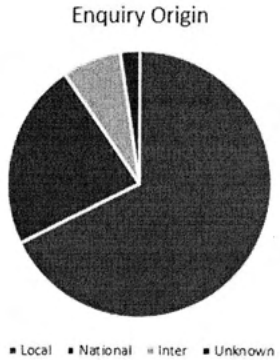
Archive & Reference Library Report

Access

	Total	Monthly Average 2023-24	Monthly Average 2022-23
Enquiries (inc. visits)	174	14.5	17
Visits	42	3.5	3







Achievements and performance (continued)

Acquisitions & Accessions

Our main accession was the Mike O'Sullivan Collection – 35mm slides taken by the ex-MKDC employee and local councillor in a personal capacity, many of the theatre, gallery and Midsummer Place being built. We acquired sundry materials for the Reference Library, including a set of City Lights listings magazine from the 1980s.

Collections Care

Environmental monitoring still shows temperature and humidity too high on the balcony, with unacceptable levels of fluctuation both on the balcony and in the Archive & Reference Library. Regular pest checking has not highlighted any problems. Material acquired from Milton Keynes Arts Centre was cleaned and repackaged.

Collections Development

New catalogues available online:

- Save St. Peter's Church (SSP)
- Peter Barnes Collection (BAR)
- Housing and Transport Users' Groups (HTU)
- David Lock Collection (LOC)
- Save the Park Action Group (STP).

Cataloguing has been completed for the Theatre & Gallery Collection (THG) by a volunteer, this is being checked before adding to the online catalogue. Cataloguing has been started on the Mike O'Sullivan Collection. Listing has been completed for the Philip Ashbourn Collection and cataloguing has started. Listing has been completed for the Arts Centre addition to the Artworks-mk Collection (ATW). Appraisal continues on The Parks Trust Collection. Over 6,800 images are now available via the Image Archive online catalogue. Work continues on the cataloguing and classification of the Reference Library.

A major project to move the Kitchener Collection from eHive to our archive catalogue was undertaken after our main organisational website was moved from Wordpress. This was completed and the collection now has its own page and a map search facility. Each individual image page also has a map showing where the picture was taken.

Digital Preservation

We are continuing our forays into digital preservation, starting by working towards Level 1 of the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation. Digital preservation equipment has been purchased. Draft workflows for acquisition and selection/transfer have been written. Liaison is taking place with IT support to provide for storage and back up of digital archive material.

Outreach

The Archivist has taken over regular posting on our social media – Facebook, Twitter and Instagram. (most events promotion is done by Become Studio). This has increased engagement on both Facebook and Instagram, with both accounts much more active. The new #MysteryMonday initiative has been very successful – we post an image from the Image Archive and ask followers to guess where it is.

An online exhibition about the history of recycling in Milton Keynes was produced to coincide with the introduction of wheelie bins to the area. The Archivist also gave a talk on the subject to the Friends group.

Achievements and performance (continued)

Outreach (continued)

We hosted a visit from the Milton Keynes Development Partnership and architects from the Campbell Park North project. They enjoyed a short introduction to the centre, the archive and reference library, and a display of drawings from the Mahaddie Collection. It sparked interesting discussion about the original plans for Milton Keynes.

Project Work

The past year was dominated by the Good City – what makes Milton Keynes? project. Funding from the National Lottery Heritage Fund allowed us to create a website to make available our digitised copy of The Plan for Milton Keynes. We also commissioned an artist to interpret the six original goals, which illustrate the website. The focus of the project was running supper club sessions with local community groups to animate and interpret the original plan. We ran ten sessions, with an average of eight attendees at each. Feedback was very positive with comments such as "great environment, great atmosphere", "It was great - blend of history and looking to the future", "some very informative and positive conversations" and "It has renewed my interest in the evolution of MK and I shall explore more". Five drop-in workshop sessions were also held to inform the commission of a local artist to represent the outcomes of the discussions in an artwork. New city re-enactment sessions are also being held at local libraries to involve a younger audience. Still to come are the final exhibition showcasing the project, its outcomes and achievements, and a newspaper summarising the supper club sessions.

Volunteer Management

Volunteers have been working on a variety of projects, including cataloguing the reference library material (4,082 catalogue records so far), appraising old education packs, improving the Image Archive catalogue descriptions, uploading images to the online catalogue (6,800 image so far) and indexing Messenger newsletters. Volunteers contributed an average of 26 hours per month in 2023.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

c. Deficit

Towards the end of each calendar year detailed budgets for the following year are prepared and submitted to the Trustees for approval. In the year we generated a consolidated deficit of £20,297.

We are happy to report that the Charity has maintained its positive position into 2023-24 period and report that the safety net reserve remains sufficient to protect the organisation for at least a full financial year of operation or cover its liabilities, should this ever be required in the event where further income is lost or closure required, such as may be the case again if the Covid-19 crisis continues at similar levels, or is something else unforeseen occurs.

Financial review (continued)

We have reviewed our business plan with help from MKC, and this is operational in line with new governance procedures and staff targets. The overarching strategy to find a sustainable business model that makes sense of our dual function and allows us to develop into a national and internationally significant visitor attraction, as well as become a national leader in educational and community activities is well underway and remains a living, flexible plan. Work is underway on a Large Heritage grant leading up to our 500th site Anniversary in 2024. This will be to populate the downstairs of the Farmhouse with state of the art heritage attractions. The first stage of this has been approved by the National Lottery Heritage Fund and we are now applying in full. Our aim is to be the first choice for everyone in Milton Keynes and further afield who wishes to avail themselves of such services. In addition, we wish to embed ourselves firmly within the community of Milton Keynes as we have the potential to offer much more than we do currently, on all stages.

Total number benefitting from City Discovery Centre's activities

Activities	Beneficiaries events	Last year
Education children (under18)	10000	5000
Education Tertiary and 18+	700	400
Education – Professional and Foreign	65	50
Community related meeting, social and recreational	800	500
Heritage visits or sessions (adults, children, excluding schools)	7000	6500
Arts & Cultural	8000	9000
Environmental	900	900
Health & Well-being	8000	8000
Public Events	15000	10000
Volunteering	500	1000
Green space use and general public services/enquiries	25000	25000
Commercial	200	100
Total beneficiaries events or sessions	**76165**	**66450**

Bradwell Abbey as a community venue for weddings, parties and other functions is successfully moving from an economy option that includes a medium to high quality option. We continue to charge reasonable and competitive prices to ensure that we create access and continue to provide the services stated in our charitable remit.

Financial review (continued)

Volunteers and supporters
The Trustees and Director are extremely grateful for the time and energy of all the volunteers who assist MKCDC in the Archive and New Towns Reference Library, Education department, with and during public events, those helping with admin tasks and those who help maintain the site itself. The Chairman and Director also wish to thank all those Board members, who are volunteers too, for serving with enthusiasm and commitment.

A big thank you to all our supporters, customers, clients, friends, visitors and partners for helping to make our work so successful.

The Friends Group goes from strength to strength, and is already helping markedly with fundraising and events.

d. Reserves policy
The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

e. Risk management
The principal risks faced by the Charity are a downturn in revenue due to any recessions, or current rises affecting operations and/or lease renewal.

The Trustees look to alleviate these risks by trialling new funding schemes, staff structuring, volunteer help and increasing grant programme reception.

Structure, Governance and Management

During the year, the governance of MKCDC was overseen by the Board of Trustees comprising:

- Professor David Lock CBE (Non-executive President)
- Steve Crowther (Chair)
- Paul Cox (Chair)
- Rex Excon (Milton Keynes Council representative)
- Jan Lloyd
- Bob Adams
- Dr Noël James (Staff - Company Secretary and Director/CEO)
- P Martin
- M Potts (resigned 11 August 2023)
- M Wilson (resigned 16 January 2024)
- M Petchey (appointed 3 January 2024)

Structure, Governance and Management (continued)

The Board of Trustees meets at least every quarter at Bradwell Abbey, or more often if required. Members of the public and observers are always welcome at these meetings and can apply to the Company Secretary to attend. MKCDC volunteers and members of all the partner organisations we work with are encouraged to stand for election to the Board of Trustees at the AGM.

The Board of MKCDC remain acutely aware that the governance of the organisation is linked to the skills of its Trustees. To this end the Chair and Director regularly review a recruitment strategy for Trustees and volunteers based on an identified skills matrix. The recruitment of new board members and volunteers remains an active and continuous process during a period where volunteering seems to be on the wane. Volunteering for the Charity remains stable this year, with the Friends group and Gardening Club continuing. CDC has achieved Investing in Volunteering status, and Investors in People status.

The Board of Trustees is responsible for setting the broad strategic direction of the organisation and the appointment of a Director to deliver this strategy and the related agreed aims and objectives. The Board has a fiduciary duty and financial oversight, as well as ensuring that the organisation remains compliant with all its legal and other requirements.

The Director is responsible for the overall and day-to-day management of the organisation and reports on this to the Trustees on a regular basis at Board meetings. As CEO the Director deals with all management, staff, delivery, contractual and business issues with the support of the Business Development Manager, who also acts as Deputy in the absence of the Director, and other staff.

b. MKDC Volunteers, Partners and Other Supporters

The Board of Trustees are volunteers and continue to be involved actively in numerous meetings, planning sessions, negotiations with Milton Keynes Council, educational and architectural exhibitions, service reviews, developing and helping to deliver services and put on a variety of public events.

The Trustees and Director are extremely grateful for the work all the MKCDC Volunteers and other unpaid or in-kind supporters regularly do to contribute to the work of MKCDC and the Bradwell Abbey site as a public facility and heritage destination.

As mentioned, CDC are undergoing Investment in Volunteers assessment, as a way to improve and continue their work with volunteers, and to ensure proper practises and appreciation are in place. To this end various meetings and online focus groups with the wide variety of CDC volunteers are taking place in order to improve processes.

The importance of volunteer and supporter help during events and delivery sessions cannot be under estimated and we benefit greatly from the application of their own skills and knowledge alongside the MKCDC staff team.

Structure, Governance and Management (continued)

Event	Approx. Hrs	Days	No.of Vols	Hours
EDUCATION & EVENTS				
Site tours	4	12	2	96
Arts, music & cultural events	8	5	10	400
Heritage Open Days	8	1	12	108
Research & writing	8	10	3	240
Re-enactors & helpers	6	15	6	540
ARCHIVE & LIBRARY				
Archive, digitisation, website & social media	4	20	4	320
Site and DIY				
DIY	8	40	15	4800
Parks Trust	4	2	8	64
Explorer Scouts / Young people	4	4	18	288
Green Gym	6	12	8	576
Overseas students volunteer days	0	0	0	0
Board				
Board meetings	10	5	10	500
Strategic & planning meetings	1	4	1	4
PR & Exhibitions	2	12	2	48
Admin Support	4	30	2	240
Other (various in kind e.g. costume making, fund raising, meetings)	4	20	10	800
			TOTAL	**8180**

The MKCDC Volunteers help with the organisation and delivery of many educational, heritage and public events at Bradwell Abbey. The Guides help to guide well over 500 visitors across the Bradwell Abbey site on the Open Sundays and during the new Bradwell Abbey Friends Pop Up Café days, and also assist during a variety of events across each year such as Archaeology Week, Medieval Open Day, Angels at the Abbey, and also other events put on by MKCDC and also outside organisations such as the 'new' Food Festival, and Barrel Bikers bike festival.

The Trustees wish to thank a number of partners, individuals, supporting organisations and companies who supported the work of the MKCDC contributing to the above, and they are: - Bradwell Abbey Friends, the CDC library volunteers, the Parks Trust volunteers (various projects), Green Gym, the Education and Events volunteers, the office and garden volunteers, and many others not mentioned here. Finally, it should also be noted that the Trustees' time is completely voluntary.

Thus, 8180 hours of volunteer and unpaid/in-kind time was contributed to the work of the Charity in 2022-3. If this is conservatively valued at the lowest heritage sector volunteer rate of £50 a day, it represents an amount of £51,125.

Structure, Governance and Management (continued)

c. Our staff

During the year ended 31 March 2024 our staff were:

- **Noël James** (Director & CEO)
- **Lynne Dawson** (Business Development Manager and Deputy to Director)
- **Catherine McIntyre** (Archivist)
- **Richard Gregory** (Functions Manager, Contracted Cleaner, Operational and Admin Support roles)

City Discovery Centre is also grateful for the commitment and professionalism of the long list of re-enactors and contractors who assist in the delivery of our educational and heritage activities.

Salaries for all staff are benchmarked against market statistics and surveys.

Strategic development and significant concerns/plans for future periods

Bradwell Abbey restoration and improvement project
As far as the Milton Keynes City Council intervention in the restoration of the site, this is now complete, finishing years of protracted negotiations and works. This allows CDC a greater freedom to develop activities on site that will maximise the restored historic facilities and plans are now underway to realise this. This is crucial as all money generated is directly used to fund and subsidise the work of the Charity.

The Bradwell Abbey site and its facilities remain the greatest income generating sources, directly and indirectly, for the Charity, and the most suitable venue for its education, heritage, cultural and community services.

Continuing to improve and upgrade the site to make it a visitor and heritage destination befitting one of the important Scheduled Ancient Monument sites in Milton Keynes is an important aspiration for all key stakeholders. It is featured as such in the Council's Heritage and Cultural Strategy 2014-23 and is a major part of the new Business Plan moving forward.

On site concerns
Now that conservation works are complete, funding is underway to allow the refit of the historical attractions to museum standard in order to function as an exciting new visitor attraction. Initial enabling works and feasibility studies concerning this have already been undertaken. Funding applications are underway.

Economies of scale and future joint working
MKCDC remains an active member and contributor to the Heritage MK and various other bodies in Milton Keynes that represent heritage, arts & culture, education, environment and community concerns or interests e.g. MKHA, AHAMK, MAKE, MK Chamber, MK Forum. We continue to work with many partners and organisations that are involved in other Heritage Funded or possible future Heritage Funded projects to show joint working that avoids duplication and competition but will allow for joint working or delivery related to economies of scale. We are also working with the Central Library Archives Project, which is ongoing, and continue as a key partner in several archive and New Town projects.

We remain fully supportive of a joint heritage visitor offer which will tell the story of the New Town of Milton Keynes across a variety of eras, areas and sites. MKCDC already does this to a large extent as part of our current educational and professional delivery; and it remains critical that MKCDC will be able to fulfil its original key aims and objectives within the Milton Keynes heritage, education and community sectors. MKCDC remains fully supportive of the MK Museum in their successful and significant expansion and continues to undertake close work with them to provide information, displays and exhibitions in their new gallery related to the development of Milton Keynes as a New Town.

The founding objectives of MKCDC were deliberately laid down in broad terms to allow the delivery of a wide range of services and educational activities. Over time priorities and opportunities change and the organisational strategy will be to take advantage of new opportunities, as well as new academic and service ventures as they present themselves. The Trustees and Director believe that a sustainable organisation is one that manages to accommodate change while maintaining core objectives and run itself more on business principles rather than a dependency approach.

Strategic development and significant concerns/plans for future periods (continued)

Optimal Delivery
The Trustees, Director and Staff team remain committed to optimal delivery of all the services we deliver at Bradwell Abbey and we review regularly the ways we deliver our services to deliver more effective operations. In particular, we are keen to ensure that the priorities reflected in our education programmes are continuing to support the needs of schools, especially in the light of continual changes in national curricula and also the ability of schools to travel for experiential learning off site.

The Trustees and Director also continue to explore further opportunities for collaboration and joint ventures with other Milton Keynes voluntary and community groups in the delivery of our charitable and educational mission, as well as some institutions at national and international level.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

Auditors

The auditors, Harris & Co (Accountants) Ltd, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:



S P Crowther
Trustee
Date: 25 July 2024

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE

Opinion

We have audited the financial statements of City Discovery Centre (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2024 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 March 2024 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group and parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE (CONTINUED)

Other information

The Trustees are responsible for the other information contained within the Annual report. The other information comprises the information included in the Annual report other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on Page 21, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Identifying and assessing potential risks related to irregularities
In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the charities activities and sector, control environment and financial performance;
- Enquiring of management and the trustees, including obtaining and reviewing supporting documentation, concerning the charitable company's policies and procedures relating to:
    - Identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
    - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
    - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Discussing among the engagement team and involving relevant internal specialists, including tax, and charity specialists (where relevant) regarding how and where fraud might occur in the financial statements and any potential indicators of fraud; and
- Obtaining an understanding of the legal and regulatory frameworks that the charitable company operates in, focusing on those laws and regulations that had a direct effect on the financial statements, such as provisions of the UK Companies Act, charity legislation and tax legislation or that had a fundamental effect on the operations of the charitable company; including General Data Protection requirements, anti-bribery and corruption policy.

Audit response to risks identified

As a result of performing the above, we identified various provisions of the Charities Act and the Charity Commission guidance as a key audit matter related to non-compliance with laws and regulations that might lead to material misstatements. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition to the above, our procedures to respond to risks identified include the following:

- Review of the financial statement disclosures and testing to support documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management, the trustees and in-house and external legal counsel (where relevant) concerning actual and potential litigation and claims;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud; and
- Reading minutes of meetings of those charged with governance, reviewing internal reports where relevant and correspondence.
- Reviewing compliance with relevant charity legislation.
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the charities rationale for any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to an indications of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the group's or the parent charitable company's financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group or parent charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group or parent charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (i.e. gives a true and fair view).
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Sarah Buswell FCA (Senior Statutory Auditor)
for and on behalf of Harris & Co (Accountants) Ltd, Statutory Auditor
2 Pavilion Court
600 Pavilion Drive
Northampton Business Park
Northampton
NN4 7SL

Date: 25 July 2024

Harris & Co (Accountants) Ltd are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CITY DISCOVERY CENTRE
(A company limited by guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	16,300	83,503	99,803	97,858
Charitable activities	4	23,957	-	23,957	17,646
Other trading activities		221,392	-	221,392	182,643
Investments	5	95,866	-	95,866	100,502
Total income		357,515	83,503	441,018	398,649
Expenditure on:					
Raising funds		60,668	-	60,668	49,851
Charitable activities	6	352,035	48,612	400,647	316,876
Total expenditure		412,703	48,612	461,315	366,727
Net income/(expenditure)		(55,188)	34,891	(20,297)	31,922
Transfer between funds		-	-	-	-
Net movement in funds		(55,188)	34,891	(20,297)	31,922
Reconciliation of funds:					
Total funds brought forward		213,244	67,701	280,945	249,023
Net movement in funds		(55,188)	34,891	(20,297)	31,922
Total funds carried forward		158,056	102,592	260,648	280,945

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 33 to 45 form part of these financial statements.

CITY DISCOVERY CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

CONSOLIDATED BALANCE SHEET
AS AT 31 MARCH 2024

	Note	£	2024 £	£	2023 £
Fixed assets					
Tangible assets	11		25,948		30,893
			25,948		30,893
Current assets					
Stocks	13	4,515		3,311	
Debtors	14	30,499		30,666	
Cash at bank and in hand		267,364		283,214	
		302,378		317,191	
Creditors: amounts falling due within one year	15	(67,678)		(67,139)	
Net current assets			234,700		250,052
Total assets less current liabilities			260,648		280,945
Net assets excluding pension asset			260,648		280,945
Total net assets			260,648		280,945
Charity funds					
Restricted funds	16		102,592		67,701
Unrestricted funds	16		158,056		213,244
Total funds			260,648		280,945

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2024

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

S P Crowther
(Trustee)
Date: 25 July 2024

The notes on pages 33 to 45 form part of these financial statements.

CITY DISCOVERY CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

COMPANY BALANCE SHEET
AS AT 31 MARCH 2024

	Note	£	2024 £	£	2023 £
Fixed assets					
Tangible assets	11		23,244		30,298
Investments	12		100		100
			23,344		30,398
Current assets					
Stocks	13	-		-	
Debtors	14	159,162		129,028	
Cash at bank and in hand		82,782		129,481	
		241,944		258,509	
Creditors: amounts falling due within one year	15	(19,044)		(22,365)	
Net current assets			222,900		236,144
Total assets less current liabilities			246,244		266,542
Total net assets			246,244		266,542
Charity funds					
Restricted funds	16		102,592		67,701
Unrestricted funds	16		143,652		198,841
Total funds			246,244		266,542

COMPANY BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2024

The Company's net movement in funds for the year was £(20,298) deficit (2023 : £31,922 surplus).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

S P Crowther
(Trustee)
Date: 25 July 2024

The notes on pages 33 to 45 form part of these financial statements.

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Farmhouse, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

City Discovery Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

2.2 Going concern

The trustees have at the time of approving these financial statements, a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the Charitable Company has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grants are included in the Consolidated statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

3. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Fixtures, fittings, and office equipment	- 20% straight line
Computer and other equipment	- 33% straight line

2. Accounting policies (continued)

2.8 Investments
Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses)on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Stocks
Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Debtors
Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand
Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions
Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

2.13 Financial instruments
The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. Accounting policies (continued)

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Donations	1,300	-	1,300
Grants	15,000	83,503	98,503
Government grants	-	-	-
	16,300	83,503	99,803

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations	2,155	-	2,155
Grants	2,825	92,878	95,703
Government grants	-	-	-
	4,980	92,878	97,858

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Service and education provision	23,957	23,957
	23,957	23,957

	Unrestricted funds 2023 £	Total funds 2023 £
Service and education provision	17,646	17,646
	17,646	17,646

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Rental income	95,866	95,866
Bank interest receivable	-	-
	95,866	95,866

	Unrestricted funds 2023 £	Total funds 2023 £
Rental income	100,351	100,351
Bank interest receivable	151	151
	100,502	100,502

6. Analysis of expenditure on charitable activities
Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Charitable activities	352,035	48,612	400,647

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Charitable activities	289,699	27,177	316,876

7. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Charitable activities	378,410	22,237	400,647

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Charitable activities	289,699	27,177	316,876

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Charitable activities 2024 £	Total funds 2024 £
Depreciation	13,380	13,380
Education expenditure	23,109	23,109
Fundraising and publicity	5,859	5,859
Grants	55,505	55,505
Premises and office costs	280,557	280,557
	378,410	378,410

	Charitable activities 2023 £	Total funds 2023 £
Depreciation	13,907	13,907
Education expenditure	14,833	14,833
Fundraising and publicity	2,200	2,200
Grants	12,325	12,325
Premises and office costs	256,644	256,644
	299,909	299,909

8. Auditors' remuneration

	2024 £	2023 £
Fees payable to the Company's auditor for the audit of the Company's and the subsidiaries annual accounts	5,780	5,510

9. Staff costs

	Group 2024 £	Group 2023 £
Wages and salaries	190,150	172,657
	190,150	172,657

The average number of persons employed by the Group and Company during the year was as follows:

	Group 2024 No.	Group 2023 No.	Company 2024 No.	Company 2023 No.
Administration staff	5	5	4	4

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Chief Executive and Business Administrator. The total employee benefits of the key management personnel of the charity were £96,062 (2023: £96,072).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

11. Tangible fixed assets

Group

	Equipment, fixtures and fittings	Total
	£	£
Cost or valuation		
At 1 April 2023	105,764	105,764
Additions	8,435	8,435
Disposals	-	-
At 31 March 2024	114,199	114,199
Depreciation		
At 1 April 2023	74,871	74,871
Charge for year	13,380	13,380
On disposals	-	-
At 31 March 2024	88,251	88,251
Net book value		
At 31 March 2024	25,948	25,948
At 31 March 2023	30,893	30,893

Company

	Equipment, fixtures and fittings	Total
	£	£
Cost or valuation		
At 1 April 2023	93,270	93,270
Additions	5,055	5,055
Disposals	-	-
At 31 March 2024	98,325	98,325
Depreciation		
At 1 April 2023	62,972	62,972
Charge for year	12,109	10,576
On disposals	-	-
At 31 March 2024	75,081	73,548
Net book value		
At 31 March 2024	23,244	24,777
At 31 March 2023	30,298	30,298

12. Fixed asset investments

Company

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2023	100
At 31 March 2024	100
Net book value	
At 31 March 2024	100
At 31 March 2023	100

Principal subsidiaries

The following was a subsidiary undertaking of the Company:

Name	Company	Class of shares	Holding	Included in consolidation
City Discovery Centre (Trading) Co. Limited	03431035	Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Profit/(Loss)/ Surplus/(deficit) For the year £	Net assets £
City Discovery Centre (Trading) Co. Limited	Nil	14,503

13. Stocks

	Group 2024 £	Group 2023 £	Company 2024 £	Company 2023 £
Finished goods and goods for resale	4,515	3,311	-	-

14. Debtors

	Group 2024 £	Group 2023 £	Company 2024 £	Company 2023
Due within one year				
Trade debtors	21,641	14,547	10,495	7,917
Amounts owed by group undertakings	-	-	139,847	105,036
Other debtors	-	-	-	-
Prepayments and accrued income	8,858	16,119	8,820	16,075
	30,499	30,666	159,162	129,028

15. Creditors: Amounts falling due within one year

	Group 2024 £	Group 2023 £	Company 2024 £	Company 2023
Trade creditors	14,250	20,045	13,227	20,045
Other taxation and social security	3,312	3,767	-	-
Other creditors	1,083	1,083	1,083	1,084
Accruals and deferred income	49,033	42,244	4,734	3,760
	67,678	67,139	19,044	22,365

16. Statement of funds

	Balance at 1 April 2023	Income	Expenditure	Transfer to other reserves	Balance at 31 March 2024
	£	£	£	£	£
Unrestricted funds					
General funds – all funds	213,244	357,515	(412,703)	-	158,056
Restricted funds					
Bradwell Parish	-	1,000	(1,000)	-	-
MK Council – Maintenance Fund	36,323	50,000	(12,981)	-	73,342
MK Council – Pilgrim trail project	3,000	-	(2,428)	-	572
MK Museum	-	8,000	(923)	-	7,077
National Lottery Heritage Fund	27,878	23,503	(30,780)	-	20,601
Stantonbury Parish Council	500	-	(500)	-	-
Tilstone Par Donation	-	1,000	-	-	1,000
	67,701	83,503	(48,612)	-	102,592
Total of funds	**280,945**	**441,018**	**(461,315)**	**-**	**260,648**

The trustees have designated the funds to enable support for a variety of key areas, to ringfence from normal unrestricted funds available to the charity.

In respect of the larger funds, these are restricted for the following purposes:

MK Council: for various charitable projects, maintenance, business plans and completion of conservation works.

National Lottery Heritage Fund: For Archive and New Town activities.

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfer between reserves £	Balance at 31 March 2024 £
General funds	213,244	357,5154	(412,703)	-	158,056
Restricted funds	67,701	83,503	(48,612)	-	102,592
	280,945	441,018	(461,315)	-	260,648

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	25,948	-	25,948
Current assets	199,786	102,592	302,378
Creditors due within one year	(67,678)	-	(67,678)
	158,056	102,592	260,648

CITY DISCOVERY CENTRE

England & Wales - Charity number 297397

Accounts

REGISTERED NUMBER: 02108180
CHARITY NUMBER: 297397

Trustees' Report and Financial Statements

for the Year Ended 31 March 2023

for

City Discovery Centre and its Subsidiary
(A company limited by guarantee)

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

Contents of the Financial Statements

	Page
Reference and administrative details of the Company, its Trustees and advisers	2
Trustees' report	3 - 21
Independent auditors' report on the financial statements	22 - 27
Consolidated statement of financial activities	28
Consolidated balance sheet	29 - 30
Company balance sheet	31 - 32
Notes to the financial statements	33 - 45

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2023

TRUSTEES	Professor D Lock, Non-executive president S P Crowther, Chair W Yang, Vice Chair (resigned 4 August 2022) J Lloyd, Trustee P Cox, Trustee B Adams, Trustee E Parckar Trustee (resigned 30 July 2022) P Wallis, Trustee R Excon, Trustee P Martin, Trustee (appointed 3 August 2022) M Potts Trustee (appointed 29 November 2022) M Wilson Trustee (appointed 29 November 2022)
COMPANY REGISTERED NUMBER	02108180
CHARITY REGISTERED NUMBER	297397
REGISTERED OFFICE	The Farmhouse Bradwell Abbey Milton Keynes MK13 9AP
COMPANY SECRETARY	Dr N M James
CHIEF EXECUTIVE OFFICER	Dr N M James
AUDITORS	Harris & Co (Accountants) Ltd, Statutory Auditor 2 Pavilion Court 600 Pavilion Court Northampton NN4 7SL

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report together with the audited financial statements of the City Discovery Centre for the year 1 April 2022 to 31 March 2023.

Introduction to the Charity

Office Address

Milton Keynes City Discovery Centre (also known MKCDC or CDC) has been based at the Scheduled Ancient Monument (SAM) site of Bradwell Abbey (no.19062) in Milton Keynes since 1992. The physical office address is The Farmhouse, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP.

Charity Registration Details

The registered Charity number is 297397 and the subsidiary Trading Company registration number is 3431035 with the VAT number: 737420341.

Bankers, Solicitors and Auditors

- Bankers – HSBC (19 Midsummer Place, Milton Keynes) and CAF Bank (125 Kings Hill Avenue, Kings Hill, West Mailing, Kent, ME19 4JQ)
- Solicitors – Geoffrey Leaver Solicitors LLP 251 Upper Third Street, Bouverie Square, Milton Keynes, MK9 1DR
- Auditors – Harris & Co (Accountants) Ltd, 2 Pavilion Court, 600 Pavilion Drive, Northampton Business Park, Northampton, NN4 7SL

Charity Information

MKCDC was established in July 1987 as a registered Educational Charity with a not-for-profit subsidiary trading company (City Discovery Centre Ltd), which was started on advice received from the Charities Commission.

The trading company is limited by shares and all surplus funds generated are passed on to the charitable arm to fund and/or subsidise its work and delivery. The subsidiary trading company's sole purpose is thus to utilise the site and facilities at Bradwell Abbey (where it was purposefully placed by the CNT to utilise the site for this purpose and act as its custodian) and its skills base to generate income to enable the Charity to carry out its charitable objectives.

The Charity is governed by a Memorandum and Articles of Association that were last amended on the 15th of January 1998. The current organisation represents an amalgamation of two earlier community initiated bodies i.e. the Milton Keynes Urban Studies Centre (which focused on urban environmental education, including urban history and geography) and the Bradwell Abbey Field Centre Trust (focused on archaeology, natural history and environment). We aim to address these broad focus areas in the services we deliver as the Milton Keynes City Discovery Centre.

Objectives and activities

a. Charitable Objectives

The Milton Keynes City Discovery Centre's Primary Objective is to promote a greater appreciation and understanding of the historical, natural and built environments of Milton Keynes.

b. Activities and Services

To promote our charitable objectives, we are constantly monitoring the relevant school curricula and also the educational attainment needs of our clients. We often have to be responsive and have made continuing changes to our educational materials and areas of delivery in the last year because of changing nature of our customers.

In pursuit of its charitable, educational, heritage and community objectives, MKCDC aims to:

- promote geography and history as areas of study in schools;
- promote careers related to geography and heritage/ history;
- promote heritage experiential learning through heritage re-enactment, drama and storytelling;
- promote geography experiential learning through city tours, site visits and fieldwork;
- promote educational programmes and activities to support all levels of learning in urban studies and sustainable development;
- promote urban geography and urban planning/design using Milton Keynes as a living model;
- inform and educate the public about urban geography, urban planning/design and urban sustainability; and how these impact on their lives and future development of Milton Keynes;
- deliver programmes related to the natural environment, environmental studies and landscape architecture;
- maintain the Milton Keynes New Towns Archive and Reference Library which includes a large component of Milton Keynes Development Corporation's material and material about the continued and future development of Milton Keynes;
- manage and maintain the Bradwell Abbey Scheduled Ancient Monument site in partnership with the Milton Keynes Council (the site owners) for the benefit of the people of Milton Keynes;
- host a variety of arts, music, cultural and heritage open days and community/public/family events on the Bradwell Abbey site; and
- deliver programmes for people from all over the world reflecting the social heritage, urban and cultural development of Milton Keynes as the UK's most successful New Town.

Objectives and activities (continued)

c. Facilities and Site Resources

Bradwell Abbey is the site of a Medieval Benedictine Priory and still contains the remains of a variety of ancient buildings and a number of medieval fishponds. As a Scheduled Ancient Monument and a Community Related Asset the grounds of the site are open to the public. The latter designation reflects an understanding that the management and use of the site will be on a not-for-profit basis and for the benefit of the people of Milton Keynes. MKCDC is also responsible for the oversight management of the SAM site, with the assistance of Milton Keynes Council.

The Bradwell Abbey site is also of environmental importance as a non-statutory Biological Notification Site as there has been evidence of an extant colony of Great Crested Newts, Pipistrelle (Pipistrellus pipistrellus/pygmaeus) and Brown Long-eared (Plecotus auritus) bats recently and in the past. Recent surveys indicate the evidence of at breeding and roosting bats in the farmhouse, possible bat activity in the chapel, and extra bat activity on and around the site. The extensive scrubland, woodland and four ponds also support a number of small but important ecosystems and a variety of bird life and are used for a range of educational and public events.

In 1997, CDC was given a 25-year lease on the 12-acre site, which is owned by the Milton Keynes Council, with an option to renew for another 25 years in the future. This option has now been updated to a 99-year lease, and the draft lease, signed by CDC and Milton Keynes City Council in November 2022. The Bradwell Abbey site has suffered serious dilapidations over a long period and there has been urgent need for repairs, maintenance and improvements to bring the site up to standard and to turn it into the heritage and visitor destination it should be. After the unsuccessful Heritage Lottery Fund Bid in 2014, MKCDC has worked in partnership with Milton Keynes Council (the landowner) to help them fulfil their statutory obligations towards the Scheduled Ancient Monument site and bring all the buildings on site up to an acceptable standard of repair. The ongoing negotiations have now resulted in Milton Keynes Council continuing to completion a capital works budget of around £800,000 and awarding the contract for the repair and restoration works to Cliveden and ModPlan. SAM consent was granted by Historic England and enabling works to conserve and repair both the chapel and the farmhouse completed, with the second of the two stage conservation process also now completed and signed off. Outstanding works remain on the cattle hovel and the Gatehouse. It has been agreed that CDC will take responsibility for these under the new maintenance contract. We hope that these works will ensure MKCDC's ongoing presence on the Bradwell Abbey site and its continued service delivery to the people of greater Milton Keynes. While Covid-19 continued to disrupt activities, timelines were not unduly disrupted.

Most of the buildings and facilities on the Bradwell Abbey site are used to generate income for the Charity and provide facilities for use by educational institutions, the general public, Third Sector and local community organisations in greater Milton Keynes. The Director, Staff and Trustees continue to work with a number of key partners, interested parties and advisors to optimise the utilisation of site and its facilities. Although the continued conservation works on site have hindered its full utilisation, we have employed various new strategies alongside a flexible Business Plan to boost income and improve customer numbers. MKCDC has maintained a key financial aim again in the last year in a safety net reserve that could cover all our liabilities or costs for a minimum of 18 months. During 2022-23, CDC were successful in maintaining income and normal business activities.

Achievements and performance

a. Users of our centre

The following community groups were users of the facilities at Bradwell Abbey during 2022/23. While this is vastly reduced because of Covid-19, community use was still popular during less unrestricted periods.

Group	Type of use	Group	Type of use
Milton Keynes Natural History Society	Meetings	**MK Forum**	Base & meetings
Bradwell Abbey Scouts	Meetings	**MK Environmental Partnership**	Meetings
Word in Edgeways	Meetings and Workshops	**Bradwell Abbey Friends**	Meetings
Abrahamic Women	Meetings and Workshops	**RSPB Wildlife Explorers**	Meetings and event space
Liisa Clark Arts	Arts Events/exhibitions	**Interaction-MK**	Education sessions
MK National Trust	Meetings	**Arts&Heritage Association**	Meetings and craft sessions
MK Council	Meetings	**MK Power**	Meetings
Heritage MK	Meetings	**FS1**	Training

During unrestricted times some local commercial companies used Bradwell Abbey for both training and other events.

b. Our Sources of Income

MKCDC derives income from a number of activities and services listed below:

- Rental income and room hire income from commercial and voluntary sector accommodation at Bradwell Abbey.
- Income generating activities that relate to providing educational services to schools, universities as well as professional and community groups.
- Income generating activities that relate to putting on large-scale events in the heritage, art and cultural sectors for the general public and people of Milton Keynes (not as possible or frequent during Covid).
- We currently have no SLA (Service Level Agreements) with any institutions or bodies, although we have long-term clients using our foreign delegate lectures and tours, as well as venue hire clients.
- This year the greater part of our income has been through a rejuvenated business programme along with heritage-focused grants.
- Commercial activities and venue letting by the City Discovery Centre (Trading) Co. Ltd., a commercially oriented company and wholly owned by the Milton Keynes City Discovery Centre with the sole purpose of generating income, with which to subsidise or pay for the educational and community activities of the Charity.
- A consolidated financial report has been prepared that includes the City Discovery Centre (Trading) Co. Ltd and specific details can be obtained by contacting (01908) 227229.

Achievements and performance (continued)

c. Tenants at Bradwell Abbey

During the year ended 31 March 2023 the Milton Keynes City Discovery Centre held commercial sub-lease agreements with the following companies:

- Bakehouse – Your Local Flyer
- Red Barn – ECG
- Gatehouse – ECG
- David Lock Building - ECG

We further held a number of sub-tenant licences with charitable or not-for-profit groups based in the Farmhouse, where CDC now has its offices. They are:

- Become (Photography and Graphic Arts)
- Arts & Heritage Association
- Inter-action MK

A number of other Charities use us as their meeting base and postal address - e.g. MK Forum, MK Natural History Society, MK National Trust, MK Public Arts Trust, Fred Roche Foundation, and Urban Eden, to name a few. The tenants continued rental in cottages 1 &2; in the financial year beginning April 01 2023 cottage 2 will be vacated while improvement works are carried out.

Achievements and performance (continued)

d. Education Delivery, Activities and Achievements

- The organisation and delivery of educational activities and outreach constitutes a significant portion of the Charity's Aims and Objectives. To this end, MKCDC continues to deliver the following learning activities and sessions for schools, universities and community groups. These have now been taking place both online under our new digital offer, and in person once more:
-

Geography and Urban Development

- Settlement – various topics at various educational levels
- Exploring the reasons for settlement establishment, the links between settlement and planning in history e.g. the Roman period and how we might do it today;
- Development of infrastructure; retailing; housing and/or employment in local settlements;
- Comparing settlements from local to global
- Contrasting Localities: comparing the history, demographics, etc. of the visitor's home locality with modern Milton Keynes;
- The history of the development of Milton Keynes covering the context, the planning, the financing, the process, etc.;
- Planning a sustainable city - the case of Milton Keynes within a wider worldwide perspective;
- Environmental decision making for sixth form students;
- Study tours and lectures specifically themed at the needs or interest of clients (topics range across urban planning, transport, recreation, retailing, environment, recycling and sustainability, catchments management);
- Briefings and workshops for planning professionals and policy makers;
- Map reading and orienteering.

History activities

- Pre-history – stone, bronze and iron age covering Boudicca, technology development, cave painting, homestead and buildings, social context;
- Romans – hands-on sessions including: - life in the Roman army, a Roman banquet, Roman gods, life at a Roman villa, Roman household, Roman Technology and Innovation;
- Anglo-Saxons and Vikings – art, literacy & poetry, runes and place names, important dates and characters, warriors and shield making, homestead & pottery;
- Medieval – hands-on sessions including: - medieval cooking, a Medieval pilgrimage, life as a monk in a medieval monastery, crime & punishment, general medicine, Bradwell Abbey site history;
- Tudor – hands-on sessions including: - Tudor cooking, Tudor beliefs and superstitions, Tudor household management, games, hunting, mummers play, dance. Life of a sailor in the Royal Navy at this time; crime & punishment, general medicine, Bradwell Abbey site history;
- Victorian schools and lifestyle are a new addition to the programme;
- Archaeology and handling collection work – we have a handling collection of finds and artefacts dating back to Roman times and some fossils going back even earlier.
- New Town bespoke activities for schools as well as joint New Town events.
- Local history – various topics at various KS levels:
- The history of the Bradwell Abbey site;
- A comparative study of Bradwell Abbey, Bradwell Village and New Bradwell;
- The modern history of Milton Keynes;
- Urban Planners of the Future.

Achievements and performance (continued)

Special Educational Needs

- Providing work experience for young challenged adults on site. Activities have continued on site but are mostly now taking place through our digital programme.
- We have begun new work with Milton Keynes College working with disengaged and excluded students.
- We are now offering an ongoing work experience programme with Stephenson Academy.
- We now host a craft therapy programme in the grounds on Mondays with a local medieval potter.

Holiday activities

- Covered New Town, Anglo-Saxon, Viking, Roman, medieval, Tudor, Halloween, Victorian, Christmas, New Town and environmental – sessions had focused craft activity for the time period, storytelling and stories of the period, plus online site tours. Events are almost back to normal levels and physical presence.

Environmental Activities

- Various environmental and sustainable city aspects have been built into the Geography and City Planning presentation, lectures and tours;
- A number of environmental learning sessions and events have been undertaken with key partners on site;
- Plant and wildlife identification sessions by experts;

Educational Objectives and Strategies

- The key educational objectives remain the same and are aimed at delivering an out-of-the-classroom experiential learning opportunity for learners, supporting teacher in their teaching, including our new digital offer, which includes high quality downloadable resources and videos;
- Another key objective is to get more schools, especially local schools, to make use of our services. Due to increasingly unaffordable travel / bus prices we have increased our outreach into schools as many can no longer afford to come to us at Bradwell Abbey. This has been particularly successful through the new digital offer. This method has worked this year as school visits have increased and are generally over subscribed.
- Our key strategies, identified 2014-15, remain the same and are:
    - to be a quality delivery agent
    - to stay relevant to the curricula
    - to be seen as good value for money
    - to make optimum use of building and other facilities on the Bradwell Abbey site.
- Embrace a strategic approach to the anticipated changes in the curricula and work with local teachers to achieve client focussed R&D and development of new materials.

Achievements and performance (continued)

e. Participation in MKCDC's educational and heritage activities

Schools

- Geography and Urban Planning:
  - Comprises learners taking part in our geography based activities and includes both the primary and secondary sectors.
  - The Urban Planning is mostly UK based tertiary students and professional/academic visitors from abroad although we have again this past year introduced the subject to primary schools.
- History and Heritage:
  - Learners taking part in our hands-on-history activities.
  - These history components are almost exclusively undertaken by primary school pupils.
  - The heritage components are also aimed at 18+ adult learners and parents attending public events.
  - Combined Geography and Heritage/History sessions:
  - This area combines the history of local area with its urban development over a range of different periods and how these impact on each other.

We are happy to report that the student numbers taking part in our general on-site education programmes and events remain stable. We are working on strategies to increase this number and have developed new sessions and updated existing ones.

Professional and 16+ education

The numbers for professionals attending and foreign groups remain stable, with the new exception of delegations from China still halted as a result of Covid-19. We continue to work on strategies with a number of tertiary and international partners to increase this further and capitalise on this as part of the now expanded New Town Studies Network that we are a part of with Milton Keynes Council.

Educational delivery challenges

It should be noted now that we are regularly fully booked with sessions.

- The regularly refreshed comprehensive educational brochure and programme developed and sent out to all the schools in the Milton Keynes borough has undergone a further website refresh and is accompanied by other promotional materials including banners, digital resources, recorded videos and inclusion in various educational brochures. We also continue an intensive and proactive liaison with schools to see why they continue to use us, what they would like to see improve in order to continue with us, and the same with schools who have used our services in the past but no longer do though. We continue to work with schools and coach companies to find more cost effective ways for schools to engage with our services.
- MKCDC has continued to offer taster and bespoke sessions to schools in the 2022-3 period. In addition, we have gone out to schools for paid sessions. We will continue this approach. We have continued our approach with home schooling, church, and scout groups where possible.
- The education team continues consultation with teachers in order to accommodate and maximise any curriculum changes during this period. This to ensure that any new sessions, material and educational topics will remain relevant moving forward. Now that covid-19 has less impact on school visits physical visits have taken precedence over our digital offer.

Achievements and performance (continued)

- We continue to diversify our services and are working closer with other heritage charitable and community groups who are engaged in delivering similar or complementary educational activities. This has resulted in joint activities with Milton Keynes Museum.
- The most successful marketing tool currently still appears to be word of mouth referrals from teachers and schools or teachers who have visited or attended some of our open days.
- The Director sits on the Board of the Milton Keynes Cultural Education Partnership (MAKE) and the Cultural Partners Action Group (Both part of MAKE, which is part of AHA), all of which have teachers on the Board and direct links to school networks. This has increased uptake of our digital and physical offers.

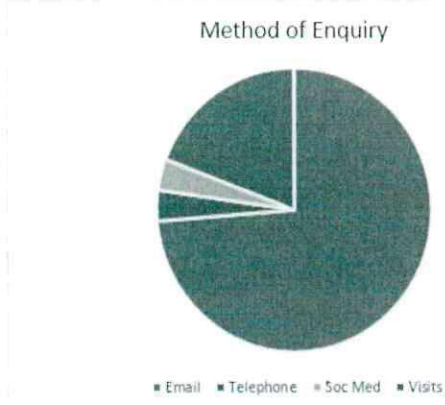
f. Archive and Reference Library

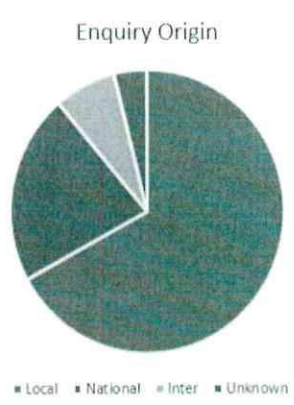
Access

We are now fully open and without any Covid restrictions.

	Total	Monthly Average 2022-23	Monthly Average 2021-22
Enquiries (inc. visits)	208	17	12
Visits	38	3	2







Achievements and performance (continued)

f. Archive and Reference Library (continued)

Acquisitions & Accessions

We acquired sundry materials for the Reference Library and an addition to the Bernard Madden Collection consisting of plans, notes and badges relating to the Milton Keynes Development Corporation 25th anniversary exhibition held in Middleton Hall in 1992. We have acquired the archive of Milton Keynes Arts Centre. We also received an internal transfer of Board minutes resulting from the office move to the farmhouse.

Collections Care

Environmental monitoring still shows temperature and humidity too high on the balcony, with unacceptable levels of fluctuation both on the balcony and in the Archive & Reference Library. Regular pest checking has not highlighted any problems.

Collections Development

All collections now have a collection level description on the online catalogue, increasing visibility of uncatalogued collections. New catalogues available online: Mahaddie Collection (MAH), Margaret Antalapoulos Collection (ANT), Exhibition Boards Collection (EXB), Great Linford Parish Council (GLP), Markham Aerial Photographs (MAR). Two catalogues were added to The National Archives Discovery database: Roger Peregrine Collection (PER) and Don Perkins Collection (DOP). Over 5,000 images are now available via the Image Archive online catalogue. Work started on appraising the Philip Ashbourn and Parks Trust collections. Work continues on Reference Library cataloguing.

Digital Preservation

We are continuing our first forays into digital preservation, starting by working towards Level 1 of the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation. A digital preservation policy has been agreed and a budget proposed for necessary equipment.

Outreach

Continued contributions to the social media feeds with posts related to ARL collections material, including for #LoveMK day. Completion of an online exhibition 'Housing in Milton Keynes', adapted from an Urban Studies Centre booklet. Loan of material including a Peace Campaign t shirt, shopping centre hats and The Point cinema film guides for Discover MK exhibition. Speaking at the AHA-MK forum 'Archiving Milton Keynes' on the subject of "Emotional Archives". Creation of a new online jigsaw for birthday celebrations. Facilitated posts for social media from ARL volunteers.

Project Work

The next stage of the City Archive project was some outreach activities created by an artist under the title 'Archive-opia' – our collections featured heavily in this, facilitated by the archivist. We hosted the artist for several visits to explore the collections. We also hosted a visit from the artists' university students to enable their part in the project.

Achievements and performance (continued)

f. Archive and Reference Library (continued)

Project Work (continued)
The Kitchener website is currently offline whilst it is rebuilt following the implementation of the new main website. The archivist is arranging the new Kitchener website with our online catalogue providers. The new website also meant a new online shop for the books and work around this to create the right prices and postal charges. The farmhouse move generated a lot of work emptying the filing cabinets in the foyer area and receiving transfers of material from reception. Work to sort this material is ongoing.

Work to support the application to the NLHF for the Plan for Milton Keynes project was undertaken, plus preparation work for the bid being successful.

Volunteer Management
Volunteers have finished listing the Philip Ashbourn, Bellchambers Board Papers and Peter Clarke collections, and cataloguing the Markham Aerial Photographs. Indexes to The Insider and New Insider MKDC staff newsletters, and MK archaeology journals have been made. Work continues on cataloguing the Reference Library and uploading images to the Image Archive online catalogue. Work has started on sorting the resource packs and cataloguing the Theatre & Gallery Collection.

Public benefit
The charity Trustees have given due consideration to the Charity Commissions public guidance on the Public Benefit requirement under the Charities Act 2011.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

c. Deficit

Towards the end of each calendar year detailed budgets for the following year are prepared and submitted to the Trustees for approval. In the year we generated a consolidated surplus of £31,922.

We are happy to report that the Charity has maintained its positive position into 2022-23 period and report that the safety net reserve remains sufficient to protect the organisation for at least a full financial year of operation or cover its liabilities, should this ever be required in the event where further income is lost or closure required, such as may be the case again if the Covid-19 crisis continues at similar levels.

Financial review (continued)

We have reviewed our business plan with help from MKC, and this is operational in line with new governance procedures and staff targets. The overarching strategy to find a sustainable business model that makes sense of our dual function and allows us to develop into a national and internationally significant visitor attraction, as well as become a national leader in educational and community activities is well underway and remains a living, flexible plan. Work is underway on a Large Heritage grant leading up to our 500th site Anniversary in 2024. This will be to populate the downstairs of the Farmhouse with state of the art heritage attractions. Our aim is to be the first choice for everyone in Milton Keynes and further afield who wishes to avail themselves of such services. In addition, we wish to embed ourselves firmly within the community of Milton Keynes as we have the potential to offer much more than we do currently, on all stages.

Total number benefitting from City Discovery Centre's activities

Activities	Beneficiaries events	Last year
Education children (under18)	5000	3050
Education Tertiary and 18+	400	300
Education – Professional and Foreign	50	30
Community related meeting, social and recreational	500	250
Heritage visits or sessions (adults, children, excluding schools)	6500	5000
Arts & Cultural	9000	9000
Environmental	900	850
Health & Well-being	8000	6500
Public Events	10000	2500
Volunteering	1000	950
Green space use and general public services/enquiries	25000	23000
Commercial	100	100
Total beneficiaries events or sessions	**66450**	**51530**

Bradwell Abbey as a community venue for weddings, parties and other functions is successfully moving from an economy option that includes a medium to high quality option. We continue to charge reasonable and competitive prices to ensure that we create access and continue to provide the services stated in our charitable remit.

Financial review (continued)

Volunteers and supporters

The Trustees and Director are extremely grateful for the time and energy of all the volunteers who assist MKCDC in the Archive and New Towns Reference Library, Education department, with and during public events, those helping with admin tasks and those who help maintain the site itself. The Chairman and Director also wish to thank all those Board members, who are volunteers too, for serving with enthusiasm and commitment.

A big thank you to all our supporters, customers, clients, friends, visitors and partners for helping to make our work so successful.

The Friends Group goes from strength to strength, and is already helping markedly with fundraising and events.

d. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

e. Risk management

The principal risks faced by the Charity are a downturn in revenue due to any recessions, or current rises affecting operations and/or lease renewal.

The Trustees look to alleviate these risks by a new business planning process which takes into account these risks and offers options to mitigate them. This includes finding innovative ways to alleviate the Covid-19 crisis such as offering remote/digital services. This work has been helped by the DCMS support grant and continues.

Structure, Governance and Management

During the year, the governance of MKCDC was overseen by the Board of Trustees comprising:

- Professor David Lock CBE (Non-executive President)
- Steve Crowther (Chair)
- Wei Yang (Vice Chair) (resigned 4 August 2022)
- Elizabeth Parckar (resigned 30 July 2022)
- Pauline Wallis (Milton Keynes Council Representative)
- Rex Excon (Milton Keynes Council representative)
- Jan Lloyd
- Paul Cox
- Bob Adams
- Dr Noël James (Staff - Company Secretary and Director/CEO)
- P Martin (appointed 3 August 2022)
- M Potts (appointed 29 November 2022)
- M Wilson (appointed 29 November 2022)

Structure, Governance and Management (continued)

The Board of Trustees meets at least every quarter at Bradwell Abbey, or more often if required. Members of the public and observers are always welcome at these meetings and can apply to the Company Secretary to attend. MKCDC volunteers and members of all the partner organisations we work with are encouraged to stand for election to the Board of Trustees at the AGM.

The Board of MKCDC remain acutely aware that the governance of the organisation is linked to the skills of its Trustees. To this end the Chair and Director regularly review a recruitment strategy for Trustees and volunteers based on an identified skills matrix. The recruitment of new board members and volunteers remains an active and continuous process during a period where volunteering seems to be on the wane. Volunteering for the Charity remains stable this year, with the Friends group and Gardening Club continuing. CDC has achieved Investing in Volunteering status, and Investors in People status.

The Board of Trustees is responsible for setting the broad strategic direction of the organisation and the appointment of a Director to deliver this strategy and the related agreed aims and objectives. The Board has a fiduciary duty and financial oversight, as well as ensuring that the organisation remains compliant with all its legal and other requirements.

The Director is responsible for the overall and day-to-day management of the organisation and reports on this to the Trustees on a regular basis at Board meetings. As CEO the Director deals with all management, staff, delivery, contractual and business issues with the support of the Business Development Manager, who also acts as Deputy in the absence of the Director, and other staff.

b. MKDC Volunteers, Partners and Other Supporters

The Board of Trustees are volunteers and continue to be involved actively in numerous meetings, planning sessions, negotiations with Milton Keynes Council, educational and architectural exhibitions, service reviews, developing and helping to deliver services and put on a variety of public events.

The Trustees and Director are extremely grateful for the work all the MKCDC Volunteers and other unpaid or in-kind supporters regularly do to contribute to the work of MKCDC and the Bradwell Abbey site as a public facility and heritage destination.

As mentioned, CDC are undergoing Investment in Volunteers assessment, as a way to improve and continue their work with volunteers, and to ensure proper practises and appreciation are in place. To this end various meetings and online focus groups with the wide variety of CDC volunteers are taking place in order to improve processes.

The importance of volunteer and supporter help during events and delivery sessions cannot be under estimated and we benefit greatly from the application of their own skills and knowledge alongside the MKCDC staff team.

Structure, Governance and Management (continued)

Event	Approx. Hrs	Days	No.of Vols	Hours
EDUCATION & EVENTS				
Site tours	4	12	2	96
Arts, music & cultural events	8	5	10	400
Heritage Open Days	8	1	12	108
Research & writing	8	10	3	240
Re-enactors & helpers	6	15	6	540
ARCHIVE & LIBRARY				
Archive, digitisation, website & social media	4	20	4	320
Site and DIY				
DIY	8	40	15	4800
Parks Trust	4	2	8	64
Explorer Scouts / Young people	4	4	18	288
Green Gym	6	12	8	576
Overseas students volunteer days	0	0	0	0
Board				
Board meetings	10	5	10	500
Strategic & planning meetings	1	4	1	4
PR & Exhibitions	2	12	2	48
Admin Support	4	30	2	240
Other (various in kind e.g. costume making, fund raising, meetings)	4	20	10	800
			TOTAL	**8180**

The MKCDC Volunteers help with the organisation and delivery of many educational, heritage and public events at Bradwell Abbey. The Guides help to guide well over 500 visitors across the Bradwell Abbey site on the Open Sundays and during the new Bradwell Abbey Friends Pop Up Café days, and also assist during a variety of events across each year such as Archaeology Week, Medieval Open Day, Angels at the Abbey, and also other events put on by MKCDC and also outside organisations such as the 'new' Food Festival, and Barrel Bikers bike festival.

The Trustees wish to thank a number of partners, individuals, supporting organisations and companies who supported the work of the MKCDC contributing to the above, and they are: - Bradwell Abbey Friends, the CDC library volunteers, the Parks Trust volunteers (various projects), Green Gym, the Education and Events volunteers, the office and garden volunteers, and many others not mentioned here. Finally, it should also be noted that the Trustees' time is completely voluntary.

Thus, 8180 hours of volunteer and unpaid/in-kind time was contributed to the work of the Charity in 2022-3. If this is conservatively valued at the lowest heritage sector volunteer rate of £50 a day, it represents an amount of £51,125.

Structure, Governance and Management (continued)

c. Our staff

During the year ended 31 March 2023 our staff were:

- **Noël James** (Director & CEO)
- **Lynne Dawson** (Business Development Manager and Deputy to Director)
- **Catherine McIntyre** (Archivist)
- **Richard Gregory** (Functions Manager, Contracted Cleaner, Operational and Admin Support roles)

City Discovery Centre is also grateful for the commitment and professionalism of the long list of re-enactors and contractors who assist in the delivery of our educational and heritage activities.

Salaries for all staff are benchmarked against market statistics and surveys.

Strategic development and significant concerns/plans for future periods

Bradwell Abbey restoration and improvement project
As far as the Milton Keynes City Council intervention in the restoration of the site, this is now complete, finishing years of protracted negotiations and works. This allows CDC a greater freedom to develop activities on site that will maximise the restored historic facilities and plans are now underway to realise this. This is crucial as all money generated is directly used to fund and subsidise the work of the Charity.

The Bradwell Abbey site and its facilities remain the greatest income generating sources, directly and indirectly, for the Charity, and the most suitable venue for its education, heritage, cultural and community services.

Continuing to improve and upgrade the site to make it a visitor and heritage destination befitting one of the important Scheduled Ancient Monument sites in Milton Keynes is an important aspiration for all key stakeholders. It is featured as such in the Council's Heritage and Cultural Strategy 2014-23 and is a major part of the new Business Plan moving forward.

On site concerns
Now that conservation works are complete, funding must be sought to allow the refit of the historical attractions to museum standard in order to function as an exciting new visitor attraction. Initial enabling works and feasibility studies concerning this have already been undertaken. Funding applications are underway.

Economies of scale and future joint working
MKCDC remains an active member and contributor to the Heritage MK and various other bodies in Milton Keynes that represent heritage, arts & culture, education, environment and community concerns or interests e.g. MKHA, AHAMK, MAKE, MK Chamber, MK Forum. We continue to work with many partners and organisations that are involved in other Heritage Funded or possible future Heritage Funded projects to show joint working that avoids duplication and competition but will allow for joint working or delivery related to economies of scale. We are also working with the Central Library Archives Project, which is ongoing, and continue as a key partner in several archive and New Town projects.

We remain fully supportive of a joint heritage visitor offer which will tell the story of the New Town of Milton Keynes across a variety of eras, areas and sites. MKCDC already does this to a large extent as part of our current educational and professional delivery; and it remains critical that MKCDC will be able to fulfil its original key aims and objectives within the Milton Keynes heritage, education and community sectors. MKCDC remains fully supportive of the MK Museum in their successful and significant expansion and continues to undertake close work with them to provide information, displays and exhibitions in their new gallery related to the development of Milton Keynes as a New Town.

The founding objectives of MKCDC were deliberately laid down in broad terms to allow the delivery of a wide range of services and educational activities. Over time priorities and opportunities change and the organisational strategy will be to take advantage of new opportunities, as well as new academic and service ventures as they present themselves. The Trustees and Director believe that a sustainable organisation is one that manages to accommodate change while maintaining core objectives and run itself more on business principles rather than a dependency approach.

Strategic development and significant concerns/plans for future periods (continued)

Optimal Delivery
The Trustees, Director and Staff team remain committed to optimal delivery of all the services we deliver at Bradwell Abbey and we review regularly the ways we deliver our services to deliver more effective operations. In particular, we are keen to ensure that the priorities reflected in our education programmes are continuing to support the needs of schools, especially in the light of continual changes in national curricula and also the ability of schools to travel for experiential learning off site.

The Trustees and Director also continue to explore further opportunities for collaboration and joint ventures with other Milton Keynes voluntary and community groups in the delivery of our charitable and educational mission, as well as some institutions at national and international level.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

Auditors

The auditors, Harris & Co (Accountants) Ltd, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:

S P Crowther
(Trustee)
Date: 27 July 2023

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

Opinion

We have audited the financial statements of City Discovery Centre and its Subsidiary (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2023 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 March 2023 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group and parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY (CONTINUED)

Other information

The Trustees are responsible for the other information contained within the Annual report. The other information comprises the information included in the Annual report other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Identifying and assessing potential risks related to irregularities
In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the charities activities and sector, control environment and financial performance including the design of the charitable company's remuneration policies, key drivers for trustees' remuneration, bonus levels and performance targets;
- Enquiring of management and the trustees, including obtaining and reviewing supporting documentation, concerning the charitable company's policies and procedures relating to:
    - Identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
    - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
    - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Discussing among the engagement team and involving relevant internal specialists, including tax, and industry specialists (where relevant) regarding how and where fraud might occur in the financial statements and any potential indicators of fraud; and
- Obtaining an understanding of the legal and regulatory frameworks that the charitable company operates in, focusing on those laws and regulations that had a direct effect on the financial statements, such as provisions of the UK Companies Act, pensions legislation and tax legislation or that had a fundamental effect on the operations of the charitable company; including General Data Protection requirements, anti-bribery and corruption policy.

Audit response to risks identified

As a result of performing the above, we identified various Charities Act and Charities Commission guidance as a key audit matter related to non-compliance with laws and regulations that might lead to material misstatements. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition to the above, our procedures to respond to risks identified include the following:

- Review of the financial statement disclosures and testing to support documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management, the trustees and in-house and external legal counsel (where relevant) concerning actual and potential litigation and claims;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud; and
- Reading minutes of meetings of those charged with governance, reviewing internal reports where relevant and correspondence.
- Reviewing the compliance with relevant charity legislation.
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the charities rationale for any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to an indications of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the group's or the parent charitable company's financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group or parent charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group or parent charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (i.e. gives a true and fair view).
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



Sarah Buswell FCA (Senior Statutory Auditor)
for and on behalf of Harris & Co (Accountants) Ltd, Statutory Auditor
2 Pavilion Court
600 Pavilion Drive
Northampton Business Park
Northampton
NN4 7SL

Date: 27 July 2023

Harris & Co (Accountants) Ltd are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	4,980	92,878	97,858	89,924
Charitable activities	4	17,646	-	17,646	5,795
Other trading activities		182,643	-	182,643	75,116
Investments	5	100,502	-	100,502	75,087
Total income		305,771	92,878	398,649	245,922
Expenditure on:					
Raising funds		49,851	-	49,851	22,758
Charitable activities	6	289,699	27,177	316,876	265,039
Total expenditure		339,550	27,177	366,727	287,797
Net income/(expenditure)		(33,779)	65,701	31,922	(41,875)
Transfer between funds		-	-	-	-
Net movement in funds		(33,779)	65,701	31,922	(41,875)
Reconciliation of funds:					
Total funds brought forward		247,023	2,000	249,023	290,898
Net movement in funds		(33,779)	65,701	31,922	(41,875)
Total funds carried forward		213,244	67,701	280,945	249,023

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 33 to 45 form part of these financial statements.

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

CONSOLIDATED BALANCE SHEET
AS AT 31 MARCH 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	11		30,893		41,898
			30,893		41,898
Current assets					
Stocks	13	3,311		3,246	
Debtors	14	30,666		16,813	
Cash at bank and in hand		283,214		248,412	
		317,191		268,471	
Creditors: amounts falling due within one year	15	(67,139)		(61,346)	
Net current assets			250,052		207,125
Total assets less current liabilities			280,945		249,023
Net assets excluding pension asset			280,945		249,023
Total net assets			280,945		249,023
Charity funds					
Restricted funds	16		67,701		2,000
Unrestricted funds	16		213,244		247,023
Total funds			280,945		249,023

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2023

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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



S P Crowther
(Trustee)
Date: 27 July 2023

The notes on pages 33 to 45 form part of these financial statements.

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

COMPANY BALANCE SHEET
AS AT 31 MARCH 2023

	Note	£	2023 £	£	2022 £
Fixed assets					
Tangible assets	11		30,298		40,565
Investments	12		100		100
			30,398		40,665
Current assets					
Stocks	13	-		-	
Debtors	14	129,028		89,665	
Cash at bank and in hand		129,481		124,566	
		258,509		214,231	
Creditors: amounts falling due within one year	15	(22,365)		(20,276)	
Net current assets			236,144		193,955
Total assets less current liabilities			266,542		234,620
Total net assets			266,542		234,620
Charity funds					
Restricted funds	16		97,701		2,000
Unrestricted funds	16		198,841		232,620
Total funds			266,542		234,620

COMPANY BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2023

The Company's net movement in funds for the year was £31,922 (2022 – (£49,897)).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

S P Crowther
(Trustee)
Date: 27 July 2023

The notes on pages 33 to 45 form part of these financial statements.

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is the David Lock Building, Alston Drive, Bradwell Abbey, Milton Keynes, MK13 9AP.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

City Discovery Centre and Its Subsidiary meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

2.2 Going concern

In response to the COVID-19 pandemic and the related cost of living crisis, the directors have performed a detailed analysis of forecast future cash flows taking into account the potential impact on the charity and group of possible future scenarios arising from the impact of COVID-19 and the cost of living crisis (including reduced income from activities). This analysis also considers the effectiveness of available measures to assist in mitigating the impact. Based on these assessments and having regard to the resources available to the charity, the Trustees have concluded that there is no material uncertainty arising from the COVID-19 pandemic and the cost of living crisis and that they can continue to adopt the going concern basis in preparing the reports and accounts.

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grants are included in the Consolidated statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

3. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Fixtures, fittings, and office equipment	- 20% straight line
Computer and other equipment	- 33% straight line

2. Accounting policies (continued)

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses)on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

2.13 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. Accounting policies (continued)

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations	2,155	-	2,155
Grants	2,825	92,878	95,703
Government grants	-	-	-
	4,980	92,878	97,858

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Donations	501	-	501
Grants	14,000	27,535	41,535
Government grants	47,888	-	47,888
	62,389	27,535	89,924

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £
Service and education provision	17,646	17,646
	17,646	17,646

	Unrestricted funds 2022 £	Total funds 2022 £
Service and education provision	5,795	5,795
	5,795	5,795

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £
Rental income	100,351	100,351
Bank interest receivable	151	151
	100,502	100,502

	Unrestricted funds 2022 £	Total funds 2022 £
Rental income	75,065	75,065
Bank interest receivable	22	22
	75,087	75,087

6. Analysis of expenditure on charitable activities
Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Charitable activities	289,699	27,177	316,876

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Charitable activities	233,174	31,865	265,039

7. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Charitable activities	299,909	16,967	316,876

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Charitable activities	253,823	11,216	265,039

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Charitable activities 2023 £	Total funds 2023 £
Depreciation	13,907	13,907
Education expenditure	14,833	14,833
Fundraising and publicity	2,200	2,200
Grants	12,325	12,325
Premises and office costs	256,644	256,644
	299,909	299,909

	Charitable activities 2022 £	Total funds 2022 £
Depreciation	14,583	14,583
Education expenditure	7,429	7,429
Fundraising and publicity	1,833	1,833
Grants	31,866	31,866
Premises and office costs	198,112	198,112
	253,823	253,823

8. Auditors' remuneration

	2023 £	2022 £
Fees payable to the Company's auditor for the audit of the Company's and the subsidiaries annual accounts	5,510	5,000

9. Staff costs

	Group 2023 £	Group 2022 £
Wages and salaries	172,657	139,677
	172,657	139,677

The average number of persons employed by the Group and Company during the year was as follows:

	Group 2023 No.	Group 2022 No.	Company 2023 No.	Company 2022 No.
Administration staff	5	5	4	4

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Chief Executive and Business Administrator. The total employee benefits of the key management personnel of the charity were £96,072 (2022: £78,407).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

11. Tangible fixed assets

Group

	Equipment	Other fixtures and fittings	Total
	£	£	£
Cost or valuation			
At 1 April 2022	1,499	101,363	102,862
Additions	-	2,902	2,902
Disposals	-	-	-
At 31 March 2023	1,499	104,265	105,764
Depreciation			
At 1 April 2022	1,499	59,465	60,964
Charge for year	-	13,907	13,907
On disposals	-	-	-
At 31 March 2023	1,499	73,372	74,871
Net book value			
At 31 March 2023	-	30,893	30,893
At 31 March 2022	-	41,898	41,898

Company

	Equipment	Other fixtures and fittings	Total
	£	£	£
Cost or valuation			
At 1 April 2022	1,499	88,869	90,368
Additions	-	2,902	2,902
Disposals	-	-	-
At 31 March 2023	1,499	91,771	93,270
Depreciation			
At 1 April 2022	1,499	48,304	49,803
Charge for year	-	13,169	13,169
On disposals	-	-	-
At 31 March 2023	1,499	61,473	62,972
Net book value			
At 31 March 2023	-	30,298	30,298
At 31 March 2022	-	40,565	40,565

12. Fixed asset investments

Company

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2022	100
At 31 March 2023	100
Net book value	
At 31 March 2023	100
At 31 March 2022	100

Principal subsidiaries

The following was a subsidiary undertaking of the Company:

Name	Company	Class of shares	Holding	Included in consolidation
City Discovery Centre (Trading) Co. Limited	03431035	Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Profit/(Loss)/ Surplus/(deficit) For the year £	Net assets £
City Discovery Centre (Trading) Co. Limited	Nil	14,503

13. Stocks

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
Finished goods and goods for resale	3,311	3,246	-	-

14. Debtors

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022
Due within one year				
Trade debtors	14,547	4,501	7,917	4,501
Amounts owed by group undertakings	-	-	105,036	72,889
Other debtors	-	-	-	-
Prepayments and accrued income	16,119	12,312	16,075	12,275
	30,666	16,813	129,028	89,665

15. Creditors: Amounts falling due within one year

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022
Trade creditors	20,045	12,323	17,521	9,305
Other taxation and social security	3,767	3,094	-	-
Other creditors	1,083	2,841	1,084	2,841
Accruals and deferred income	42,244	43,088	3,760	8,130
	67,139	61,346	22,365	20,276

16. Statement of funds

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfer to other reserves £	Balance at 31 March 2023 £
Unrestricted funds					
General funds – all funds	247,023	305,771	(339,550)	-	213,244
Restricted funds					
MK Council	1,000	-	(1,000)	-	-
MK Council – Maintenance Fund	-	50,000	(13,677)	-	36,323
MK Council – Pilgrim trail project	-	3,000	-	-	3,000
Heritage Fund	-	29,378	(1,500)	-	27,878
Bradwell Parish	1,000	-	(1,000)	-	-
National Lottery Community Fund	-	10,000	(10,000)	-	-
Stantonbury Parish Council	-	500	-	-	500
	2,000	92,878	(27,177)	-	67,701
Total of funds	**249,023**	**398,649**	**(366,727)**	**-**	**280,945**

The trustees have designated the funds to enable support for a variety of key areas, to ringfence from normal unrestricted funds available to the charity.

In respect of the larger funds, these are restricted for the following purposes:

MK Council: for various charitable projects, maintenance, business plans and completion of conservation works.

Heritage Fund: For Archive and New Town activities.

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfer between reserves £	Balance at 31 March 2023 £
General funds	247,023	305,771	(339,550)	-	213,244
Restricted funds	2,000	92,878	(27,177)	-	67,701
	249,023	398,649	(366,727)	-	280,945

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	30,893	-	30,893
Current assets	249,490	67,701	317,191
Creditors due within one year	(67,139)	-	(67,139)
	213,244	67,701	280,945

CITY DISCOVERY CENTRE

England & Wales - Charity number 297397

Accounts

REGISTERED NUMBER: 02108180
CHARITY NUMBER: 297397

Trustees' Report and Financial Statements

for the Year Ended 31 March 2022

for

City Discovery Centre and its Subsidiary
(A company limited by guarantee)

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

Contents of the Financial Statements

	Page
Reference and administrative details of the Company, its Trustees and advisers	2
Trustees' report	3 - 21
Independent auditors' report on the financial statements	22 - 27
Consolidated statement of financial activities	28
Consolidated balance sheet	29 - 30
Company balance sheet	31 - 32
Notes to the financial statements	33 - 45

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2022

TRUSTEES	Professor D Lock, Non-executive president S P Crowther, Chair W Yang, Vice Chair J Lloyd, Trustee P Cox, Trustee B Adams, Trustee P Wallis, Trustee R Excon, Trustee P Martin, Trustee
COMPANY REGISTERED NUMBER	02108180
CHARITY REGISTERED NUMBER	297397
REGISTERED OFFICE	The Farmhouse Bradwell Abbey Milton Keynes MK13 9AP
COMPANY SECRETARY	Dr N M James
CHIEF EXECUTIVE OFFICER	Dr N M James
AUDITORS	Harris & Co (Accountants) Ltd, Statutory Auditor 2 Pavilion Court 600 Pavilion Court Northampton NN4 7SL

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the audited financial statements of the City Discovery Centre for the year 1 April 2021 to 31 March 2022.

Introduction to the Charity

Office Address

Milton Keynes City Discovery Centre (also known MKCDC or CDC) has been based at the Scheduled Ancient Monument (SAM) site of Bradwell Abbey (no.19062) in Milton Keynes since 1992. The physical office address is The Farmhouse, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP.

Charity Registration Details

The registered Charity number is 297397 and the subsidiary Trading Company registration number is 3431035 with the VAT number: 737420341.

Bankers, Solicitors and Auditors

- Bankers – HSBC (19 Midsummer Place, Milton Keynes) and CAF Bank (125 Kings Hill Avenue, Kings Hill, West Mailing, Kent, ME19 4JQ)
- Solicitors – Geoffrey Leaver Solicitors LLP 251 Upper Third Street, Bouverie Square, Milton Keynes, MK9 1DR
- Auditors – Harris & Co (Accountants) Ltd, 2 Pavilion Court, 600 Pavilion Drive, Northampton Business Park, Northampton, NN4 7SL

Charity Information

MKCDC was established in July 1987 as a registered Educational Charity with a not-for-profit subsidiary trading company (City Discovery Centre Ltd), which was started on advice received from the Charities Commission.

The trading company is limited by shares and all surplus funds generated are passed on to the charitable arm to fund and/or subsidise its work and delivery. The subsidiary trading company's sole purpose is thus to utilise the site and facilities at Bradwell Abbey (where it was purposefully placed by the CNT to utilise the site for this purpose and act as its custodian) and its skills base to generate income to enable the Charity to carry out its charitable objectives.

The Charity is governed by a Memorandum and Articles of Association that were last amended on the 15th of January 1998. The current organisation represents an amalgamation of two earlier community initiated bodies i.e. the Milton Keynes Urban Studies Centre (which focused on urban environmental education, including urban history and geography) and the Bradwell Abbey Field Centre Trust (focused on archaeology, natural history and environment). We aim to address these broad focus areas in the services we deliver as the Milton Keynes City Discovery Centre.

Objectives and activities

a. Charitable Objectives

The Milton Keynes City Discovery Centre's Primary Objective is to promote a greater appreciation and understanding of the historical, natural and built environments of Milton Keynes.

b. Activities and Services

To promote our charitable objectives, we are constantly monitoring the relevant school curricula and also the educational attainment needs of our clients. We often have to be responsive and have made continuing changes to our educational materials and areas of delivery in the last year because of changing nature of our customers.

In pursuit of its charitable, educational, heritage and community objectives, MKCDC aims to:

- promote geography and history as areas of study in schools;
- promote careers related to geography and heritage/ history;
- promote heritage experiential learning through heritage re-enactment, drama and storytelling;
- promote geography experiential learning through city tours, site visits and fieldwork;
- promote educational programmes and activities to support all levels of learning in urban studies and sustainable development;
- promote urban geography and urban planning/design using Milton Keynes as a living model;
- inform and educate the public about urban geography, urban planning/design and urban sustainability; and how these impact on their lives and future development of Milton Keynes;
- deliver programmes related to the natural environment, environmental studies and landscape architecture;
- maintain the Milton Keynes New Towns Archive and Reference Library which includes a large component of Milton Keynes Development Corporation's material and material about the continued and future development of Milton Keynes;
- manage and maintain the Bradwell Abbey Scheduled Ancient Monument site in partnership with the Milton Keynes Council (the site owners) for the benefit of the people of Milton Keynes;
- host a variety of arts, music, cultural and heritage open days and community/public/family events on the Bradwell Abbey site; and
- deliver programmes for people from all over the world reflecting the social heritage, urban and cultural development of Milton Keynes as the UK's most successful New Town.

Objectives and activities (continued)

c. Facilities and Site Resources

Bradwell Abbey is the site of a Medieval Benedictine Priory and still contains the remains of a variety of ancient buildings and a number of medieval fishponds. As a Scheduled Ancient Monument and a Community Related Asset the grounds of the site are open to the public. The latter designation reflects an understanding that the management and use of the site will be on a not-for-profit basis and for the benefit of the people of Milton Keynes. MKCDC is also responsible for the oversight management of the SAM site, with the assistance of Milton Keynes Council.

The Bradwell Abbey site is also of environmental importance as a non-statutory Biological Notification Site as there has been evidence of an extant colony of Great Crested Newts, Pipistrelle (Pipistrellus pipistrellus/pygmaeus) and Brown Long-eared (Plecotus auritus) bats recently and in the past. Recent surveys indicate the evidence of at breeding and roosting bats in the farmhouse, possible bat activity in the chapel, and extra bat activity on and around the site. The extensive scrubland, woodland and four ponds also support a number of small but important ecosystems and a variety of bird life and are used for a range of educational and public events.

In 1997, CDC was given a 25-year lease on the 12-acre site, which is owned by the Milton Keynes Council, with an option to renew for another 25 years in the future. This option has now been updated to a 99-year lease, and the draft lease, now with Milton Keynes Council, should be signed before end August 2022. The Bradwell Abbey site has suffered serious dilapidations over a long period and there has been urgent need for repairs, maintenance and improvements to bring the site up to standard and to turn it into the heritage and visitor destination it should be. After the unsuccessful Heritage Lottery Fund Bid in 2014, MKCDC has worked in partnership with Milton Keynes Council (the landowner) to help them fulfil their statutory obligations towards the Scheduled Ancient Monument site and bring all the buildings on site up to an acceptable standard of repair. The ongoing negotiations have now resulted in Milton Keynes Council continuing to completion a capital works budget of around £800,000 and awarding the contract for the repair and restoration works to Cliveden and ModPlan. SAM consent was granted by Historic England and enabling works to conserve and repair both the chapel and the farmhouse completed, with the second of the two stage conservation process also now near completion. These were completed along with handover in April 2022. Works on the hovel were completed in June 2022. Outstanding works remain on the cattle hovel and it is now likely CDC will take responsibility for these under the new maintenance contract. We hope that these works will ensure MKCDC's ongoing presence on the Bradwell Abbey site and its continued service delivery to the people of greater Milton Keynes. While Covid-19 continued to disrupt activities, timelines were not unduly disrupted.

Most of the buildings and facilities on the Bradwell Abbey site are used to generate income for the Charity and provide facilities for use by educational institutions, the general public, Third Sector and local community organisations in greater Milton Keynes. The Director, Staff and Trustees continue to work with a number of key partners, interested parties and advisors to optimise the utilisation of site and its facilities. Although the continued conservation works on site have hindered its full utilisation, we have employed various new strategies alongside a flexible Business Plan to boost income and improve customer numbers. MKCDC has maintained a key financial aim again in the last year in a safety net reserve that could cover all our liabilities or costs for 18 to 24 months as currently our income had reduced significantly to due to the Covid-19 crisis, but is now again on the upturn. During 2021-22, CDC were successful in maintaining income and normal business activities.

Achievements and performance

a. Users of our centre

The following community groups were users of the facilities at Bradwell Abbey during 2020/21. While this is vastly reduced because of Covid-19, community use was still popular during less unrestricted periods.

Group	Type of use	Group	Type of use
Milton Keynes Natural History Society	Meetings	**MK Forum**	Base & meetings
Bradwell Abbey Scouts	Meetings	**MK Environmental Partnership**	Meetings
Word in Edgeways	Meetings and Workshops	**Bradwell Abbey Friends**	Meetings
New Town Heritage Explorers	Meetings and Workshops	**RSPB Wildlife Explorers**	Meetings and event space
Liisa Clark Arts	Arts Events/exhibitions	**Interaction-MK**	Education sessions
MK National Trust	Meetings	**JAMB**	Meetings and craft sessions
MK Council	Meetings	**MK Power**	Meetings
Heritage MK	Meetings	**FS1**	Training

During unrestricted times some local commercial companies used Bradwell Abbey for both training and other events.

b. Our Sources of Income

MKCDC derives income from a number of activities and services listed below:

- Rental income and room hire income from commercial and voluntary sector accommodation at Bradwell Abbey.
- Income generating activities that relate to providing educational services to schools, universities as well as professional and community groups.
- Income generating activities that relate to putting on large-scale events in the heritage, art and cultural sectors for the general public and people of Milton Keynes (not as possible or frequent during Covid).
- We currently have no SLA (Service Level Agreements) with any institutions or bodies, although we have long-term clients using our foreign delegate lectures and tours, as well as venue hire clients.
- This year the greater part of our income has been through Covid-19 resilience, and other, heritage focused grants.
- Commercial activities and venue letting by the City Discovery Centre (Trading) Co. Ltd., a commercially oriented company and wholly owned by the Milton Keynes City Discovery Centre with the sole purpose of generating income, with which to subsidise or pay for the educational and community activities of the Charity.
- A consolidated financial report has been prepared that includes the City Discovery Centre (Trading) Co. Ltd and specific details can be obtained by contacting (01908) 227229.

Achievements and performance (continued)

c. Tenants at Bradwell Abbey

During the year ended 31 March 2022 the Milton Keynes City Discovery Centre held commercial sub-lease agreements with the following companies:

- Bakehouse – Your Local Flyer
- Farmhouse – Currently vacant due to completion works with CDC planned to move in from May 2022
- Red Barn – FS1 (Recruitment firm) – From September 2021 tenancy terminated and taken over by ECG
- Gatehouse – ECG

We further held a number of sub-tenant licences with charitable or not-for-profit groups based in the David Lock Resource Centre and MIC. They are:

- Become (Photography and Graphic Arts)
- Liisa Clark Arts
- 4 Local artists, collectively JAMB
- Inter-action MK

A number of other Charities use us as their meeting base and postal address - e.g. MK Forum, MK Natural History Society, MK National Trust, MK Public Arts Trust, Fred Roche Foundation, and Urban Eden, to name a few. These meetings have been fewer due to Covid-19. We continue with our two steady domestic tenants in the two farm-workers' cottages.

Achievements and performance (continued)

d. Education Delivery, Activities and Achievements

- The organisation and delivery of educational activities and outreach constitutes a significant portion of the Charity's Aims and Objectives. To this end, MKCDC continues to deliver the following learning activities and sessions for schools, universities and community groups. These have now been taking place both online under our new digital offer, and in person once more:

Geography and Urban Development

- Settlement – various topics at various educational levels
- Exploring the reasons for settlement establishment, the links between settlement and planning in history e.g. the Roman period and how we might do it today;
- Development of infrastructure; retailing; housing and/or employment in local settlements;
- Comparing settlements from local to global
- Contrasting Localities: comparing the history, demographics, etc. of the visitor's home locality with modern Milton Keynes;
- The history of the development of Milton Keynes covering the context, the planning, the financing, the process, etc.;
- Planning a sustainable city - the case of Milton Keynes within a wider worldwide perspective;
- Environmental decision making for sixth form students;
- Study tours and lectures specifically themed at the needs or interest of clients (topics range across urban planning, transport, recreation, retailing, environment, recycling and sustainability, catchments management);
- Briefings and workshops for planning professionals and policy makers;
- Map reading and orienteering.

History activities

- Pre-history – stone, bronze and iron age covering Boudicca, technology development, cave painting, homestead and buildings, social context;
- Romans – hands-on sessions including: - life in the Roman army, a Roman banquet, Roman gods, life at a Roman villa, Roman household, Roman Technology and Innovation;
- Anglo-Saxons and Vikings – art, literacy & poetry, runes and place names, important dates and characters, warriors and shield making, homestead & pottery;
- Medieval – hands-on sessions including: - medieval cooking, a Medieval pilgrimage, life as a monk in a medieval monastery, crime & punishment, general medicine, Bradwell Abbey site history;
- Tudor – hands-on sessions including: - Tudor cooking, Tudor beliefs and superstitions, Tudor household management, games, hunting, mummers play, dance. Life of a sailor in the Royal Navy at this time; crime & punishment, general medicine, Bradwell Abbey site history;
- Victorian schools and lifestyle are a new addition to the programme;
- Archaeology and handling collection work – we have a handling collection of finds and artefacts dating back to Roman times and some fossils going back even earlier.
- New Town bespoke activities for schools as well as joint New Town events.
- Local history – various topics at various KS levels:
- The history of the Bradwell Abbey site;
- A comparative study of Bradwell Abbey, Bradwell Village and New Bradwell;
- The modern history of Milton Keynes;
- Urban Planners of the Future.

Achievements and performance (continued)

Special Educational Needs

- Providing work experience for young challenged adults on site, in particular 3 young autistic adults – some activities have continued on site but are mostly now taking place through our digital programme.
- We have begun new work with Milton Keynes College working with disengaged and excluded students.
- We now host a craft therapy programme in the grounds on Mondays with a local medieval potter.

Holiday activities

- Covered New Town, Anglo-Saxon, Viking, Roman, medieval, Tudor, Halloween, Victorian, Christmas, New Town and environmental – sessions had focused craft activity for the time period, storytelling and stories of the period, plus online site tours. Events are almost back to normal levels and physical presence.

Environmental Activities

- Various environmental and sustainable city aspects have been built into the Geography and City Planning presentation, lectures and tours;
- A number of environmental learning sessions and events have been undertaken with key partners on site;
- Plant and wildlife identification sessions by experts;

Educational Objectives and Strategies

- The key educational objectives remain the same and are aimed at delivering an out-of-the-classroom experiential learning opportunity for learners, supporting teacher in their teaching, including our new digital offer, which includes high quality downloadable resources and videos;
- Another key objective is to get more schools, especially local schools, to make use of our services. Due to increasingly unaffordable travel / bus prices we have increased our outreach into schools as many can no longer afford to come to us at Bradwell Abbey. This has been particularly successful through the new digital offer.
- Our key strategies, identified 2014-15, remain the same and are:
  - to be a quality delivery agent
  - to stay relevant to the curricula
  - to be seen as good value for money
  - to make optimum use of building and other facilities on the Bradwell Abbey site.
- Embrace a strategic approach to the anticipated changes in the curricula and work with local teachers to achieve client focussed R&D and development of new materials.

Achievements and performance (continued)

e. Participation in MKCDC's educational and heritage activities

Schools

- Geography and Urban Planning:
  - Comprises learners taking part in our geography based activities and includes both the primary and secondary sectors.
  - The Urban Planning is mostly UK based tertiary students and professional/academic visitors from abroad although we have again this past year introduced the subject to primary schools.
- History and Heritage:
  - Learners taking part in our hands-on-history activities.
  - These history components are almost exclusively undertaken by primary school pupils.
  - The heritage components are also aimed at 18+ adult learners and parents attending public events.
  - Combined Geography and Heritage/History sessions:
  - This area combines the history of local area with its urban development over a range of different periods and how these impact on each other.

We are happy to report that the student numbers taking part in our general on-site education programmes and events remain stable. We are working on strategies to increase this number and have developed new sessions and updated existing ones.

Professional and 16+ education

The numbers for professionals attending and foreign groups remain stable, with the new exception of delegations from China still halted as a result of Covid-19. We continue to work on strategies with a number of tertiary and international partners to increase this further and capitalise on this as part of the now expanded New Town Studies Network that we are a part of with Milton Keynes Council.

Educational delivery challenges

The Director and Education Officer have once again tried a variety of strategies and approaches to improve user numbers for our educational services. IT should be noted now that we are regularly fully booked with sessions.

- The regularly refreshed comprehensive educational brochure and programme developed and sent out to all the schools in the Milton Keynes borough has undergone a further website refresh and is accompanied by other promotional materials including banners, digital resources, recorded videos and inclusion in various educational brochures. We also continue an intensive and proactive liaison with schools to see why they continue to use us, what they would like to see improve in order to continue with us, and the same with schools who have used our services in the past but no longer do though. We continue to work with schools and coach companies to find more cost effective ways for schools to engage with our services.
- MKCDC has continued to offer taster sessions to schools in the 2021-2 period, primarily through our new digital offer. In addition, we have gone out to schools for paid sessions. We will continue this approach. We have continued our approach with home schooling, church, and scout groups where possible.
- The education team continues consultation with teachers in order to accommodate and maximise any curriculum changes during this period. This to ensure that any new sessions, material and educational topics will remain relevant moving forward. Market research into our offer has now has informed our digital offer.

Achievements and performance (continued)

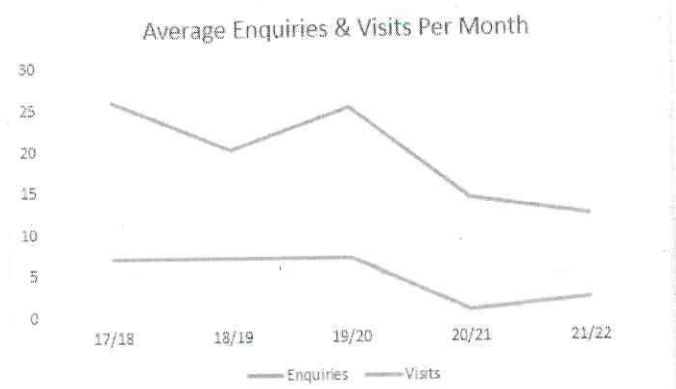
- We continue to diversify our services and are working closer with other heritage charitable and community groups who are engaged in delivering similar or complementary educational activities. This has involved continued talks with Milton Keynes Museum to see if we might deliver a joint educational service with them.
- The most successful marketing tool currently still appears to be word of mouth referrals from teachers and schools or teachers who have visited or attended some of our open days.
- In addition, the Director now sits on the Board of the Milton Keynes Cultural Education Partnership (MAKE) and the Cultural Partners Action Group (Both part of MAKE, which is part of AHA), all of which have teachers on the Board and direct links to school networks. This has increased uptake of our digital offer.

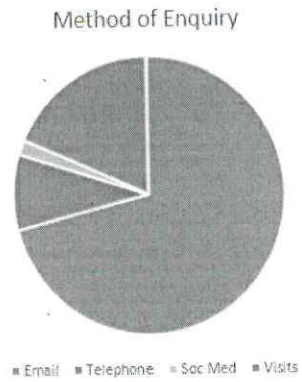
f. Archive and Reference Library

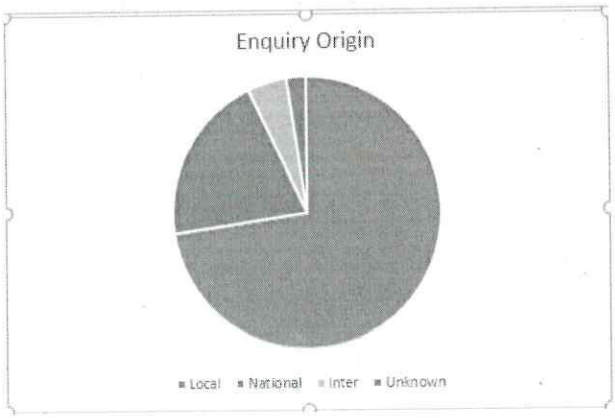
Access

Providing access has again been limited this year due to the Covid-19 pandemic. We were also closed for a period in order to install the new shelving. However, we continued to remotely answer enquiries and re-opened for researchers in the autumn. We are now fully open after a short Christmas/new year period of closure.

	Total	Monthly Average 2021-22	Monthly Average 2020-21
Enquiries (inc. visits)	149	12	14
Visits	28	2	0.75







Achievements and performance (continued)

f. Archive and Reference Library (continued)

Acquisitions & Accessions

We acquired four collections this year: The Powell Foundation, George Thompson Collection, Brian Cudmore Collection and the Bernard Madden Collection. The Cudmore Collection also included a number of books on general urban planning that are now part of the Reference Library collection.

Collections Care

Environmental monitoring still shows temperature and humidity too high on the balcony, with unacceptable levels of fluctuation both on the balcony and in the Archive & Reference Library. Regular pest checking has not highlighted any problems. The new roller racking has improved security as we are able to lock the shelves containing archive material.

Collections Development

New catalogues available online: Brian Cudmore Collection (CUD), Powell Foundation Collection (POW), Bernard Madden Collection (MDN). Cataloguing has been completed for the Andrew Mahaddie Collection (MAH) and will be going online shortly. Two catalogues were added to The National Archives Discovery database: Adrian Morrow Collection (MOR) and Don Perkins Collection (DOP). Almost 4,000 images are now available via the Image Archive online catalogue. Work continues on the Reference Library cataloguing. The collections audit has been used to inform activities in developing the collections such as listing, cataloguing, digitisation and volunteer work.

Digital Preservation

We are continuing our first forays into digital preservation, starting by working towards Level 1 of the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation. Digital preservation activities have been carried out on our existing born-digital collections.

Outreach

Outreach has again been very important this year, both in providing content for people unable or unwilling to visit and promoting our resources to encourage visitors back. The online exhibition 'Designed for Living' was launched in September and has had over 2,000 visits so far, with promotion by MKFM and an article in The Citizen. We produced two online jigsaws using images from the collection, including one to coincide with the MK birthday activities. The archivist did an Instagram live in July, answering questions from the public. Contributions to general social media content and quarterly newsletters have been made, as well as putting up an exhibition at the Medieval Fayre. The archivist also assisted with the Junior Filmmakers visit and interpretation of the Elephas Antiquus tusk.

Project Work

HomeWorld 40th anniversary - gave an online talk about the HomeWorld materials in our collection and assisted with the time capsule video.

#LoveMK day – filmed some content for social media to celebrate.

Explore Your Archive – created social media content for the initiative's daily themes and did a Facebook live answering questions from the public.

Achievements and performance (continued)

f. Archive and Reference Library (continued)

Volunteer Management

Volunteers were able to return from summer 2021 if they felt comfortable. All volunteers that have returned to volunteering have now returned to in-person volunteering and we currently have five Archive & Reference Library volunteers. 'Designed for Living' was curated by two volunteers, who chose their favourite images and helped with the final selection, plus writing captions. The listing of three collections has been completed: Great Linford Parish Council (GLP), Artworks MK (ATW) and David Lock Collection (LOC). Ongoing work includes: cataloguing and classifying of Reference Library collection, uploading images to Image Archive online catalogue, indexing of The Insider and listing of the Phillip Ashbourn Collection. Recording of hours contributed has again been sporadic, but volunteers have provided around an average of nine hours help per month in 2021. It should be noted that this figure really only covers August – December as volunteering opportunities were limited prior to this.

Public benefit

The charity Trustees have given due consideration to the Charity Commissions public guidance on the Public Benefit requirement under the Charities Act 2011.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

c. Deficit

Towards the end of each calendar year detailed budgets for the following year are prepared and submitted to the Trustees for approval. In the year we generated a consolidated loss of £45,468.

We are happy to report that the Charity has maintained its positive position into 2021-22 period and report that the safety net reserve remains sufficient to protect the organisation for at least a full financial year of operation or cover its liabilities, should this ever be required in the event where further income is lost or closure required, such as may be the case again if the Covid-19 crisis continues at similar levels.

Financial review (continued)

We have reviewed our business plan with help from MKC, and this is operational in line with new governance procedures and staff targets. The overarching strategy to find a sustainable business model that makes sense of our dual function and allows us to develop into a national and internationally significant visitor attraction, as well as become a national leader in educational and community activities is well underway and remains a living, flexible plan. Work is underway on a Large Heritage grant leading up to our 500th site Anniversary in 2024. This will be to populate the downstairs of the Farmhouse with state of the art heritage attractions. Our aim is to be the first choice for everyone in Milton Keynes and further afield who wishes to avail themselves of such services. In addition, we wish to embed ourselves firmly within the community of Milton Keynes as we have the potential to offer much more than we do currently, on all stages.

Total number benefitting from City Discovery Centre's activities

Activities	Beneficiaries events	Last year
Education children (under18)	3050	3035
Education Tertiary and 18+	300	1244
Education – Professional and Foreign	30	200
Community related meeting, social and recreational	250	100
Heritage visits or sessions (adults, children, excluding schools)	5000	3128
Arts & Cultural	9000	8748
Environmental	850	993
Health & Well-being	6500	6000
Public Events	2500	330
Volunteering	950	1000
Green space use and general public services/enquiries	23000	22000
Commercial	100	100
Total beneficiaries events or sessions	**51530**	**46878**

Bradwell Abbey as a community venue for weddings, parties and other functions is now moving from an economy option that includes a medium to high quality option. We continue to charge reasonable and competitive prices, in as much as we can, to ensure that we create access and continue to provide the services stated in our charitable remit.

We have been able to use some of our DCMS grant to help with market research, marketing development and promotional materials here, and are now offering peak and off-peak packages, with a bespoke weddings website and high quality promotional material.

Wedding bookings have been affected throughout the Covid-19 crisis, although, we continue to have smaller weddings as allowed, and bookings are solid. The expected completion of works will have a positive impact on bookings now that we are have developed a tiered wedding package offer, based on or new wedding offer, as well as receptions.

Financial review (continued)

It is hoped the forthcoming restoration works and the business plan leading on from that will finally enable us to develop a world class venue in the heart of Milton Keynes, once the Covid-19 crisis and its implications are better understood.

Volunteers and supporters

The Trustees and Director are extremely grateful for the time and energy of all the volunteers who assist MKCDC in the Archive and New Towns Reference Library, Education department, with and during public events, those helping with admin tasks and those who help maintain the site itself. The Chairman and Director also wish to thank all those Board members, who are volunteers too, for serving with enthusiasm and commitment.

A big thank you to all our supporters, customers, clients, friends, visitors and partners for helping to make our work so successful.

The Friends Group goes from strength to strength, and is already helping markedly with fundraising and events.

d. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

e. Risk management

The principal risks faced by the Charity are a downturn in revenue due to any recessions, or current rises affecting operations and/or lease renewal.

The Trustees look to alleviate these risks by a new business planning process which takes into account these risks and offers options to mitigate them. This includes finding innovative ways to alleviate the Covid-19 crisis such as offering remote/digital services. This work has been helped by the DCMS support grant and continues.

Structure, Governance and Management

During the year, the governance of MKCDC was overseen by the Board of Trustees comprising:

- Professor David Lock CBE (Non-executive President)
- Steve Crowther (Chair)
- Wei Yang (Vice Chair)
- Noel Parsons (Treasurer, now retired and replaced by Elizabeth Parckar)
- Pauline Wallis (Milton Keynes Council Representative)
- Rex Exon (Milton Keynes Council representative)
- Jan Lloyd
- Paul Cox
- Bob Adams
- Dr Noël James (Staff - Company Secretary and Director/CEO)

Structure, Governance and Management (continued)

The Board of Trustees meets at least every quarter at Bradwell Abbey, or more often if required. Members of the public and observers are always welcome at these meetings and can apply to the Company Secretary to attend. MKCDC volunteers and members of all the partner organisations we work with are encouraged to stand for election to the Board of Trustees at the AGM.

The Board of MKCDC, as an increasingly successful charitable organisation, remain acutely aware that the governance of the organisation is crucially linked to the skills of its Trustees. To this end the Chair and Director regularly review a recruitment strategy for Trustees and volunteers based on an identified skills matrix. The recruitment of new board members and volunteers remains an active and continuous process during a period where volunteering seems to be on the wane. Volunteering for the Charity remains stable this year, with the Friends group and Gardening Club continuing. CDC is in the process of achieving Investing in Volunteering status, and has this year been re-awarded Investors in People status.

The Board of Trustees is responsible for setting the broad strategic direction of the organisation and the appointment of a Director to deliver this strategy and the related agreed aims and objectives. The Board has a fiduciary duty and financial oversight; as well as ensuring that the organisation remains compliant with all its legal and other requirements.

The Director is responsible for the overall and day-to-day management of the organisation and reports on this to the Trustees on a regular basis at Board meetings. As CEO the Director deals with all management, staff, delivery, contractual and business issues with the support of the Business Development Manager, who also acts as Deputy in the absence of the Director, and other staff.

b. MKDC Volunteers, Partners and Other Supporters

The Board of Trustees are volunteers and continue to be involved actively in numerous meetings, planning sessions, negotiations with Milton Keynes Council, educational and architectural exhibitions, service reviews, developing and helping to deliver services and put on a variety of public events.

The Trustees and Director are extremely grateful for the work all the MKCDC Volunteers and other unpaid or in-kind supporters regularly do to contribute to the work of MKCDC and the Bradwell Abbey site as a public facility and heritage destination.

As mentioned, CDC are undergoing Investment in Volunteers assessment, as a way to improve and continue their work with volunteers, and to ensure proper practises and appreciation are in place. To this end various meetings and online focus groups with the wide variety of CDC volunteers are taking place in order to improve processes.

The importance of volunteer and supporter help during events and delivery sessions cannot be under estimated and we benefit greatly from the application of their own skills and knowledge alongside the MKCDC staff team.

Structure, Governance and Management (continued)

Event	Approx. Hrs	Days	No.of Vols	Hours
EDUCATION & EVENTS				
Site tours	4	4	2	32
Arts, music & cultural events	2	3	4	24
Heritage Open Days	8	1	12	108
Research & writing	8	10	3	240
Re-enactors & helpers	6	15	6	540
ARCHIVE & LIBRARY				
Archive, digitisation, website & social media	4	38	7	1064
Site and DIY				
DIY	8	40	15	4800
Parks Trust	4	2	8	64
Explorer Scouts / Young people	4	4	18	288
Green Gym	6	12	8	576
Overseas students volunteer days	0	0	0	0
Board				
Board meetings	10	5	10	500
Strategic & planning meetings	3	4	3	36
PR & Exhibitions	2	12	2	48
Admin Support	4	30	2	240
Other (various in kind e.g. costume making, fund raising, meetings)	4	20	10	800
			TOTAL	**9360**

The MKCDC Volunteers help with the organisation and delivery of many educational, heritage and public events at Bradwell Abbey. The full Site Guides which formed part of the Volunteer core and act as visitor guides at Bradwell Abbey on every first Sunday of month from April to October have been put on hold until the works are completed, and instead are now carried out as tours of the nearby Bancroft Roman Villa, or as smaller site guides (just of the grounds and the external buildings). The Guides help to guide well over 500 visitors across the Bradwell Abbey site on the Open Sundays and during the new Bradwell Abbey Friends Pop Up Café days, and also assist during a variety of events across each year such as New Towns Sharing Day, NatureFest, the Festival of Archaeology Week, Roman Day, Medieval Open Day, Angels at the Abbey, and also other events put on by MKCDC and also outside organisations such as the 'new' Food Festival, and Barrel Bikers bike festival. In spite of the Covid-19 disruption to our normal event schedule, we were still able to carry out some physical events on a smaller scale, as well as several digital events which required volunteer help and input.

The Trustees wish to thank a number of partners, individuals, supporting organisations and companies who supported the work of the MKCDC contributing to the above, and they are: - Bradwell Abbey Friends, the CDC library volunteers, the Parks Trust volunteers (various projects), Green Gym, the Education and Events volunteers, the office and garden volunteers, and many others not mentioned here. Finally, it should also be noted that the Trustees time is completely voluntary.

Thus, 9360 hours of volunteer and unpaid/in-kind time was contributed to the work of the Charity in 2020-21. If this is conservatively valued at the minimum wage £9.50 per hour the monetary value of the volunteer and unpaid/in-kind effort amounts to approximately £88920. If it is valued at the lowest heritage sector volunteer rate of £50 a day, it represents an amount of £11115.

Structure, Governance and Management (continued)

c. Our staff

During the year ended 31 March 2022 our staff were:

- **Noël James** (Director & CEO)
- **Lynne Dawson** (Business Development Manager and Deputy to Director)
- **Catherine McIntyre** (Archivist)
- **Sandra Williamson** (P/T Bookkeeping)
- **Richard Gregory** (Functions Manager, Contracted Cleaner, Operational and Admin Support roles)

City Discovery Centre is also grateful for the commitment and professionalism of the long list of re-enactors and contractors who assist in the delivery of our educational and heritage activities.

Salaries for all staff are benchmarked against market statistics and surveys. Staff agreed to a pay freeze of 2% inflation until September 2021, and individual staff due other agreed pay rises have agreed to forego these until April 2022.

Strategic development and significant concerns/plans for future periods

Bradwell Abbey restoration and improvement project

The MKCDC team has been in protracted and intense negotiations with MKC and its officers over the last few years to negotiate a staged restoration project that would bring the most significant buildings, as well as site and facilities up to an acceptable standard so that they can be fully utilised. As above, enabling works have now completed; restoration works are aimed for completion in stages by April and June 2022, having been put back by both Covid and significant archaeological finds. Basic landscape maintenance is undertaken by the council, and we continue to carry out the majority of it ourselves with our successful joint (with Interaction-MK) corporate volunteer programme that has so far seen around 300 corporate volunteers carrying out landscape maintenance on site. While this has been largely curtailed by Covid, we have been able to continue on a smaller scale with help from our Covid grant funding and restricted volunteer presence on site. We continue fully Health and Safety Compliant, brought up to date with devolved funding from MKC and the much lauded efforts of Richard Gregory and Peninsula, our HR function, as well as with pro bono help from various H&S experts. Tree works have site are now in the first stage of the programme.

The Bradwell Abbey site and its facilities remain the greatest income generating sources, directly and indirectly, for the Charity, and the most suitable venue for its education, heritage, cultural and community services. Repairing and restoring the site to a high standard remains one of the key strategies to ensure that the Charity can optimise use of the site, facilities and buildings to generate as much activity and income as possible. This is crucial as all money generated is directly used to fund and subsidise the work of the Charity.

Improving and upgrading the site to make it a visitor and heritage destination befitting one of the important Scheduled Ancient Monument sites in Milton Keynes is an important aspiration for all key stakeholders. It is featured as such in the Council's Heritage and Cultural Strategy 2014-23 and is a major part of the new Business Plan moving forward.

On site concerns

After more than 10 years, the Farmhouse, as the biggest generator of rental income, is still out of commission and although Milton Keynes Council is compensating the charity for the loss of income it is perceived as an eyesore and detrimental to the image of the Scheduled Ancient Monument and Heritage visitor destination by all. The compensation arrangements agreed with MKC remain in place until the restoration works are completed, at which time a planned new lease will devolve a larger annual maintenance budget (beginning at £50k) which will decrease on a sliding scale year on year until we are self-sufficient, and MKCDC will move into the farmhouse, leaving the David Lock Building for charitable lease. As above, enabling works and the first phase of conservation works on both the farmhouse and the chapel have now been completed. The chapel will soon be open again to the public, pending final conservation monitoring. The handover is planned for no later than April 2022, with the new lease to be signed for handover.

We look forward to the restoration and to our resulting improved relationship with MKC. While Covid has seriously affected bookings, most have been postponed rather than cancelled, and thus we have bookings going well into 2022. We continue, where allowed, to have smaller, restricted weddings, following Government guidelines.

Strategic development and significant concerns/plans for future periods (continued)

Economies of scale and future joint working
MKCDC remains an active member and contributor to the Heritage MK and various other bodies in Milton Keynes that represent heritage, arts & culture, education, environment and community concerns or interests e.g. MKHA, AHAMK, MAKE, MK Chamber, MK Forum, FRF. We continue to work with many partners and organisations that are involved in other Heritage Funded or possible future Heritage Funded projects to show joint working that avoids duplication and competition but will allow for joint working or delivery related to economies of scale. We are also working with the Central Library Archives Project, which is ongoing, and continue as a key member of the AHRC-funded project on New Towns Heritage Research Networks, and the newly mooted New Town Archive Network. We continue as a lead partner in the Festival of History Event which is now postponed from 2021 to 2023.

We remain fully supportive of a joint heritage visitor offer which will tell the story of the New Town of Milton Keynes across a variety of eras, areas and sites. MKCDC already does this to a large extent as part of our current educational and professional delivery; and it remains critical that MKCDC will be able to fulfil its original key aims and objectives within the Milton Keynes heritage, education and community sectors. MKCDC remains fully supportive of the MK Museum in their successful and significant expansion and continues to undertake close work with them to provide information, displays and exhibitions in their new gallery related to the development of Milton Keynes as a New Town.

The founding objectives of MKCDC were deliberately laid down in broad terms to allow the delivery of a wide range of services and educational activities. Over time priorities and opportunities change and the organisational strategy will be to take advantage of new opportunities, as well as new academic and service ventures as they present themselves. The Trustees and Director believe that a sustainable organisation is one that manages to accommodate change while maintaining core objectives and run itself more on business principles rather than a dependency approach.

Optimal Delivery
The Trustees, Director and Staff team remain committed to optimal delivery of all the services we deliver at Bradwell Abbey and we review regularly the ways we deliver our services to deliver more effective operations. In particular, we are keen to ensure that the priorities reflected in our education programmes are continuing to support the needs of schools, especially in the light of continual changes in national curricula and also the ability of schools to travel for experiential learning off site.

The Trustees and Director also continue to explore further opportunities for collaboration and joint ventures with other Milton Keynes voluntary and community groups in the delivery of our charitable and educational mission, as well as some institutions at national and international level.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

Auditors

The auditors, Harris & Co (Accountants) Ltd, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:

S P Crowther
(Trustee)
Date: 07/12/22

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

Opinion

We have audited the financial statements of City Discovery Centre and its Subsidiary (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2022 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 March 2022 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group and parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY (CONTINUED)

Other information

The Trustees are responsible for the other information contained within the Annual report. The other information comprises the information included in the Annual report other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Identifying and assessing potential risks related to irregularities
In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the charities activities and sector, control environment and financial performance including the design of the charitable company's remuneration policies, key drivers for trustees' remuneration, bonus levels and performance targets;
- Enquiring of management and the trustees, including obtaining and reviewing supporting documentation, concerning the charitable company's policies and procedures relating to:
    - Identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
    - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
    - The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Discussing among the engagement team and involving relevant internal specialists, including tax, and industry specialists (where relevant) regarding how and where fraud might occur in the financial statements and any potential indicators of fraud; and
- Obtaining an understanding of the legal and regulatory frameworks that the charitable company operates in, focusing on those laws and regulations that had a direct effect on the financial statements, such as provisions of the UK Companies Act, pensions legislation and tax legislation or that had a fundamental effect on the operations of the charitable company; including General Data Protection requirements, anti-bribery and corruption policy.

Audit response to risks identified

As a result of performing the above, we identified various Charities Act and Charities Commission guidance as a key audit matters related to non-compliance with laws and regulations that might lead to material misstatements. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

In addition to the above, our procedures to respond to risks identified include the following:

- Review of the financial statement disclosures and testing to support documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management, the trustees and in-house and external legal counsel (where relevant) concerning actual and potential litigation and claims;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud; and
- Reading minutes of meetings of those charged with governance, reviewing internal reports where relevant and correspondence.
- Reviewing the compliance with relevant charity legislation.
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the charities rationale for any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to an indications of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the group's or the parent charitable company's financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group or parent charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group or parent charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (i.e. gives a true and fair view).
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY (CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Sarah Buswell FCA (Senior Statutory Auditor)
for and on behalf of Harris & Co (Accountants) Ltd, Statutory Auditor
2 Pavilion Court
600 Pavilion Drive
Northampton Business Park
Northampton
NN4 7SL

Date: 7/12/22

Harris & Co (Accountants) Ltd are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	62,389	27,535	89,924	326,787
Charitable activities	4	5,795	-	5,795	(43)
Other trading activities		75,116	-	75,116	7,422
Investments	5	75,087	-	75,087	75,276
Total income		218,387	27,535	245,922	409,442
Expenditure on:					
Raising funds		22,758	-	22,758	24,675
Charitable activities	6	233,174	31,865	265,039	356,121
Total expenditure		255,932	31,865	287,797	380,796
Net income/(expenditure)		(37,545)	(4,330)	(41,875)	28,646
Transfer between funds		127,109	(127,109)	-	-
Net movement in funds		89,564	(131,439)	(41,875)	28,646
Reconciliation of funds:					
Total funds brought forward		157,459	133,439	290,898	262,252
Net movement in funds		89,564	(131,439)	(41,875)	28,646
Total funds carried forward		247,023	2,000	249,023	290,898

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 33 to 45 form part of these financial statements.

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

CONSOLIDATED BALANCE SHEET
AS AT 31 MARCH 2022

	Note	£	2022 £	£	2021 £
Fixed assets					
Tangible assets	11		41,898		51,674
			41,898		51,674
Current assets					
Stocks	13	3,246		3,526	
Debtors	14	16,813		15,516	
Cash at bank and in hand		248,412		261,495	
		268,471		279,537	
Creditors: amounts falling due within one year	15	(61,346)		(40,313)	
Net current assets			207,125		239,224
Total assets less current liabilities			249,023		290,898
Net assets excluding pension asset			249,023		290,898
Total net assets			249,023		290,898
Charity funds					
Restricted funds	16		2,000		133,439
Unrestricted funds	16		247,023		157,459
Total funds			249,023		290,898

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

S P Crowther
(Trustee)
Date: 07/12/22

The notes on pages 33 to 45 form part of these financial statements.

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)
REGISTERED NUMBER: 02108180

COMPANY BALANCE SHEET
AS AT 31 MARCH 2022

	Note	£	2022 £	£	2021 £
Fixed assets					
Tangible assets	11		40,565		49,602
Investments	12		100		100
			40,665		49,702
Current assets					
Stocks	13	-		1,016	
Debtors	14	89,665		49,995	
Cash at bank and in hand		124,566		214,740	
		214,231		265,751	
Creditors: amounts falling due within one year	15	(20,276)		(30,936)	
Net current assets			193,955		234,815
Total assets less current liabilities			234,620		284,517
Total net assets			234,620		284,517
Charity funds					
Restricted funds	16		2,000		133,439
Unrestricted funds	16		232,620		151,078
Total funds			234,620		284,517

COMPANY BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

The Company's net movement in funds for the year was £(49,897) (2021 - £36,693).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

S P Crowther
(Trustee)
Date: 09/12/22

The notes on pages 33 to 45 form part of these financial statements.

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is the David Lock Building, Alston Drive, Bradwell Abbey, Milton Keynes, MK13 9AP.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

City Discovery Centre and Its Subsidiary meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

2.2 Going concern

In response to the COVID-19 pandemic, the directors have performed a detailed analysis of forecast future cash flows taking into account the potential impact on the charity and group of possible future scenarios arising from the impact of COVID-19 (including reduced income from activities). This analysis also considers the effectiveness of available measures to assist in mitigating the impact. Based on these assessments and having regard to the resources available to the charity, the Trustees have concluded that there is no material uncertainty arising from the COVID-19 pandemic and that they can continue to adopt the going concern basis in preparing the reports and accounts.

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Consolidated statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

3. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Fixtures, fittings and office equipment	- 20% straight line
Computer and other equipment	- 33% straight line

2. Accounting policies (continued)

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses)on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

2.13 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. Accounting policies (continued)

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Donations	501	-	501
Grants	14,000	27,535	41,535
Government grants	47,888	-	47,888
	62,389	27,535	89,924

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	20	-	20
Grants	42,010	225,826	267,836
Government grants	58,931	-	58,931
	100,961	225,826	326,787

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £
Service and education provision	5,795	5,795
	5,795	5,795

	Unrestricted funds 2021 £	Total funds 2021 £
Service and education provision	(43)	(43)
	(43)	(43)

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £
Rental income	75,065	75,065
Bank interest receivable	22	22
	75,087	75,087

	Unrestricted funds 2021 £	Total funds 2021 £
Rental income	75,219	75,219
Bank interest receivable	57	57
	75,276	75,276

6. Analysis of expenditure on charitable activities
Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Charitable activities	233,174	31,865	265,039

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Charitable activities	223,891	132,230	356,121

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Charitable activities	253,823	11,216	265,039

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Charitable activities	345,761	10,360	356,121

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Charitable activities 2022 £	Total funds 2022 £
Depreciation	14,583	14,583
Education expenditure	7,429	7,429
Fundraising and publicity	1,833	1,833
Grants	31,866	31,866
Premises and office costs	198,112	198,112
	253,823	253,823

	Charitable activities 2021 £	Total funds 2021 £
Depreciation	7,795	7,795
Education expenditure	355	355
Fundraising and publicity	(775)	(775)
Grants	122,717	122,717
Premises and office costs	215,669	215,669
	345,761	345,761

8. Auditors' remuneration

	2022 £	2021 £
Fees payable to the Company's auditor for the audit of the Company's annual accounts	5,000	5,000

9. Staff costs

	Group 2022 £	Group 2021 £
Wages and salaries	139,677	123,739
	139,677	123,739

The average number of persons employed by the Group and Company during the year was as follows:

	Group 2022 No.	Group 2021 No.	Company 2022 No.	Company 2021 No.
Administration staff	5	5	4	5

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Chief Executive and Business Administrator. The total employee benefits of the key management personnel of the charity were £78,407 (2021: £73,965).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

11. Tangible fixed assets

Group

	Equipment	Other fixtures and fittings	Total
	£	£	£
Cost or valuation			
At 1 April 2021	1,499	95,817	97,316
Additions	-	5,546	5,546
Disposals	-	-	-
At 31 March 2022	1,499	101,363	102,862
Depreciation			
At 1 April 2021	1,499	44,143	45,642
Charge for year	-	15,322	15,322
On disposals	-	-	-
At 31 March 2022	1,499	59,465	60,964
Net book value			
At 31 March 2022	-	41,898	41,898
At 31 March 2021	-	51,674	51,674

Company

	Equipment	Other fixtures and fittings	Total
	£	£	£
Cost or valuation			
At 1 April 2021	1,499	83,323	84,822
Additions	-	5,546	5,546
Disposals	-	-	-
At 31 March 2022	1,499	88,869	90,368
Depreciation			
At 1 April 2021	1,499	33,721	35,220
Charge for year	-	14,583	14,583
On disposals	-	-	-
At 31 March 2022	1,499	48,304	49,803
Net book value			
At 31 March 2022	-	40,565	40,565
At 31 March 2021	-	49,602	49,602

12. Fixed asset investments

Company

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2021	100
At 31 March 2022	100
Net book value	
At 31 March 2022	100
At 31 March 2021	100

Principal subsidiaries

The following was a subsidiary undertaking of the Company:

Name	Company	Class of shares	Holding	Included in consolidation
City Discovery Centre (Trading) Co. Limited	03431035	Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Profit/(Loss)/ Surplus/(deficit) For the year £	Net assets £
City Discovery Centre (Trading) Co. Limited	Nil	14,503

13. Stocks

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
Finished goods and goods for resale	3,246	3,526	-	1,016

14. Debtors

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021
Due within one year				
Trade debtors	4,501	833	4,501	358
Amounts owed by group undertakings	-	-	72,889	40,497
Other debtors	-	54	-	25
Prepayments and accrued income	12,312	14,629	12,275	9,115
	16,813	15,516	89,665	49,995

15. Creditors: Amounts falling due within one year

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021
Trade creditors	12,323	20,347	9,305	19,463
Other taxation and social security	3,094	-	-	-
Other creditors	2,841	2,844	2,841	2,841
Accruals and deferred income	43,088	17,122	8,130	8,632
	61,346	40,313	20,276	30,396

16. Statement of funds

	Balance at 1 April 2021	Income	Expenditure	Transfer to other reserves	Balance at 31 March 2022
	£	£	£	£	£
Unrestricted funds					
General funds – all funds	157,459	218,387	(255,932)	127,109	247,023
Restricted funds					
AHRC New Town Heritage Networks	2,523			(2,523)	-
New Towns Heritage Festival	3,371			(3,371)	-
MK Council - Maintenance Plans	36,917	5,000	(5,000)	(36,917)	-
MK Council – SEND digital and educational project	-	5,000	(5,000)	-	-
MK Council – Awards for all	-	10,000	(10,000)	-	-
Historical England	6,146	6,535	(11,865)	(816)	-
Heritage MK	10,943			(10,943)	-
Awards for All - Naturefest	3,931			(3,931)	-
Pilgrims Trail and Medieval Fair	1,966			(1,966)	-
Woodland Walk	5,000			(5,000)	-
MK Council - Marketing	(1,235)			1,235	-
Bradwell Abbey and Me Project	(5,503)			5,503	-
Volunteers Makers Event	1,000			(1,000)	-
Garden Project	1,675			(1,675)	-
MK Community Foundation	(822)			822	-
New Town Heritage Explorers	(7,879)			7,879	-
Bradwell Parish	1,000	1,000			2,000
Press day	975			(975)	-
Dress day	(1,549)			1,549	-
Santander and Xmas Lunch	(526)			526	-
DCMS	75,410			(75,410)	-
Design MK	96			(96)	-
	133,439	27,535	(31,865)	(127,109)	2,000
Total of funds	**290,898**	**245,922**	**(287,797)**	**-**	**249,023**

16. Statement of funds (continued)

The trustees have designated the funds to enable support for a variety of key areas, to ringfence from normal unrestricted funds available to the charity.

In respect of the larger funds, these are restricted for the following purposes:

MK Council: for various charitable projects, maintenance, business plans and completion of conservation works.

Heritage MK: ongoing heritage network of which MKCDC is a founder member.

DCMS: The National Lottery Community Fund grants to provide crucial services for people and communities affected by Covid-19.

Awards for All: to carry out outdoor activities and nature workshops.

Bradwell Abbey and Me Project: to engage the Living Archive MK to train young carers in filming, photography and oral history techniques, with the aim of interviewing members of the public who enjoy the medieval site.

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfer between reserves £	Balance at 31 March 2022 £
General funds	157,459	218,387	(255,932)	127,109	247,023
Restricted funds	133,439	27,535	(31,865)	(127,109)	2,000
	290,898	245,922	(287,797)	-	249,023

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	41,898	-	41,898
Current assets	266,471	2,000	268,471
Creditors due within one year	(61,346)	-	(61,346)
	247,023	2,000	249,023

CITY DISCOVERY CENTRE

England & Wales - Charity number 297397

Accounts

Registered number: 02108180
Charity number: 297397

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the Company, its Trustees and advisers	1
Trustees' report	2 - 21
Independent auditors' report on the financial statements	22 - 25
Consolidated statement of financial activities	26
Consolidated balance sheet	27 - 28
Company balance sheet	29 - 30
Notes to the financial statements	31 - 44

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2021

Trustees	Professor D Lock, Non-executive president S P Crowther, Chair W Yang, Vice Chair N Parsons, Treasurer (resigned 25 July 2020) J Lloyd, Trustee P Cox, Trustee B Adams, Trustee P Wallis, Trustee R Excon, Trustee E Parckar, Treasurer (appointed 25 July 2020)
Company registered number	02108180
Charity registered number	297397
Registered office	David Lock Building Alston Drive Bradwell Abbey Milton Keynes Buckinghamshire MK13 9AP
Company secretary	Dr N M James
Chief executive officer	Dr N M James
Independent auditors	MHA MacIntyre Hudson Chartered Accountants Moorgate House 201 Silbury Boulevard Milton Keynes Buckinghamshire MK9 1LZ

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the audited financial statements of the City Discovery Centre for the year 1 April 2020 to 31 March 2021.

Introduction to the Charity

Office Address

Milton Keynes City Discovery Centre (also known MKCDC or CDC) has been based at the Scheduled Ancient Monument (SAM) site of Bradwell Abbey (no.19062) in Milton Keynes since 1992. The physical office address is The David Lock Building, Bradwell Abbey, Alston Drive, Milton Keynes, MK13 9AP.

Charity Registration Details

The registered Charity number is 297397 and the subsidiary Trading Company registration number is 3431035 with the VAT number: 737420341.

Bankers, Solicitors and Auditors

- Bankers – HSBC (19 Midsummer Place, Milton Keynes) and CAF Bank (125 Kings Hill Avenue, Kings Hill, West Mailing, Kent, ME19 4JQ)
- Solicitors – Geoffrey Leaver Solicitors LLP 251 Upper Third Street, Bouverie Square, Milton Keynes, MK9 1DR
- Auditors – MacIntyre Hudson LLP, 201 Silbury Boulevard, Milton Keynes, MK9 1LZ

Charity Information

MKCDC was established in July 1987 as a registered Educational Charity with a not-for-profit subsidiary trading company (City Discovery Centre Ltd), which was started on advice received from the Charities Commission.

The trading company is limited by guarantee and all surplus funds generated are passed on to the charitable arm to fund and/or subsidise its work and delivery. The subsidiary trading company's sole purpose is thus to utilise the site and facilities at Bradwell Abbey (where it was purposefully placed by the CNT to utilise the site for this purpose and act as its custodian) and its skills base to generate income to enable the Charity to carry out its charitable objectives.

The Charity is governed by a Memorandum and Articles of Association that were last amended on the 15th of January 1998. The current organisation represents an amalgamation of two earlier community initiated bodies i.e. the Milton Keynes Urban Studies Centre (which focused on urban environmental education, including urban history and geography) and the Bradwell Abbey Field Centre Trust (focused on archaeology, natural history and environment). We aim to address these broad focus areas in the services we deliver as the Milton Keynes City Discovery Centre.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities

a. Charitable Objectives

The Milton Keynes City Discovery Centre's Primary Objective is:

To promote a greater appreciation and understanding of the historical, natural and built environments of Milton Keynes.

b. Activities and Services

To promote our charitable objectives, we are constantly monitoring the relevant school curricula and also the educational attainment needs of our clients. We often have to be responsive and have made continuing changes to our educational materials and areas of delivery in the last year because of changing nature of our customers.

In pursuit of its charitable, educational, heritage and community objectives, MKCDC aims to:

- promote geography and history as areas of study in schools;
- promote careers related to geography and heritage/ history;
- promote heritage experiential learning through heritage re-enactment, drama and storytelling;
- promote geography experiential learning through city tours, site visits and fieldwork;
- promote educational programmes and activities to support all levels of learning in urban studies and sustainable development;
- promote urban geography and urban planning/design using Milton Keynes as a living model;
- inform and educate the public about urban geography, urban planning/design and urban sustainability; and how these impact on their lives and future development of Milton Keynes;
- deliver programmes related to the natural environment, environmental studies and landscape architecture;
- maintain the Milton Keynes New Towns Archive and Reference Library which includes a large component of Milton Keynes Development Corporation's material and material about the continued and future development of Milton Keynes;
- manage and maintain the Bradwell Abbey Scheduled Ancient Monument site in partnership with the Milton Keynes Council (the site owners) for the benefit of the people of Milton Keynes;
- host a variety of arts, music, cultural and heritage open days and community/public/family events on the Bradwell Abbey site; and
- deliver programmes for people from all over the world reflecting the social heritage, urban and cultural development of Milton Keynes as the UK's most successful New Town.

Objectives and activities (continued)

c. Facilities and Site Resources

Bradwell Abbey is the site of a Medieval Benedictine Priory and still contains the remains of a variety of ancient buildings and a number of medieval fishponds. As a Scheduled Ancient Monument and a Community Related Asset the grounds of the site are open to the public. The latter designation reflects an understanding that the management and use of the site will be on a not-for-profit basis and for the benefit of the people of Milton Keynes. MKCDC is also responsible for the oversight management of the SAM site, with the assistance of Milton Keynes Council.

The Bradwell Abbey site is also of environmental importance as a non-statutory Biological Notification Site as there has been evidence of an extant colony of Great Crested Newts, Pipistrelle (Pipistrellus pipistrellus/pygmaeus) and Brown Long-eared (Plecotus auritus) bats recently and in the past. Recent surveys indicate the evidence of at breeding and roosting bats in the farmhouse, possible bat activity in the chapel, and extra bat activity on and around the site. The extensive scrubland, woodland and four ponds also support a number of small but important ecosystems and a variety of bird life and are used for a range of educational and public events.

In 1997, CDC was given a 25-year lease on the 12-acre site, which is owned by the Milton Keynes Council, with an option to renew for another 25 years in the future. This option has now been updated to a 99-year lease, and the draft lease, now with Milton Keynes Council, should be signed before year end 2021. The Bradwell Abbey site has suffered serious dilapidations over a long period and there has been urgent need for repairs, maintenance and improvements to bring the site up to standard and to turn it into the heritage and visitor destination it should be. After the unsuccessful Heritage Lottery Fund Bid in 2014, MKCDC has worked in partnership with Milton Keynes Council (the landowner) to help them fulfil their statutory obligations towards the Scheduled Ancient Monument site and bring all the buildings on site up to an acceptable standard of repair. The ongoing negotiations have now resulted in Milton Keynes Council continuing to completion a capital works budget of around £800,000 and awarding the contract for the repair and restoration works to Cliveden and ModPlan. SAM consent was granted by Historic England and enabling works to conserve and repair both the chapel and the farmhouse completed, with the second of the two stage conservation process also now near completion. It is hoped these will be completed by October 2021 at the latest, and that handover of the completed site and buildings will be no later than April 2022. We hope that these works will ensure MKCDC's ongoing presence on the Bradwell Abbey site and its continued service delivery to the people of greater Milton Keynes. While Covid-19 has continued to disrupt activities, we are now reasonably confident that timelines will be met.

Most of the buildings and facilities on the Bradwell Abbey site are used to generate income for the Charity and provide facilities for use by educational institutions, the general public, Third Sector and local community organisations in greater Milton Keynes. The Director, Staff and Trustees continue to work with a number of key partners, interested parties and advisors to optimise the utilisation of site and its facilities. Although the continued conservation works on site have hindered its full utilisation, we have employed various new strategies alongside a flexible Business Plan to boost income and improve customer numbers. MKCDC has maintained a key financial aim again in the last year in a safety net reserve that could cover all our liabilities or costs for 18 to 24 months as currently our income has reduced significantly to due to the Covid-19 crisis. We have however put mitigations in places that will see income return in the back half of the year. During 2020-21, we were successful in maintaining income and activities through unprecedented grant awards, and will continue mitigation through grant and alternative business activities this year.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

a. Users of our centre

The following community groups were users of the facilities at Bradwell Abbey during 2020/21. While this is vastly reduced because of Covid-19, community use was still popular during less unrestricted periods.

Group	Type of use	Group	Type of use
Milton Keynes Natural History Society	Meetings	**MK Forum**	Base & meetings
Bradwell Abbey Scouts	Meetings	**MK Environmental Partnership**	Meetings
Word in Edgeways	Meetings and Workshops	**Bradwell Abbey Friends**	Meetings
New Town Heritage Explorers	Meetings and workshops	**RSPB Wildlife Explorers**	Meetings and event space
Liisa Clark Arts	Arts Events/exhibitions	**Interaction-MK**	Education sessions
MK National Trust	Meetings	**JAMB**	Meetings and craft sessions
MK Council	Meetings	**MK Power**	Meetings
Heritage MK	Meetings	**FS1**	Training

During unrestricted times some local commercial companies used Bradwell Abbey for both training and other events.

b. Our Sources of Income

MKCDC derives income from a number of activities and services listed below:

- Rental income and room hire income from commercial and voluntary sector accommodation at Bradwell Abbey.
- Income generating activities that relate to providing educational services to schools, universities as well as professional and community groups.
- Income generating activities that relate to putting on large-scale events in the heritage, art and cultural sectors for the general public and people of Milton Keynes (not as possible or frequent during Covid).
- We currently have no SLA (Service Level Agreements) with any institutions or bodies, although we have long-term clients using our foreign delegate lectures and tours, as well as venue hire clients.
- This year the greater part of our income has been through Covid-19 resilience, and other, heritage-focused grants.
- Commercial activities and venue letting by the City Discovery Centre (Trading) Co. Ltd., a commercially oriented company and wholly owned by the Milton Keynes City Discovery Centre with the sole purpose of generating income, with which to subsidise or pay for the educational and community activities of the Charity.
- A consolidated financial report has been prepared that includes the City Discovery Centre (Trading) Co. Ltd and specific details can be obtained by contacting (01908) 227229.

Achievements and performance (continued)

c. Tenants at Bradwell Abbey

During the year ended 31 March 2021 the Milton Keynes City Discovery Centre held commercial sub-lease agreements with the following companies:

- Bakehouse – Your Local Flyer
- Farmhouse –Vacant due to being structurally unsound (MKC as landlord compensating MKCDC for loss of income)
- Red Barn – FS1 (Recruitment firm)
- Gatehouse – ECG

We further held a number of sub-tenant licences with charitable or not-for-profit groups based in the David Lock Resource Centre and MIC. They are:

- Become (Photography and Graphic Arts)
- Liisa Clark Arts
- 4 Local artists, collectively JAMB
- Inter-action MK
- Lesley Jenkins (paddock) (tenancy terminated July 2020 and paddock currently empty, awaiting new shelter for new tenant)

A number of other Charities use us as their meeting base and postal address - e.g. MK Forum, MK Natural History Society, MK National Trust, MK Public Arts Trust, Fred Roche Foundation, and Urban Eden, to name a few. These meetings have been fewer due to COvid-19. We continue with our two steady domestic tenants in the two farm-workers' cottages.

Achievements and performance (continued)

d. Education Delivery, Activities and Achievements

- The organisation and delivery of educational activities and outreach constitutes a significant portion of the Charity's Aims and Objectives. To this end, MKCDC continues to deliver the following learning activities and sessions for schools, universities and community groups. These have now been taking place online under our new digital offer, part-funded by Historic England (£46,000); DCMS (£149,000) Awards for All (£10,000); Celebration Earth (£500); Clare Foundation (£1,000):

Geography and Urban Development

- Settlement – various topics at various educational levels
- Exploring the reasons for settlement establishment, the links between settlement and planning in history e.g. the Roman period and how we might do it today;
- Development of infrastructure; retailing; housing and/or employment in local settlements;
- Comparing settlements from local to global
- Contrasting Localities: comparing the history, demographics, etc. of the visitor's home locality with modern Milton Keynes;
- The history of the development of Milton Keynes covering the context, the planning, the financing, the process, etc.;
- Planning a sustainable city - the case of Milton Keynes within a wider worldwide perspective;
- Environmental decision making for sixth form students;
- Study tours and lectures specifically themed at the needs or interest of clients (topics range across urban planning, transport, recreation, retailing, environment, recycling and sustainability, catchments management);
- Briefings and workshops for planning professionals and policy makers;
- Map reading and orienteering.

History activities

- Pre-history – stone, bronze and iron age covering Boudicca, technology development, cave painting, homestead and buildings, social context;
- Romans – hands-on sessions including: - life in the Roman army, a Roman banquet, Roman gods, life at a Roman villa, Roman household, Roman Technology and Innovation;
- Anglo-Saxons and Vikings – art, literacy & poetry, runes and place names, important dates and characters, warriors and shield making, homestead & pottery;
- Medieval – hands-on sessions including: - medieval cooking, a Medieval pilgrimage, life as a monk in a medieval monastery, crime & punishment, general medicine, Bradwell Abbey site history;
- Tudor – hands-on sessions including: - Tudor cooking, Tudor beliefs and superstitions, Tudor household management, games, hunting, mummers play, dance. Life of a sailor in the Royal Navy at this time; crime & punishment, general medicine, Bradwell Abbey site history;
- Victorian schools and lifestyle are a new addition to the programme;
- Archaeology and handling collection work – we have a handling collection of finds and artefacts dating back to Roman times and some fossils going back even earlier.
- New Town bespoke activities for schools as well as joint New Town events.
- Local history – various topics at various KS levels:
- The history of the Bradwell Abbey site;
- A comparative study of Bradwell Abbey, Bradwell Village and New Bradwell;
- The modern history of Milton Keynes;
- Urban Planners of the Future.

Achievements and performance (continued)

Special Educational Needs

- Providing work experience for young challenged adults on site, in particular 3 young autistic adults – some activities have continued on site but are mostly now taking place through our digital programme.
- Our Historic England Grant allowed us to continue the legacy work of the Community Foundation grant with which we established a SEND educational programme focusing on enrichment as well as curricular activities for SEND students. This has continued to be very popular.

Holiday activities

- Covered New Town, Anglo-Saxon, Viking, Roman, medieval, Tudor, Halloween, Victorian, Christmas, New Town and environmental – sessions had focused craft activity for the time period, storytelling and stories of the period, plus online site tours. Almost all events this year were online, live-streamed, or pre-recorded with activities. On site visits were restricted numbers, and ticketed.

Environmental Activities – again, these have mostly been covered through interactive online sessions or pre-recorded digital activities.

- Various environmental and sustainable city aspects have been built into the Geography and City Planning presentation, lectures and tours;
- A number of environmental learning sessions and events have been undertaken with key partners on site;
- Plant and wildlife identification sessions by experts;
- A second £10000 grant from Awards for All which allowed us to maintain the public nature programme and gardens from the first A4A bid, both of which have now been completed;
- A £149,00 grant from DCMS which allowed us to continue our nature development and environmental offer.

Educational Objectives and Strategies

- The key educational objectives remain the same and are aimed at delivering an out-of-the-classroom experiential learning opportunity for learners, supporting teacher in their teaching, including our new digital offer, which includes high quality downloadable resources and videos;
- Another key objective is to get more schools, especially local schools, to make use of our services. Due to increasingly unaffordable travel / bus prices we have increased our outreach into schools as many can no longer afford to come to us at Bradwell Abbey. This has been particularly successful through the new digital offer.
- Our key strategies, identified 2014-15, remain the same and are:
    - to be a quality delivery agent
    - to stay relevant to the curricula
    - to be seen as good value for money
    - to make optimum use of building and other facilities on the Bradwell Abbey site.
- Embrace a strategic approach to the anticipated changes in the curricula and work with local teachers to achieve client focussed R&D and development of new materials.

Achievements and performance (continued)

e. Participation in MKCDC's educational and heritage activities

Schools

- Geography and Urban Planning:
  - Comprises learners taking part in our geography based activities and includes both the primary and secondary sectors.
  - The Urban Planning is mostly UK based tertiary students and professional/academic visitors from abroad although we have again this past year introduced the subject to primary schools.
- History and Heritage:
  - Learners taking part in our hands-on-history activities.
  - These history components are almost exclusively undertaken by primary school pupils.
  - The heritage components are also aimed at 18+ adult learners and parents attending public events.
  - Combined Geography and Heritage/History sessions:
  - This area combines the history of local area with its urban development over a range of different periods and how these impact on each other.

We are happy to report that the student numbers taking part in our general on-site education programmes and events remain stable. We are working on strategies to increase this number and have developed new sessions and updated existing ones.

Professional and 16+ education

The numbers for professionals attending and foreign groups remain stable, with the new exception of delegations from China being halted while the Covid-19 crisis continues. We continue to work on strategies with a number of tertiary and international partners to see what can be done to increase this further and capitalise on this as part of the now expanded New Town Studies Network that we are a part of with Milton Keynes Council.

Educational delivery challenges

The Director and Education Officer have once again tried a variety of strategies and approaches to improve user numbers for our educational services.

- The regularly refreshed comprehensive educational brochure and programme developed and sent out to all the schools in the Milton Keynes borough has undergone a further website refresh and is accompanied by other promotional materials including banners, digital resources, recorded videos and inclusion in various educational brochures. We also continue an intensive and proactive liaison with schools to see why they continue to use us, what they would like to see improve in order to continue with us, and the same with schools who have used our services in the past but no longer do though. We continue to work with schools and coach companies to find more cost effective ways for schools to engage with our services.
- MKCDC has continued to offer taster sessions to schools in the 2020-21 period, primarily through our new digital offer. In addition, we have gone out to schools for paid sessions. We will continue this approach. We have continued our approach with home schooling, church, and scout groups where possible,
- The education team continues consultation with teachers in order to accommodate and maximise any curriculum changes during this period. This to ensure that any new sessions, material and educational topics will remain relevant moving forward. Market research into our offer has now been completed and has informed our digital offer.
- We continue to diversify our services and are working closer with other heritage charitable and community groups who are engaged in delivering similar or complementary educational activities. This has involved continued talks with Milton Keynes Museum to see if we might deliver a joint educational service with them.
- The most successful marketing tool currently still appears to be word of mouth referrals from teachers and schools or teachers who have visited or attended some of our open days.

Achievements and performance (continued)

- In addition, the Director now sits on the Board of the Milton Keynes Cultural Education Partnership (MAKE) and the Cultural Partners Action Group (Both part of MAKE, which is part of AHA), all of which have teachers on the Board and direct links to school networks. This has really increased uptake of our digital offer.
- We are also part of a number of funding applications for research and academic conferences for the 2020-21 period following on from the success in this area in 2019-20. This has included a successful collaborative grant from the TNA and Wellcome Foundation, which we will benefit from (although not receive direct funding).
- The Director has been involved in 6 academic conferences this year, and has hosted and spoken at each of them, as well as speaking at and hosting a section of the MAKE education schools' online seminar.

f. Archive and Reference Library

The MKCDC New Towns Archive and Reference Library (ARL), has now been established as a reputable and unique source for information, resources and research at local, regional, national and international level. This facility remains part of the core of the organisation and although it is a financial loss leader it is regarded as an essential community and educational service to ensure access to both physical and intellectual access to a large component of the 'MK New Towns' archive or collection of a variety of material; and other New Town information across the world.

Access

Providing access has been understandably limited this year due to the Covid-19 pandemic. However, we continued to remotely answer enquiries and re-opened for researchers for a short time in the Autumn. See the outreach section for further information on digital access.

	Total	Monthly Average 2020-21	Monthly Average 2019-20
Enquiries (inc. visits)	161	14	25
Visits	9	0.75	7

The Archivist drafted an Access Policy, which was consulted on by stakeholders, including members of the public. This Policy has now been accepted.

Acquisitions & Accessions

The Archive has accessioned the four 1881 Ordnance Survey maps of Bradwell and the surrounding area purchased via eBay by Board member Paul Cox. The Reference Library has received donations of sundry published materials and downloaded marketing brochures from new developments. Focus has been on the processing of current collections.

Collections Care

The environmental monitoring equipment has been calibrated using money from the Cultural Recovery grant. Monitoring still shows temperature and humidity too high on the balcony, with unacceptable levels of fluctuation both on the balcony and in the Archive & Reference Library. Regular pest checking has not highlighted any problems. New roller racking has been purchased with money from the Cultural Recovery grant and will ensure archival standard shelving and improved security.

Achievements and performance (continued)

Collections Development
New catalogues available online: Adrian Morrow Collection (MOR) and Image Archive Collection (IMA). The digital elements of the MOR collection are available online and the images of the IMA collection are being uploaded (1,600 to date). Cataloguing has been hampered by working from home as a result of the pandemic, but the Milton Keynes section of Andrew Mahaddie's collection (MAH) has been catalogued and the cataloguing of the Reference Library has continued.

A collections audit has been carried out, which will inform future activities in developing the collections such as listing, cataloguing, digitisation and volunteer work.

Digital Preservation
The Archivist undertook training in their own time to improve knowledge of digital preservation practices. We are making our first forays into digital preservation, starting by working towards Level 1 of the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation. A Digital Asset Register has been completed.

Outreach
Outreach has been very important this year and necessarily digital. During the first lockdown we promoted our online content. We created online jigsaw puzzles from digital images and shared downloadable pages from The Milton Keynes Colouring Book Vol. 1.

Our promotion of the New Town Heritage Explorers project activities were some of the most engaged-with posts out of all the partners. Our website volunteer made extensive changes to the NTHE web site to reflect changes to the project.

We had a presence at the Buckinghamshire History Festival, organised by Buckinghamshire Archives, with a short podcast highlighting 'Five Fascinating Facts About Milton Keynes'. Throughout the festival it was the most popular podcast and is now second only to another MK-related podcast added at a later date.

As part of the Historic England project, we produced three archive videos – 'Gathering Place: The Story of the Wolverton Agora' a talk given by the Archivist on the planning, construction and opening of the Agora, 'The Andrew Mahaddie Collection' spotlight highlighting the artwork of the collection and a guide to using the online catalogue.

We celebrated the 40th anniversary of the opening of the Peace Pagoda with an online exhibition featuring images and archive documents, plus interesting facts about its planning.

We again took part in the Explore Your Archive launch week, with posts every day promoting our collections via the themes set by the initiative.

The Archivist has stepped back from being responsible for our social media, with the appointment of the new marketing assistant, but is still involved in content creation.

The Archivist recorded and edited a short video, highlighting the Women Who Made MK collection, for the Voices of Women MK International Women's Day event.

Achievements and performance (continued)

Project Work
Much of the project work undertaken this year has been detailed above, but includes the New Town Heritage Explorers project, Historic England project, Cultural Recovery grant spend and outreach projects such as Buckinghamshire History Festival and International Women's Day.

Volunteer Management
Volunteering has been a lot trickier due to the restrictions of the pandemic, but work was found for those that wanted to do something from home. This includes one volunteer who has continued to catalogue the Reference Library collection, with breaks when restrictions have been tightened. Three volunteers have been uploading images to the online catalogue for the IMA collection. Recording of hours contributed has been sporadic, but volunteers have provided around an average of 17.5 hours help per month in 2020. This include three months with no volunteer activity due to national lockdown restrictions. Last year's average was 75 hours.

Finance

Book sales	£114.10
Reprographics	£137.60
Kitchener print sales	£128.83
Postcard sales	£0
Donations	£15
Total	**£395.53**

Book sales and Kitchener print sales have been helped in this challenging year with the introduction of the online shop and acceptance of PayPal payments.

g. Art and Culture

Our public art collection on the Bradwell Abbey site includes the nationally significant medieval wall paintings in the St Mary's pilgrimage chapel, 15 metal sculptures by Bernard Shottlander, a number of paintings by Bill Billings, a number of chainsaw wood carvings by Dick Tilley, the Anderton Lift II painting by Stephen Gregory, an exhibition of the original copies (held by MKCDC) of the 'City Club' concept drawings by Andrew "Bo" Mahaddie and other pieces by local artist Liisa Clark.

In addition, we will continue to host a variety of other cultural events such as music - Togfest; food and culture – the Feast food festival; motorcycles – Barrel Bikers Bike Show; Groundwork Arts; Wedding Fayres; and New Towns Sharing Day among others, online where possible, and in restricted, ticketed form, when it is safe to do so. Moving forward we now host a series of seasonal events including these regulars, as well as our own developing initiatives around open air art studios, outside activities and other regular events such as pop up cafes, comedy nights and others. The Covid-19 Crisis has curtailed these for now, but we hope activities will be up and running again during the latter half of 2021. Market research has shown there is still an appetite for these in the community.

Public benefit

The charity Trustees have given due consideration to the Charity Commissions public guidance on the Public Benefit requirement under the Charities Act 2011.

Achievements and performance (continued)

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

c. Deficit

Towards the end of each calendar year detailed budgets for the following year are prepared and submitted to the Trustees for approval. In the year we generated a consolidated profit of £28,646.

We are happy to report that the Charity has maintained its positive position into 2020-21 period and report that the safety net reserve remains sufficient to protect the organisation for at least a full financial year of operation or cover its liabilities, should this ever be required in the event where further income is lost or closure required, such as may be the case again if the Covid-19 crisis continues.

We have now reviewed our business plan with help from MKC, and this is operational in line with new governance procedures and staff targets. The overarching strategy to find a sustainable business model that makes sense of our dual function and allows us to develop into a national and internationally significant visitor attraction, as well as become a national leader in educational and community activities is well underway and remains a living, flexible plan. This has been helped to a great degree by the DCMS Covid Resilience Grant which enabled us to undertake in depth market research on our activities, and to focus on the development of new income streams and maintaining profile. Our aim is to be the first choice for everyone in Milton Keynes and further afield who wishes to avail themselves of such services. In addition, we wish to embed ourselves firmly within the community of Milton Keynes as we have the potential to offer much more than we do currently, on all stages.

Total number benefitting from City Discovery Centre's activities

Activities	Beneficiaries events	Last year
Education children (under18)	3035	3048
Education Tertiary and 18+	1244	520
Education – Professional and Foreign	200	320
Community related meeting, social and recreational	100	7500
Heritage visits or sessions (adults, children, excluding schools)	3128	6500
Arts & Cultural	8748	12000
Environmental	993	2500
Health & Well-being	6000	5000
Public Events	330	8200
Volunteering	1000	1500
Green space use and general public services/enquiries	22000	21500
Commercial	100	1100
Total beneficiaries events or sessions	**46878**	**69688**

Bradwell Abbey as a community venue for weddings, parties and other functions is now moving from an economy option that includes a medium to high quality option. We continue to charge reasonable and competitive prices, in as much as we can, to ensure that we create access and continue to provide the services stated in our charitable remit.

We have been able to use some of our DCMS grant to help with market research, marketing development and promotional materials here, and are now offering peak and off-peak packages, with a bespoke weddings website and high quality promotional material.

Wedding bookings have been affected throughout the Covid-19 crisis, although, we continue to have smaller weddings as allowed, and bookings are solid. The expected completion of works will have a positive impact on bookings now that we are have developed a tiered wedding package offer, based on or new wedding offer, as well as receptions.

It is hoped the forthcoming restoration works and the business plan leading on from that will finally enable us to develop a world class venue in the heart of Milton Keynes, once the Covid-19 crisis and its implications are better understood.

Volunteers and supporters
The Trustees and Director are extremely grateful for the time and energy of all the volunteers who assist MKCDC in the Archive and New Towns Reference Library, Education department, with and during public events, those helping with admin tasks and those who help maintain the site itself. The Chairman and Director also wish to thank all those Board members, who are volunteers too, for serving with enthusiasm and commitment.

A big thank you to all our supporters, customers, clients, friends, visitors and partners for helping to make our work so successful.

The Friends Group goes from strength to strength, and is already helping markedly with fundraising and events.

d. Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 18 months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to maintain salaries and associated costs during this period and to ensure that support and governance costs are covered.

e. Risk management

The principal risks faced by the Charity are a downturn in revenue due to any recessions, or current rises affecting operations and/or lease renewal.

The Trustees look to alleviate these risks by a new business planning process which takes into account these risks and offers options to mitigate them. This includes finding innovative ways to alleviate the Covid-19 crisis such as offering remote/digital services. This work has been helped by the DCMS support grant and continues.

Structure, Governance and Management

During the year, the governance of MKCDC was overseen by the Board of Trustees comprising:

- Professor David Lock CBE (Non-executive President)
- Steve Crowther (Chair)
- Wei Yang (Vice Chair)
- Noel Parsons (Treasurer, now retired and replaced by Elizabeth Parckar)
- Pauline Wallis (Milton Keynes Council Representative)
- Rex Exon (Milton Keynes Council representative)
- Jan Lloyd
- Paul Cox
- Bob Adams
- Dr Noël James (Staff - Company Secretary and Director/CEO)

The Board of Trustees meets at least every quarter at Bradwell Abbey, or more often if required. Members of the public and observers are always welcome at these meetings and can apply to the Company Secretary to attend. MKCDC volunteers and members of all the partner organisations we work with are encouraged to stand for election to the Board of Trustees at the AGM.

The Board of MKCDC, as an increasingly successful charitable organisation, remain acutely aware that the governance of the organisation is crucially linked to the skills of its Trustees. To this end the Chair and Director regularly review a recruitment strategy for Trustees and volunteers based on an identified skills matrix. The recruitment of new board members and volunteers remains an active and continuous process during a period where volunteering seems to be on the wane. Volunteering for the Charity remains stable this year, with the Friends group and Gardening Club continuing through Covid. The Charity has now completed a successful £149,000 National Heritage Fund Covid-19 Resilience bid, which included funding, marketing and audience development structures and strategies, and this will inform new plans moving forward

Structure, Governance and Management (continued)

As part of the process, MKCDC has begun the process of Investing in Volunteers, and is currently reviewing the aforementioned skills matrix and induction activities. Successful candidates are supplied with a full set of documents giving details of their roles, legal and other responsibilities. Potential board members are then proposed at the AGM for election.

The Board of Trustees is responsible for setting the broad strategic direction of the organisation and the appointment of a Director to deliver this strategy and the related agreed aims and objectives. The Board has a fiduciary duty and financial oversight; as well as ensuring that the organisation remains compliant with all its legal and other requirements.

The Director is responsible for the overall and day-to-day management of the organisation and reports on this to the Trustees on a regular basis at Board meetings. As CEO the Director deals with all management, staff, delivery, contractual and business issues with the support of the Business Development Manager, who also acts as Deputy in the absence of the Director, and other staff.

b. MKDC Volunteers, Partners and Other Supporters

The Board of Trustees are volunteers and continue to be involved actively in numerous meetings, planning sessions, negotiations with Milton Keynes Council, educational and architectural exhibitions, service reviews, developing and helping to deliver services and put on a variety of public events.

The Trustees and Director are extremely grateful for the work all the MKCDC Volunteers and other unpaid or in-kind supporters regularly do to contribute to the work of MKCDC and the Bradwell Abbey site as a public facility and heritage destination.

As mentioned, CDC are undergoing Investment in Volunteers assessment, as a way to improve and continue their work with volunteers, and to ensure proper practises and appreciation are in place. To this end various meetings and online focus groups with the wide variety of CDC volunteers are taking place in order to improve processes.

The importance of volunteer and supporter help during events and delivery sessions cannot be under estimated and we benefit greatly from the application of their own skills and knowledge alongside the MKCDC staff team.

Structure, Governance and Management (continued)

Event	Approx. Hrs	Days	No. of Vols	Hours
EDUCATION & EVENTS				
Site tours	4	4	2	32
Arts, music & cultural events	2	3	4	24
Heritage Open Days	8	1	12	108
Research & writing	8	10	3	240
Re-enactors & helpers	6	15	6	540
ARCHIVE & LIBRARY				
Archive, digitisation, website & social media	4	38	7	1064
Site and DIY				
DIY	8	40	15	4800
Parks Trust	4	2	8	64
Explorer Scouts / Young people	4	4	18	288
Green Gym	6	12	8	576
Overseas students volunteer days	0	0	0	0
Board				
Board meetings	10	5	10	500
Strategic & planning meetings	3	4	3	36
PR & Exhibitions	2	12	2	48
Admin Support	4	30	2	240
Other (various in kind e.g. costume making, fund raising, meetings)	4	20	10	800
			TOTAL	**9360**

The MKCDC Volunteers help with the organisation and delivery of many educational, heritage and public events at Bradwell Abbey. The full Site Guides which formed part of the Volunteer core and act as visitor guides at Bradwell Abbey on every first Sunday of month from April to October have been put on hold until the works are completed, and instead are now carried out as tours of the nearby Bancroft Roman Villa, or as smaller site guides (just of the grounds and the external buildings). The Guides help to guide well over 500 visitors across the Bradwell Abbey site on the Open Sundays and during the new Bradwell Abbey Friends Pop Up Café days, and also assist during a variety of events across each year such as New Towns Sharing Day, NatureFest, the Festival of Archaeology Week, Roman Day, Medieval Open Day, Angels at the Abbey, and also other events put on by MKCDC and also outside organisations such as the 'new' Food Festival, and Barrel Bikers bike festival. In spite of the Covid-19 disruption to our normal event schedule, we were still able to carry out some physical events on a smaller scale, as well as several digital events which required volunteer help and input.

The Trustees wish to thank a number of partners, individuals, supporting organisations and companies who supported the work of the MKCDC contributing to the above, and they are: - Bradwell Abbey Friends, the CDC library volunteers, the Parks Trust volunteers (various projects), Green Gym, the Education and Events volunteers, the office and garden volunteers, and many others not mentioned here. Finally, it should also be noted that the Trustees time is completely voluntary.

Thus, 9360 hours of volunteer and unpaid/in-kind time was contributed to the work of the Charity in 2020-21. If this is conservatively valued at £8.50 per hour the monetary value of the volunteer and unpaid/in-kind effort amounts to approximately £79,560. If it is valued at the lowest heritage sector volunteer rate of £50 an hour, it represents an amount of £468,000.

Structure, Governance and Management (continued)

c. Our staff

During the year ended 31 March 2021 our staff were:

- **Noël James** (Director & CEO)
- **Lynne Dawson** (Business Development Manager and Deputy to Director)
- **Catherine McIntyre** (Archivist)
- **Sandra Williamson** (P/T Bookkeeping)
- **Richard Gregory** (Functions Manager, Contracted Cleaner, Operational and Admin Support roles)

City Discovery Centre is also grateful for the commitment and professionalism of the long list of re-enactors and contractors who assist in the delivery of our educational and heritage activities.

Salaries for all staff are benchmarked against market statistics and surveys. Staff have agreed to a pay freeze of 2% inflation until September 2021, and individual staff due other agreed pay rises have agreed to forego these until September 2021 if appropriate, or until April 2022 if necessary.

Strategic development and significant concerns/plans for future periods

Bradwell Abbey restoration and improvement project
The MKCDC team has been in protracted and intense negotiations with MKC and its officers over the last few years to negotiate a staged restoration project that would bring the most significant buildings, as well as site and facilities up to an acceptable standard so that they can be fully utilised. As above, enabling works have now completed and it is hoped that restoration works will be completed sometime during late 2021 or early 2022, having been put back by both Covid and significant archaeological finds. Basic landscape maintenance is undertaken by the council, and we continue to carry out the majority of it ourselves with our successful joint (with Interaction-MK) corporate volunteer programme that has so far seen around 300 corporate volunteers carrying out landscape maintenance on site. While this has been largely curtailed by Covid, we have been able to continue on a smaller scale with help from our Covid grant funding and restricted volunteer presence on site. We continue fully Health and Safety Compliant, brought up to date with devolved funding from MKC and the much lauded efforts of Richard Gregory and Peninsula, our HR function, as well as with pro bono help from various H&S experts. Tree works have site are now in the first stage of the programme.

The Bradwell Abbey site and its facilities remain the greatest income generating sources, directly and indirectly, for the Charity, and the most suitable venue for its education, heritage, cultural and community services. Repairing and restoring the site to a high standard remains one of the key strategies to ensure that the Charity can optimise use of the site, facilities and buildings to generate as much activity and income as possible. This is crucial as all money generated is directly used to fund and subsidise the work of the Charity.

Improving and upgrading the site to make it a visitor and heritage destination befitting one of the important Scheduled Ancient Monument sites in Milton Keynes is an important aspiration for all key stakeholders. It is featured as such in the Council's Heritage and Cultural Strategy 2014-23 and is a major part of the new Business Plan moving forward.

On site concerns
After more than 10 years, the Farmhouse, as the biggest generator of rental income, is still out of commission and although Milton Keynes Council is compensating the charity for the loss of income it is perceived as an eyesore and detrimental to the image of the Scheduled Ancient Monument and Heritage visitor destination by all. The compensation arrangements agreed with MKC remain in place until the restoration works are completed, at which time a planned new lease will devolve a larger annual maintenance budget (beginning at £50k) which will decrease on a sliding scale year on year until we are self-sufficient, and MKCDC will move into the farmhouse, leaving the David Lock Building for charitable lease. As above, enabling works and the first phase of conservation works on both the farmhouse and the chapel have now been completed. The chapel will soon be open again to the public, pending final conservation monitoring. The handover is planned for no later than April 2022, with the new lease to be signed for handover.

We look forward to the restoration and to our resulting improved relationship with MKC. While Covid has seriously affected bookings, most have been postponed rather than cancelled, and thus we have bookings going well into 2022. We continue, where allowed, to have smaller, restricted weddings, following Government guidelines.

Strategic development and significant concerns/plans for future periods (continued)

Economies of scale and future joint working
MKCDC remains an active member and contributor to the Heritage MK and various other bodies in Milton Keynes that represent heritage, arts & culture, education, environment and community concerns or interests e.g. MKHA, AHAMK, MAKE, MK Chamber, MK Forum, FRF. We continue to work with many partners and organisations that are involved in other Heritage Funded or possible future Heritage Funded projects to show joint working that avoids duplication and competition but will allow for joint working or delivery related to economies of scale. We are also working with the Central Library Archives Project, which is ongoing, and continue as a key member of the AHRC-funded project on New Towns Heritage Research Networks, and the newly mooted New Town Archive Network. We continue as a lead partner in the Festival of History Event which is now likely postponed from 2021 to 2022 or even 2023.

We remain fully supportive of a joint heritage visitor offer which will tell the story of the New Town of Milton Keynes across a variety of eras, areas and sites. MKCDC already does this to a large extent as part of our current educational and professional delivery; and it remains critical that MKCDC will be able to fulfil its original key aims and objectives within the Milton Keynes heritage, education and community sectors. MKCDC remains fully supportive of the MK Museum in their successful and significant expansion and continues to undertake close work with them to provide information, displays and exhibitions in their new gallery related to the development of Milton Keynes as a New Town.

Smaller scale projects have brought in a low-key yet consistent income, and this will be consolidated and built on in the forthcoming financial year. Significant Heritage and Local Authority Covid-19 Support and Resilience Grants have enabled us to maintain a healthy income over this difficult year.

The founding objectives of MKCDC were deliberately laid down in broad terms to allow the delivery of a broad range of services and educational activities. Over time priorities and opportunities change and the organisational strategy will be to take advantage of new opportunities, as well as new academic and service ventures as they present themselves. The Trustees and Director believe that a sustainable organisation is one that manages to accommodate change while maintaining core objectives and run itself more on business principles rather than a dependency approach.

Optimal Delivery
The Trustees, Director and Staff team remain committed to optimal delivery of all the services we deliver at Bradwell Abbey and we review regularly the ways we deliver our services to see if there are more effective ways of doing things. In particular, we are keen to ensure that the priorities reflected in our education programmes are continuing to support the needs of schools, especially in the light of continual changes in national curricula and also the ability of schools to travel for experiential learning off site.

The Trustees and Director also continue to explore further opportunities for collaboration and joint ventures with other Milton Keynes voluntary and community groups in the delivery of our charitable and educational mission, as well as some institutions at national and international level.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

Auditors

The auditors, MHA MacIntyre Hudson, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:



S P Crowther
(Trustee)
Date: 12/01/22

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

Opinion

We have audited the financial statements of City Discovery Centre and Its Subsidiary (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2021 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 31 March 2021 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY (CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY (CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 152 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Discussions held with management and those charged with governance around any legal claims;

- Enquiry around any tax compliance issues during or after the financial year;

- Audit work performed over key risks areas identified such as management override and reviewing accounting estimates for bias;

- Review of financial statement disclosures to ensure accounting policies have been correctly followed.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY DISCOVERY CENTRE AND ITS SUBSIDIARY (CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

MHA MacIntyre Hudson, Statutory Auditor
Milton Keynes, United Kingdom

Date:

MHA MacIntyre Hudson are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	**100,961**	**225,826**	**326,787**	58,817
Charitable activities	4	**(43)**	**-**	**(43)**	10,351
Other trading activities		**7,422**	**-**	**7,422**	112,428
Investments	5	**75,276**	**-**	**75,276**	98,990
Total income		**183,616**	**225,826**	**409,442**	280,586
Expenditure on:					
Raising funds		**24,675**	**-**	**24,675**	46,789
Charitable activities	6	**223,891**	**132,230**	**356,121**	263,774
Total expenditure		**248,566**	**132,230**	**380,796**	310,563
Net movement in funds		**(64,950)**	**93,596**	**28,646**	(29,977)
Reconciliation of funds:					
Total funds brought forward		**222,409**	**39,843**	**262,252**	292,229
Net movement in funds		**(64,950)**	**93,596**	**28,646**	(29,977)
Total funds carried forward		**157,459**	**133,439**	**290,898**	262,252

The Consolidated statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 31 to 45 form part of these financial statements.

CITY DISCOVERY CENTRE AND ITS SUBSIDIARY

(A company limited by guarantee)
REGISTERED NUMBER: 02108180

CONSOLIDATED BALANCE SHEET
AS AT 31 MARCH 2021

	Note		2021 £		2020 £
Fixed assets					
Tangible assets	11		**51,674**		21,756
			51,674		21,756
Current assets					
Stocks	13	**3,526**		16,262	
Debtors	14	**15,516**		29,839	
Cash at bank and in hand		**260,495**		217,109	
		279,537		263,210	
Creditors: amounts falling due within one year	15	**(40,313)**		(22,714)	
Net current assets			**239,224**		240,496
Total assets less current liabilities			**290,898**		262,252
Net assets excluding pension asset			**290,898**		262,252
Total net assets			**290,898**		262,252
Charity funds					
Restricted funds	16		**133,439**		39,843
Unrestricted funds	16		**157,459**		222,409
Total funds			**290,898**		262,252

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2021

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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



S P Crowther
(Trustee)
Date: 12/01/22

The notes on pages 31 to 45 form part of these financial statements.

COMPANY BALANCE SHEET
AS AT 31 MARCH 2021

	Note		2021 £		2020 £
Fixed assets					
Tangible assets	11		**49,602**		18,722
Investments	12		**100**		100
			49,702		18,822
Current assets					
Stocks	13	**1,016**		1,016	
Debtors	14	**49,995**		96,059	
Cash at bank and in hand		**214,740**		143,522	
		265,751		240,597	
Creditors: amounts falling due within one year	15	**(30,936)**		(11,595)	
Net current assets			**284,517**		247,824
Total assets less current liabilities			**284,517**		247,824
Total net assets			**284,517**		247,824
Charity funds					
Restricted funds	16		**133,439**		39,843
Unrestricted funds	16		**151,078**		207,981
Total funds			**284,517**		247,824

COMPANY BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2021

The Company's net movement in funds for the year was £36,693 (2020 - £(28,976)).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

S P Crowther
(Trustee)
Date: 12/01/22

The notes on pages 31 to 45 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is the David Lock Building, Alston Drive, Bradwell Abbey, Milton Keynes, MK13 9AP.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

City Discovery Centre and Its Subsidiary meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

2.2 Going concern

n response to the COVID-19 pandemic, the directors have performed a detailed analysis of forecast future cash flows taking into account the potential impact on the charity and group of possible future scenarios arising from the impact of COVID-19 (including reduced income from activities). This analysis also considers the effectiveness of available measures to assist in mitigating the impact. Based on these assessments and having regard to the resources available to the charity, the Trustees have concluded that there is no material uncertainty arising from the COVID-19 pandemic and that they can continue to adopt the going concern basis in preparing the reports and accounts.

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Consolidated statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated statement of financial activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Fixtures, fittings and office equipment	-	20% straight line
Computer and other equipment	-	33% straight line

2. Accounting policies (continued)

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

2.13 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. Accounting policies (continued)

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2021 £	**Restricted funds 2021 £**	**Total funds 2021 £**
Donations	20	-	**20**
Grants	42,010	225,826	**267,836**
Government grants	58,931	-	**58,931**
	100,961	225,826	**326,787**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	255	-	255
Grants	-	58,562	58,562
	255	58,562	58,817

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

4. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £
Service and education provision	(43)	**(43)**

	Unrestricted funds 2020 £	Total funds 2020 £
Service and education provision	10,351	10,351

5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £
Rental income	75,219	**75,219**
Bank interest receivable	57	**57**
	75,276	**75,276**

	Unrestricted funds 2020 £	Total funds 2020 £
Rental income	98,765	98,765
Bank interest receivable	225	225
	98,990	98,990

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Charitable activities	223,891	132,230	**356,121**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Charitable activities	199,288	64,486	263,774

7. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Charitable activities	345,761	10,360	**356,121**

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Charitable activities	249,612	14,162	263,774

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Charitable activities 2021 £	Total funds 2021 £
Depreciation	7,795	**7,795**
Education expenditure	355	**355**
Fundraising and publicity	(775)	**(775)**
Grants	122,717	**122,717**
Premises and office costs	215,669	**215,669**
	345,761	**345,761**

	Charitable activities 2020 £	Total funds 2020 £
Depreciation	7,401	7,401
Education expenditure	14,886	14,886
Fundraising and publicity	3,265	3,265
Grants	83,015	83,015
Premises and office costs	141,045	141,045
	249,612	249,612

8. Auditors' remuneration

	2021 £	2020 £
Fees payable to the Company's auditor for the audit of the Company's annual accounts	**5,000**	5,000

9. Staff costs

	Group 2021 £	Group 2020 £
Wages and salaries	9,350	28,952
	9,350	28,952

The average number of persons employed by the Company during the year was as follows:

	Group 2021 No.	Group 2020 No.	Company 2021 No.	Company 2020 No.
Administration staff	5	5	5	5

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Chief Executive and Business Administrator. The total employee benefits of the key management personnel of the charity were £73,965 (2020: £70,335).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

11. Tangible fixed assets

Group

	Equipment £	Other fixtures and fittings £	Total £
Cost or valuation			
At 1 April 2020	1,499	57,142	58,641
Additions	-	38,675	38,675
At 31 March 2021	1,499	95,817	97,316
Depreciation			
At 1 April 2020	1,235	35,650	36,885
Charge for the year	264	8,493	8,757
At 31 March 2021	1,499	44,143	45,642
Net book value			
At 31 March 2021	-	51,674	51,674
At 31 March 2020	264	21,492	21,756

11. Tangible fixed assets (continued)

Company

	Equipment £	Other fixtures and fittings £	Total £
Cost or valuation			
At 1 April 2020	1,499	44,648	46,147
Additions	-	38,675	38,675
At 31 March 2021	1,499	83,323	84,822
Depreciation			
At 1 April 2020	1,235	26,190	27,425
Charge for the year	264	7,531	7,795
At 31 March 2021	1,499	33,721	35,220
Net book value			
At 31 March 2021	-	49,602	49,602
At 31 March 2020	264	18,458	18,722

12. Fixed asset investments

Company	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2020	**100**
At 31 March 2021	**100**
Net book value	
At 31 March 2021	**100**
At 31 March 2020	100

Principal subsidiaries

The following was a subsidiary undertaking of the Company:

Name	Company number	Class of shares	Holding	Included in consolidation
City Discovery Centre (Trading) Co. Limited	03431035	Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Profit/(Loss) / Surplus/ (Deficit) for the year £	Net assets £
City Discovery Centre (Trading) Co. Limited	**(24)**	**14,503**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

13. Stocks

	Group 2021 £	Group 2020 £	Company 2021 £	Company 2020 £
Finished goods and goods for resale	**3,526**	16,262	**1,016**	1,016

14. Debtors

	Group 2021 £	Group 2020 £	Company 2021 £	Company 2020 £
Due within one year				
Trade debtors	**833**	21,838	**358**	20,218
Amounts owed by group undertakings	**-**	-	**40,497**	68,247
Other debtors	**54**	25	**25**	25
Prepayments and accrued income	**14,629**	7,976	**9,115**	7,569
	15,516	29,839	**49,995**	96,059

15. Creditors: Amounts falling due within one year

	Group 2021 £	Group 2020 £	Company 2021 £	Company 2020 £
Trade creditors	**20,347**	5,090	**19,463**	3,325
Other taxation and social security	**-**	1,493	**-**	-
Other creditors	**2,844**	500	**2,841**	500
Accruals and deferred income	**17,122**	15,631	**8,632**	7,770
	40,313	22,714	**30,936**	11,595

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
General Funds - all funds	222,409	183,616	(248,566)	157,459
Restricted funds				
AHRC New Town Heritage Networks	2,523	-	-	2,523
New Towns Heritage Festival	3,371	-	-	3,371
MK Council - Maintenance Plans	26,917	10,000	-	36,917
Historical England	-	49,926	(43,780)	6,146
Heritage MK	(3,997)	16,940	(2,000)	10,943
Awards for All - Naturefest	4,102	-	(171)	3,931
Pilgrims Trail and Medieval Fair	1,966	-	-	1,966
Woodland Walk	5,000	-	-	5,000
MK Council - Marketing	(1,235)	-	-	(1,235)
Bradwell Abbey and Me Project	(4,250)	3,060	(4,313)	(5,503)
Volunteers Makers Event	1,000	-	-	1,000
Garden Project	1,675	-	-	1,675
MK Community Foundation	723	-	(1,545)	(822)
New Town Heritage Explorers	2,052	-	(9,931)	(7,879)
Bradwell Parish	1,000	-	-	1,000
Press day	975	-	-	975
Dress day	(1,549)	-	-	(1,549)
Santander and Xmas Lunch	(526)	-	-	(526)
DCMS	-	145,900	(70,490)	75,410
Design MK	96	-	-	96
	39,843	225,826	(132,230)	133,439
Total of funds	262,252	409,442	(380,796)	290,898

16. Statement of funds (continued)

The trustees have designated the funds to enable support for a variety of key areas, to ringfence from normal unrestricted funds available to the charity.

In respect of the larger funds, these are restricted for the following purposes:

MK Council: for various charitable projects, maintenance, business plans and completion of conservation works.

Heritage MK: ongoing heritage network of which MKCDC is a founder member.

DCMS: The National Lottery Community Fund grants to provide crucial services for people and communities affected by Covid-19.

Awards for All: to carry out outdoor activities and nature workshops.

Bradwell Abbey and Me Project: to engage the Living Archive MK to train young carers in filming, photography and oral history techniques, with the aim of interviewing members of the public who enjoy the medieval site.

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
General funds	**222,409**	**183,616**	**(248,566)**	**157,459**
Restricted funds	**39,843**	**225,826**	**(132,230)**	**133,439**
	262,252	**409,442**	**(380,796)**	**290,898**

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	51,674	-	**51,674**
Current assets	146,098	133,439	**279,537**
Creditors due within one year	(40,313)	-	**(40,313)**
Total	157,459	133,439	**290,898**