

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

England & Wales · Charity number 311799

Details

Other names NORRIS MUSEUM

Status Registered

Legal form Other

Registered 1973-11-13

Register [View on the Charity Commission register](#)

Contact

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Activities

Objects: TO PROVIDE A LIBRARY AND MUSEUM FOR USE BY AND ADVANCEMENT OF THE EDUCATION OF THE PUBLIC, AS FAR AS POSSIBLE SEPARATE FROM ANY LIBRARY TO WHICH THE STATUTES SHALL APPLY.

Activities: To provide a museum and local history library collection covering the county of Huntingdonshire.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** ST IVES, HUNTS
- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£93,271	£164,919	-	-
2024-03-31	£84,709	£88,523	-	-
2023-03-31	£83,440	£80,467	-	-
2022-03-31	£64,967	£73,068	-	-
2021-03-31	£57,193	£58,855	-	-

Trustees

Name	Role	Appointed
St Ives Town Council		

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

England & Wales - Charity number 311799

Accounts



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

REGISTERED CHARITY NUMBER 311799

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

Trustee's Annual Report	1 - 10
Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14 - 16



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

Herbert Ellis Norris Library and Museum

Trustee's Annual Report

For the Year Ending 31st March 2025

Report Contents

	Page
Organisation Structure	2
History and Background	2
Charitable Objectives	3
Charitable Purpose	3
Charitable Activities -	4
Collections	4
Learning & Outreach	4
Community Projects	6
Achievements and Performance	7
Visitor Numbers	7
Volunteer Numbers	7
Museum Locally and Nationally	8
Financial Review	9
Reserves	9
Investments	9
Expenditure	9
Income	9
Fundraising	9
Trustee's Responsibilities Statement	10

Organisation Structure

For over 40 years St Ives Town Council has been the sole trustee for The Herbert Ellis Norris Library and Museum (also known as The Norris Museum) and has demonstrated its on-going commitment to The Norris Museum through its active management and provision of financial, management and human resource management and support. In particular, it manages the employment of staff and the management of funds pertaining to staff related costs such as travel, and utilities costs, office equipment and stationery, plus building repairs and maintenance costs.

- Principal charity address: The Town Hall, Market Hill, The Old Riverport, St Ives, Cambs, PE27 5AL.
- Charity Number: 311799

The day-to-day management of the Trust is delegated to the Norris Museum Management Group consisting of 9 elected Town Councillors and three members of The Friends of The Norris Museum.

The Council supported the Museum through the Huntingdonshire's Heritage re-development work with match-funding of approximately £45,000 (development and delivery phases) and by managing HLF invoicing and cashflow.

The Norris Museum is embedded within the Council's 2020-2025 Strategic Action Plan and supports the Council deliver on a range of objectives including heritage, tourism, education and professional standards. In addition to the Huntingdonshire's Heritage Project, the 2020-2025 Strategic Action Plan includes longer term projects such as supporting the Museum Rationalisation Programme and enabling exploration of ways to make the Museum more intellectually accessible. To achieve this plan the Council is committed to continuing to contribute to staff and building related costs.

In the operation of the Trust the Town Council, when making decisions as the sole trustee, have due regard to the Charity Commission's public benefit guidance when exercising powers or duties to which the guidance is relevant.

History and Background

Opened in a purpose-built location in the town of St Ives in 1933, its collections of documents, books, paintings, and other items relating to the former county of Huntingdonshire were assembled by St Ives born local amateur historian and photographer Herbert Norris over many years. Herbert Norris lived most of his adult life in Cirencester but continued to amass relics of his home county of Huntingdonshire, with the hope that one day he would return to the county and have a museum to show his collections to the residents of the area. He died in 1931 and bequeathed his collections together with the bulk of his estate to St Ives Borough Council. Acting upon Norris' wishes, the Borough Council used the funds to buy the site and build a museum, with some provision for future maintenance. The 'Norris Library and Museum Trust' was established, the sole trustee being the Borough Council. The governing document for the Trust is the will of Herbert Norris, proved on 27 May 1931.

Some of Norris' estate was used to purchase 'York House', an early 19th century dwelling adjacent to the Museum, as an investment property. The balance was put to creating a portfolio of bonds, stocks and shares, apparently with the intention of providing a capital sum which would provide a regular annual income for the Museum.

The Museum and House were designed by the Huntingdon ecclesiastical architect Sidney Inskip Ladds and built between 1931 and 1933. Inskip Ladds demolished the older maltings building that stood on the site, but retained its plinth foundation, the stones of which were probably taken from the ruined St Ives Priory centuries before.

The Museum was officially opened in September 1933. The collections grew steadily, and in 1959, the old Huntingdon Museum was closed and most of its collections were transferred to The Norris Museum. It was not until the mid-1960s that a professional museum curator was employed to look after the collections. As a result of Local Government reorganisation in 1974, the Museum was transferred to St Ives Town Council.

In December 2015 the Museum closed for a period of eighteen months to undergo a complete redevelopment. This was funded by the Heritage Lottery Fund and by grants and donations.

In July 2017 Dr Alice Roberts officially reopened the Museum to the public and a festival weekend was held to celebrate the occasion.

There has always been a policy of free admission to the Museum.

Charitable Objective

The stated objective of the Trust is to provide a library and museum for use by and for the advancement of the education of the public, as far as possible separate from any library to which the statutes shall apply.

Charitable Purpose

The purpose of the Norris Museum is to collect, preserve, document, interpret and display material relating to the history of Huntingdonshire. It serves to educate, inspire, entertain and inform the widest possible audience by communicating the knowledge, understanding and enjoyment of its collections.

Charitable Activities

a. Collections

The Museum houses a collection of over 35,000 objects and cover different periods and types, including palaeontology, archaeology and social history. There is also an extensive and diverse library and archive with collections of printed books and pamphlets, manuscripts, maps, photographs, newspapers and newspaper cuttings, works of art on paper and easel paintings. The collections relate to the geographical area of what was the County of Huntingdonshire.

The Museum collections are made up of the original Herbert Norris collection, items deposited at the Museum since 1931, and a large collection of objects from the Huntingdon Literary and Scientific Institute, when the Huntingdon Museum closed in 1959.

The Museum's redevelopment project (2015-2017) ensured the collections are now being stored in line with best practice, including bespoke roller racking and better environmental controls and accessibility. The project also began the process of creating a fully digital (and therefore easily searchable) inventory of our collection, including photographing every item in our social history collection. A full inventory of our library collection was also made. Since re-opening a team of dedicated volunteers, guided by the Deputy Director has been finalising and ensuring the accuracy of these digital records.

The collection is managed through a series of policies, procedures and risk assessments in line with Museum Accreditation Standards.

Talks programme

The Museum offers a broad range of talks offered to groups and organisations in both their own venue and at the Museum. The uptake for this programme has increased year on year since the pandemic (where we offered virtual talks) and we have recently expanded the topics on offer to include broader subject matters rooted in the Norris Museum's collection to keep up with demand.

Town tours programme

Town tours are offered alongside our talks as part of group bookings. These have been very well received over the years. With the retirement of several of our volunteers who run them, we are in the process of recruiting new volunteers to refresh this programme and looking to run them to be bookable by individuals visiting the museum on special event days. In the interim, we offer a self-guided tour map of the town for our day/tourist visitors.

b. Learning & Outreach

Children and Family Learning

The Museum's Learning and Outreach programme entered a new phase in July 2024 with the return of the Learning Officer following a year of maternity leave. The role has been restructured to 29.5 hours per week, reflecting a more sustainable model for programme delivery. In addition, a new Learning Assistant post provides one day of support per week during term time. This revised staffing structure allows the museum to continue delivering a high-quality learning offer while ensuring capacity for ongoing development and growth.

Planning and Development

Following the Learning Officer's return, time was spent catching up and adjusting to the new staffing structure, reviewing priorities, and strengthening planning to ensure the learning programme is well supported moving forward. The team identified a gap in provision and began creating a new series of loan boxes for use by schools, home-education groups, and children's and youth organisations, extending the museum's reach to audiences unable to visit in person due to distance or transport costs.

Key development priorities for the current financial year have included:

- Developing a new school visit programme incorporating boat trips in partnership with the St Ives Electric Boat Company.
- Engaging with teachers through a planned INSET day to strengthen relationships and gather input on future learning opportunities.
- Continuing the creation of the loan box programme for remote learning audiences.
- Hosting a large-scale celebration of the river, in partnership with Holt Island Nature Reserve, St Ives Methodist Church, and the St Ives Electric Boat Company.
- Reviewing and adapting the schools' programme to ensure sessions can be delivered effectively with fewer volunteers.
- Reviewing and updating teacher and family feedback forms, and refining methods for gathering verbal feedback from school children to improve evaluation and programme development.

Schools

The Norris Museum's schools programme offers a wide range of curriculum-linked workshops for Key Stage 1 and Key Stage 2 pupils, bringing local history and heritage to life through hands-on, object-based learning. Topics include Jurassic Fossils, World War Two, Romans, Toys from the Past, and more, all leveraging the museum's rich collections and local context.

- In 2024/25, the museum engaged with 25 classes, reaching 882 children through on-site workshops and outreach. Some relationships required rebuilding following the Learning Officer's maternity leave, but strong progress has been made in re-establishing these links.
- Already in the current financial year, 24 classes have participated, putting the museum on track to exceed last year's engagement figures.
- The ongoing development of loan boxes will further extend access to schools, home-education groups, and youth organisations unable to visit in person, ensuring the programme remains inclusive and far-reaching.

Major Museum Events

In the years following the Covid-19 pandemic, the museum has adapted its approach to large events, responding to changes in audience expectations, volunteer capacity, and financial sustainability. The focus has shifted to a programme of dynamic, smaller, and more focused themed family activities, workshops, and storytelling sessions, which have proven both popular and cost-effective. This shift has allowed other areas of the learning programme to grow and flourish. In particular, the schools programme has been fully redeveloped, featuring a set list of well-planned, resourced, and popular sessions, and the early years programme has progressed with Mini Museum Explorers, providing playful, engaging experiences for nursery and reception groups. A highlight of the current financial year was the "Summer on the Ouse" event, delivered in partnership with *Holt Island Nature Reserve* and the *St Ives Methodist Church*, which attracted over 400 attendees. The success of this event demonstrates the potential for carefully curated community activities to engage audiences and enrich the museum's learning programme.

Family Events and Drop-in Activities

The museum delivers a vibrant programme of family workshops and events throughout the year, including activities during school holidays and half-term breaks. In addition to the above, events often feature external partners and a mix of themed crafts, storytelling, and collection-based experiences, encouraging families to explore and enjoy the museum's collections together.

- In 2024/25, sessions included sock puppet making, a teddy bear's picnic, mosaic and silk painting workshops, and a variety of story times.
- The museum also participated in the national initiative 'Heritage Open Days', welcoming new and returning visitors.
- Across these events, the museum engaged with almost 800 adults and children, strengthening community connections and inspiring curiosity about local history.

Art Adventure Club

The Art Adventure Club is a family art programme for children aged 6–11 and their adults, providing a welcoming, relaxed, and creative environment. Sessions encourage intergenerational creativity and explore techniques inspired by the museum's collections.

- The programme is volunteer-led and consistently popular, with most sessions selling out.
- Attendance dipped slightly during the Learning Officer's maternity leave but has since recovered and continues to grow.
- In 2024/25, the club engaged 144 participants, reflecting strong community interest and sustained impact.

Youth Group Sessions

The museum offers hands-on, engaging sessions for youth groups, tailored to suit groups such as Brownies, Scouts, Guides, and community clubs. Activities make use of collections and exhibitions, encouraging exploration through object handling, storytelling, and creative crafts.

- In 2024/25, the museum engaged 129 children through youth group sessions.
- The programme continues to grow in popularity, helping to build lasting relationships with local youth organisations and fostering curiosity and a sense of belonging.

Mini Museum Explorers

The under 5s learning programme stalled during the Learning Officer's maternity leave but is now being revived and restructured as Mini Museum Explorers, bringing together nursery and reception sessions within a cohesive framework.

- Sessions are playful, sensory, and creative, story-led, and designed to support early learning and social development.
- While there are no separate engagement figures for 2024/25, plans are in place to target this age group more directly with scheduled events and bookable sessions.
- The programme links closely with the Loan Box Project, using newly created resources, and will include a "Toddler Takeover Day" later this current year, following the success of the 2023 event.

Despite challenges, including a period of reduced staffing and pressures on volunteer availability, the Norris Museum's learning programme remains highly successful and impactful. In a period when many local museums are experiencing declines in school visits due to economic pressures, the museum continues to maintain strong engagement across schools, families, youth groups, and early years audiences. The committed volunteer team, one of the largest among museums of a similar size, supports a wide range of workshops, events, and programmes. Across all areas of learning, the museum is achieving remarkable outcomes, ensuring children and families continue to enjoy high-quality, inclusive, and curriculum-linked experiences.

c. Community Projects

Booked Sessions

The museum offers a diverse range of engaging bookable sessions, available both at the museum and off-site. We're proud to regularly deliver inspiring sessions to care homes, day centres, and friendship groups, including interactive object handling and heartwarming reminiscence activities. These sessions create meaningful connections and bring the museum experience directly to the community.

Regular Sessions

The museum proudly hosts a variety of regular sessions designed to inspire creativity, connection, and community. These include our popular *Creative Café*, *Reminiscence at the Museum*, and a welcoming *Men's Group*. In addition, we're delighted to partner with the St Ives Dementia Group to deliver a regular off-site session, extending our reach and support into the wider community.

Project Work

The Norris Museum is dedicated to enriching the lives of local communities through a wide range of creative and inclusive projects. Our project work focuses on using the museum's unique collections to engage people of all ages and backgrounds, often working in partnership with local organisations, and community groups. These projects aim to spark curiosity, promote wellbeing, and encourage lifelong

learning through hands-on experiences, storytelling, and shared memories. We have worked with/delivered to the following partners in 2024/25:

- Men's Group
- Love to move
- Reminiscing at the Museum
- Reminiscing/object handling at many local Care Homes
- SENSE students' programme
- Snowman trail project
- Museum Takeover Day
- St Ives Day Centre
- CATs
- Papworth
- RAF Reminiscence
- Hunts Blind Society
- St Ives in Bloom
- Spring Common Academy
- St Ives Dementia Friendly Community Group
- St Ives Town Council, advisory panel for older people

Over the course of 2024/25, this strand of work engaged with almost 3000 members of our community.

Achievements and Performance

The Museum opened after its redevelopment on 29th July 2017.

Opening hours are as follows:

Monday to Saturday: 10am – 4pm, year-round. The Museum ordinarily closes during the Christmas period, between Christmas eve, and the day following the New Year's Day bank holiday

During these times the garden, permanent gallery, exhibition gallery and toilet facilities are open to the public.

a. Visitor Numbers in 2024/25

April	1,277
May	1,392
June	1,250
July	1,535
August	1,927
September	1,311
October	999
November	902
December	502
January	834
February	1,055
March	835
Total	13,819

b. Volunteer Hours

Quantifying the contribution of our volunteers is always a challenge, as their support spans a wide range of activities and fluctuates throughout the year. From assisting with collections, school visits, exhibitions, and events, to supporting outreach initiatives, their time and expertise are integral to the museum's operations. While it's difficult to capture every hour they give, it's clear that their dedication underpins our ability to engage meaningfully with the local community both on-site and beyond.

Based upon our on-site signing in system, we estimate that in 2024/25, we received approximately 3025 hours of volunteer support.

c. Museum Locally and Nationally

The 2024/25 financial year was a vibrant and impactful period for The Norris Museum, highlighting its role as a cultural hub locally while strengthening connections regionally and nationally. Throughout the year, exhibitions, events, and community projects demonstrated the museum's commitment to education, accessibility, and collections development.

A highlight was the ongoing public interest in The Muddy Hoard, which continued to attract attention and engagement throughout the year. The Muddy Hoard lecture series featured experts from the British Museum and the Portable Antiquities Scheme, attracting audiences and generating revenue. Local history talks also flourished, reaching 375 attendees across twelve events, and the programme was expanded to include a range of talks covering broader historical themes connected to local heritage and museum collections.

Community engagement remained a central focus. In partnership with St Ives in Bloom and Spring Common, twelve students participated in a Friendship project, learning about pollinators, gardening, and creative arts. The project culminated in a celebratory event in May 2025, showcasing their efforts. The museum also secured funding to develop tactile tours for visually impaired visitors and pursued additional funding for creative reminiscence sessions in Huntingdonshire, demonstrating a commitment to inclusive programming.

The museum continued to strengthen its regional and national networks. Contributions to the Annual Museums Survey supported benchmarking across the UK and enabled grant eligibility via Museums in Cambridgeshire (MiC).

Volunteer and student engagement was particularly strong. A returning volunteer paleontology student, supported daily operations, documented the fossil collection, and curated a pop-up display. Their placement included a best practice visit to the Sedgwick Collections Research Centre, enhancing both his learning and the museum's collections management.

The year also saw successful exhibitions and displays. **PODIUM**, celebrating sport in Huntingdonshire, was installed in July 2024, coinciding with the Paris Olympics, promoting contemporary collecting and addressing historic inequities in coverage of men's and women's sport. The Paula Armstrong Ceramics exhibition attracted strong local engagement and positive feedback from exhibiting artists, generating £167 in sales and further demonstrating the museum's high standards in display and community outreach.

Overall, the year reflected the museum's continued impact locally, regionally, and nationally, through exhibitions, lectures, community projects, volunteer and student engagement, and professional partnerships, enriching cultural life and preserving heritage for diverse audiences.

The museum continued to collaborate closely with fellow museums at local, regional, and national levels, drawing on peer expertise and shared learning.

Financial Review

a. Reserves

At the current time the Trust does not have a reserves policy in place. It is anticipated that one will have been adopted by the end of the current Financial Year.

b. Investments

As part of the bequest the Museum Trust has an investment portfolio to manage which increased in value by £5,036 during the financial year.

York House is owned by the Museum Trust. It is rented to private individuals on a 6-month tenancy and benefited the Museum with rental income of £18,008 during the financial year.

The Trust uses an external local management company to manage the tenants and any issues they raise as well as ensuring that the monthly rent is paid promptly. The Museum Trust paid an annual management fee, including minor repairs required, of £3,472.

c. Expenditure

During the 2024/25 financial year total expenditure was £164,919.

d. Income

The income received during the year was £93,271. Of this £42,149 as grant income towards the redevelopment and associated projects. The Learning and Outreach activities contributed £10,189 in income with the remaining coming from small grants, donations, investments, retail sales and York House rent.

e. Fundraising

Throughout the year the Norris Museum refocused on fundraising. In total £52,362 was achieved in donations and successful grant applications.

Trustee's Responsibilities Statement

The trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in operation.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the Trustee by

Libby White – Town Clerk, St Ives Town Council



Dated: 13 NOVEMBER 2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE OF
HERBERT ELLIS NORRIS LIBRARY AND MUSEUM**

I report to the charity trustee on my examination of the accounts of the charity for the year ended 31st March 2025 which are set out on pages 11 to 15.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



K F Green (FMAAT)
32a East Street
St. Ives
Cambs
PE27 5PD

Dated:

13/01/25

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2025

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2025	Total 2024
Note	£	£	£	£	£
INCOME					
SITC annual grant	33,500	-	-	33,500	34,000
Other grant income	1,200	7,449	-	8,649	5,069
Outreach income	10,189	-	-	10,189	10,352
Other donations	10,102	-	-	10,102	2,841
Bank interest & dividends received	8,743	-	-	8,743	8,395
Shop sales	3,894	-	-	3,894	6,752
York House income	18,008	-	-	18,008	16,600
Bridge Chapel income	111	-	-	111	590
Community room income	75	-	-	75	110
TOTAL INCOME	85,822	7,449	-	93,271	84,709
EXPENDITURE					
Grant expenditure	1,200	7,449	-	8,649	5,069
SITC grant	33,500	-	-	33,500	27,262
Shop purchases	6,041	-	-	6,041	4,460
Other	50,740	-	-	50,740	51,733
Adjustment to creditor position	4	65,990	-	65,990	-
TOTAL EXPENDITURE	157,471	7,449	-	164,919	88,523
Net Income / (Expenditure)	(71,648)	-	-	(71,648)	(3,814)
Gain / (Loss) on Investment Assets	5,036	-	-	5,036	5,978
Surplus / (Deficit) for the year	(66,612)	-	-	(66,612)	2,164
Accumulated Fund brought forward	327,507	-	-	327,507	325,343
Accumulated Fund carried forward	260,895	-	-	260,895	327,507

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

BALANCE SHEET AS AT 31ST MARCH 2025

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2024	Total 2023
	Note	£	£	£	£	£
Fixed Assets						
Investments	5	159,179	-	-	159,179	148,385
		<u>159,179</u>	<u>-</u>	<u>-</u>	<u>159,179</u>	<u>148,385</u>
Current Assets						
Debtors	6	5,626	-	-	5,626	8,565
Cash at bank & in hand		198,133	-	-	198,133	169,909
Total Current Assets		<u>203,759</u>	<u>-</u>	<u>-</u>	<u>203,759</u>	<u>178,474</u>
Less Current Liabilities						
Creditors due within 1 year	7	(26,901)	-	-	(26,901)	(1,516)
Less Non Current Liabilities						
Creditors due after 1 year	8	(75,142)	-	-	(75,142)	-
Net Current Assets		<u>101,716</u>	<u>-</u>	<u>-</u>	<u>101,716</u>	<u>176,958</u>
Net Assets		<u>260,895</u>	<u>-</u>	<u>-</u>	<u>260,895</u>	<u>325,343</u>
Represented by						
Income Funds						
Unrestricted funds	9	260,895	-	-	260,895	325,343
Restricted funds	9	-	-	-	-	-
TOTAL		<u>260,895</u>	<u>-</u>	<u>-</u>	<u>260,895</u>	<u>325,343</u>

These accounts were approved by the trustee and signed on their behalf by:

Libby White - Town Clerk, St.Ives Town Council



Dated: 13 NOVEMBER 2025

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

Note

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

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

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The Trustees consider that the going concern basis is appropriate as they consider the reserves levels and expected investment income to be at sufficient levels to ensure that the Trustees can meet their financial obligations for the next 12 to 18 months and, on that basis, the Charity is a going concern.

The Trustees have taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102:

- the requirement of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income generated through shop sales and donations from visitors to the museum has been analysed on a more accurate basis this year and will continue to be going forward.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Investments

Investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. The artefacts in the museum are not brought into the accounts at cost or valuation because the trustees consider that they have no value other than as part of the collection.

Fund accounting

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

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

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

Note

2 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustee's remuneration or other benefits for the year ended 31st March 2025, nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustee's expenses paid for the year ended 31st March 2025, nor for 2024.

3 STAFF COSTS

	2025 £	2024 £
Wages and salaries, including Employer's National Insurance & Pension	<u>43,505</u>	<u>39,748</u>

	2025	2024
The average number of employees paid directly by the Norris Museum was:	<u>1</u>	<u>1</u>

There are seven additional members of staff but their salaries are funded by SITC.

4 ADJUSTMENT TO CREDITOR POSITION

A historical anomaly was identified and corrected on independent examination.

5 INVESTMENTS

	2025 £	2024 £
COIF	7,870	8,255
Rathbones	151,309	146,108
	<u>159,179</u>	<u>154,363</u>

During the year to 31st March 2020, £100,000 of the grants received was invested with Rathbones in addition to the existing shareholdings that were transferred to Rathbones on 20th December 2020.

6 DEBTORS

	2025 £	2024 £
Trade debtors	936	445
Prepayments	2,953	2,199
VAT	1,737	1,193
	<u>5,626</u>	<u>3,837</u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

Note

7	CREDITORS FALLING DUE WITHIN ONE YEAR	2025	2024	
		£	£	
	Trade creditors	6,396	3,796	
	SITC	18,786	33,425	
	Receipt in advance	658	658	
	Accruals	1,062	794	
		26,901	38,673	
8	CREDITORS FALLING DUE AFTER ONE YEAR	2025	2024	
		£	£	
	SITC	75,142	-	
9	MOVEMENT IN FUNDS	As at	Net movement	As at
		1.4.2024	in funds	31.3.2025
		£	£	£
	Unrestricted funds	327,507	(66,612)	260,895
	Restricted funds	-	-	-
	TOTAL FUNDS	327,507	(66,612)	260,895

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

	Incoming resources £	Resources expended £	Gains & losses £	Movement in funds £
Unrestricted funds	85,822	(157,471)	5,036	(66,612)
Restricted funds	7,449	(7,449)	-	-
TOTAL FUNDS	93,271	(164,919)	5,036	(66,612)

Trustee's Responsibilities Statement

The trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in operation.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the Trustee by

Libby White – Town Clerk, St Ives Town Council

Dated:

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

England & Wales - Charity number 311799

Accounts



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024**

REGISTERED CHARITY NUMBER 311799

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

Trustee's Annual Report	1 - 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 15



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

Herbert Ellis Norris Library and Museum

Trustee's Annual Report

For the Year Ending 31st March 2024

Report Contents

	Page
Organisation Structure	2
History and Background	2
Charitable Objectives	3
Charitable Purpose	3
Charitable Activities -	4
Collections	4
Learning & Outreach	4
Community Projects	6
Achievements and Performance	7
Visitor Numbers	7
Volunteer Numbers	7
Museum Locally and Nationally	7
Financial Review	8
Reserves	8
Investments	8
Expenditure	8
Income	8
Fundraising	9
Trustee's Responsibilities Statement	9

Organisation Structure

For over 40 years St Ives Town Council has been the sole trustee for The Herbert Ellis Norris Library and Museum (also known as The Norris Museum/The Trust) and has demonstrated its on-going commitment to The Norris Museum through its active management and provision of financial, management and human resource management and support. In particular it employs the staff, funds staff related costs such as travel, and covers utilities costs, office equipment and stationery, plus building repairs and maintenance costs.

- Principal charity address: The Town Hall, Market Hill, The Old Riverport, St Ives, Cambs, PE27 5AL.
- Charity Number: 311799

The management of the charity is through the Town Council as sole trustee with support from three members of The Friends of the Norris Museum.

The Council supported the Museum through the Huntingdonshire's Heritage re-development work with match-funding of approximately £45,000 (development and delivery phases) and by managing the Trust's invoicing and cashflow.

The Norris Museum is embedded within the Council's 2020-2025 Strategic Action Plan and supports the Council deliver on a range of objectives including heritage, tourism, education and professional standards. In addition to the Huntingdonshire's Heritage Project, the 2020-2025 Strategic Action Plan includes longer term projects such as supporting the Museum Rationalisation Programme and enabling exploration of ways to make the Museum more intellectually accessible. To achieve this plan the Council is committed to continuing to contribute to staff and building related costs.

In the operation of the Trust the Town Council, when making decisions as the sole trustee, have due regard to the Charity Commission's public benefit guidance when exercising powers or duties to which the guidance is relevant.

History and Background

Opened in a purpose-built location in the town of St Ives in 1933, its collections of documents, books, paintings, and other items relating to the former county of Huntingdonshire were assembled by St Ives born local amateur historian and photographer Herbert Norris over many years. Herbert Norris lived most of his adult life in Cirencester but continued to amass relics of his home county of Huntingdonshire, with the hope that one day he would return to the county and have a museum to show his collections to the residents of the area. He died in 1931 and bequeathed his collections together with the bulk of his estate to St Ives Borough Council. Acting upon Norris' wishes, the Borough Council used the funds to buy the site and build a museum, with some provision for future maintenance. The 'Norris Library and Museum Trust' was established, the sole trustee being the Borough Council. The governing document for the Trust is the will of Herbert Norris, proved on 27 May 1931.

Some of Norris' estate was used to purchase 'York House', an early 19th century dwelling adjacent to the Museum, as an investment property. The balance was put to creating a portfolio of bonds, stocks and shares, apparently with the intention of providing a capital sum which would provide a regular annual income for the Museum.

The Museum and House were designed by the Huntingdon ecclesiastical architect Sidney Inskip Ladds and built between 1931 and 1933. Inskip Ladds demolished the older maltings building that stood on the site, but retained its plinth foundation, the stones of which were probably taken from the ruined St Ives Priory centuries before.

The Museum was officially opened in September 1933. The collections grew steadily, and in 1959, the old Huntingdon Museum was closed and most of its collections were transferred to The Norris Museum. It was not until the mid-1960s that a professional museum curator was employed to look after the collections. As a result of Local Government reorganisation in 1974, the Museum was transferred to St Ives Town Council.

In December 2015 the Museum closed for a period of eighteen months to undergo a complete redevelopment. This was funded by the Heritage Lottery Fund and by grants and donations.

In July 2017 Dr Alice Roberts officially reopened the Museum to the public and a festival weekend was held to celebrate the occasion.

There has always been a policy of free admission to the Museum.

Charitable Objective

The stated objective of the Trust is to provide a library and museum for use by and for the advancement of the education of the public, as far as possible separate from any library to which the statutes shall apply.

Charitable Purpose

The purpose of the Norris Museum is to collect, preserve, document, interpret and display material relating to the history of Huntingdonshire. It serves to educate, inspire, entertain and inform the widest possible audience by communicating the knowledge, understanding and enjoyment of its collections.

Charitable Activities

a. Collections

The Museum collections total approximately 35,000 objects and cover different periods and types, including palaeontology, archaeology and social history. There is also an extensive and diverse library and archive with collections of printed books and pamphlets, manuscripts, maps, photographs, newspapers and newspaper cuttings, works of art on paper and easel paintings. The collections relate to the geographical area of what was the County of Huntingdonshire.

The Museum collections are made up of the original Herbert Norris collection, items deposited at the Museum since 1931, and a large collection of objects from the Huntingdon Literary and Scientific Institute, when the Huntingdon Museum closed down in 1959.

A significant amount of developmental work was undertaken to prepare for, and as part of, *Huntingdonshire's Heritage*. A full inventory of each individual item in the social history collection now exists and each object has been photographed. A full inventory was also made of the Library collection.

A particular consequence of *Huntingdonshire's Heritage* is that the collections are now stored in better conditions and in storage more akin to best practice. The Library and archive collections are stored on bespoke roller racking in the old curator's house providing a better environment and ease of access. The attic and York House stores have improved insulation and, working within the restrictions of the space (and the listing of York House), have been made more accessible.

b. Learning & Outreach

The Museum's Learning and Outreach programme has grown significantly throughout *Huntingdonshire's Heritage*. This was possible due to Heritage Lottery Fund investment in extending the Learning and Outreach Officer post (previously Assistant Curator) from 20 hours to 37 hours for one year. In June 2017 St Ives Town Council agreed to continue this additional funding and made the post permanently full time. During the financial year 2023/24, activity included:

Planning and development:

- Review of resources and planning documents
- Review and reformatting of risk assessments
- Creation of teacher information sheets, update website information and more.
- Development of an early years programme

School sessions

After a year of virtual contact, and thereafter hybrid sessions due to the pandemic, 2023/24 saw us build momentum with successful delivery of 20 schools' sessions, engaging with 633 children from local schools throughout the year.

Talks programme

The Museum offers a broad range of talks offered to groups and organisations in both their own venue and at the Museum. The uptake for this programme has increased significantly since before redevelopment.

Town tours programme

Town tours were piloted in 2014 as part of the development phase of *Huntingdonshire's Heritage*. They run between May and September when the weather is most conducive to a walking tour. They are offered as ticketed events as well as bookable for visiting groups and societies. Each year new tours are developed and since reopening the museum in 2017 the museum has built up a team of enthusiastic volunteers to deliver the town tours.

Major Museum events

Our major events programme usually features three events a year. This is where the whole Museum is taken over for a themed event. These events are timed to coincide with the Easter, summer and Christmas school holidays. Previous events in the past have included *Spuds, spam, sirens and stirrup pumps* a 1940s Home Front day; *Medieval Wool Fair* a day experiencing St Ives in its Medieval prime; *Playtimes of the Past* where families explored games and play through the centuries and *The Norris Museum reopening weekend* where the theme was celebrating the new Museum and we welcomed over 2,500 people through the doors. These events often include external re-enactors or demonstrators who make a real impact and add significantly to the experience for visitors.

Family events

Family events take place throughout the year including during school half term holidays. They also include the popular annual event developed and delivered in partnership with Holt Island. These events occasionally involve external parties and a mixed range of themed activities, crafts and collection-based experiences for visitors. Refreshments are also served and used to raise funds. Without the enthusiastic help of volunteers, we would not be able to offer such a varied programme of events and activities. During 2023/24 family events have included microscope workshops, 'Meet the archaeologist' day, 'mini museum explorers', alongside many craft workshops. We also acted as a host for the national initiative, 'Heritage Open Days'. We engaged with 1022 adults and children as part of this programme.

Family drop in activities

Family drop-in activities are currently run mainly during the summer holidays and provide a range of crafts for children and families to do together. Often, they are themed to connect with the Museum's collection or current exhibition.

Booked group sessions

These sessions are based on the very popular *Museum on the Move* programme that we ran when the Museum was closed. The demand for these sessions has continued and so this strand of activities can

now be booked by groups such as Brownies or Cubs and can take place in the Museum or at the group's venue. Topics include mammoths, fossils and clay work.

Under 5s sessions

By getting to know our audiences we implemented a programme of sessions specifically tailored to the under 5s as part of the *Huntingdonshire's Heritage*. This includes the sessions delivered as part of the annual Book Jam. During 2018 the Learning Officer created the Pebbles Club in response to parents asking for something on Saturday mornings tailor-made for children aged between 3 and 6 years old. The sessions include stories and creative play. Parents, grandparents and guardians are encouraged to join in the activities with the children. We continue to develop our Early Years offer and have piloted sessions in collaboration with the Early Years Foundation Stage Standards to help to shape our programme.

Events and workshops for adults

Events and workshops are now established as part of The Norris Museum's programme. The events and workshops on offer are designed to complement the programme of exhibitions and take the form of talks, demonstrations, participation activities and craft workshops.

c. Community Projects

The museum offers very broad, wide ranging and bespoke opportunities to work with the wider community. By getting to know our local community we have been able to develop and implement a programme of informal and formal activities and projects which have been specifically tailored to our community needs. The sessions we deliver are designed to complement the museum's collection and include object handling, craft activities (using the collection as inspiration) and reminiscing.

Projects and outreach throughout 2023/24 engaged with some 3100 individuals, through our varied community programme:

- Men's Group
- Love to move
- Reminiscing at the Museum
- Reminiscing at many local Care Homes
- Supporting the Riverport Choir
- Arts on Prescription
- SENSE students' programme
- Young Carers
- KICK Create project
- Snowman trail project
- Museum Takeover Day
- St Ives Day Centre

- CATs
- Papworth
- RAF Reminiscence

Achievements and Performance

The Museum opened after its redevelopment on 29th July 2017.

Opening hours are as follows:

Monday to Saturday: 10am – 4pm, year-round.

During these times the garden, permanent gallery, exhibition gallery and toilet facilities are open to the public. The Museum ordinarily closes during the Christmas period, between Christmas eve, and the day following the New Year's Day bank holiday.

a. Visitor Numbers in 2023/24

April	1,683
May	1,101
June	1,195
July	1,660
August	2,033
September	1,628
October	1,687
November	1,106
December	758
January	854
February	1,075
March	1,170
Total	15,950

b. Volunteer Hours

It would be impossible for the museum staff to run such a high-quality museum service that engages with the local community on and off site without the help and support of our volunteers who help with the collections, school visits, exhibitions and events and much more.

c. Museum Locally and Nationally

In 2023 the museum most notably received the most significant acquisition in its history – The Muddy Hoard. A Roman hoard, containing some 9.2k coins, across the reign of 14 Emperors and 1 Empress and includes a previously unrecorded coin – a denarius of Emperor Tetricus I. Given the quantity,

composition, and quality of some of the coins, it could be counted as being one of the ten most significant Roman coin hoards yet found in the UK.

The Norris Museum continued to work alongside fellow museums within the local, regional and national networks to identify peer support throughout the unprecedented time imposed by the pandemic. This has brought encouragement and learning to the museum to continue to support and enrich the community, as well as continuing to fulfil its museum remit as fully as possible.

Financial Review

a. Reserves

At the current time the Trust does not have a reserves policy in place. It was anticipated that one would have been adopted by the end of the year to 31 March 2024. However, due to changes in staff, this has been delayed. It is, however, in hand with adoption expected in the year ended 31 March 2025.

b. Investments

As part of the bequest the Museum Trust has an investment portfolio to manage which increased in value by £5,978 during the financial year.

York House is owned by the Museum Trust. It is rented to private individuals on a 6-month tenancy and benefited the Museum with rental income of £16,600 during the financial year.

The Trust uses an external local management company to manage the tenants and any issues they raise as well as ensuring that the monthly rent is paid promptly. The Museum Trust paid an annual management fee of £2,663.

c. Expenditure

During the 2023-24 financial year total expenditure was £88,523.

d. Income

The income received during the year was £84,709. Of this £39,069 was grant income towards the redevelopment and associated projects. The Learning and Outreach activities contributed £10,352 in income with the remaining coming from small grants, donations, investments, retail sales and York House rent.

e. Fundraising

Throughout the year the Norris Museum refocused on fundraising. In total £7,910 was achieved in donations and successful grant applications.

Trustee's Responsibilities Statement

The trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in operation.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the Trustee by

Libby White – Town Clerk, St.Ives Town Council



Dated: 30 JANUARY 2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE OF
HERBERT ELLIS NORRIS LIBRARY AND MUSEUM**

I report to the charity trustee on my examination of the accounts of the charity for the year ended 31st March 2024 which are set out on pages 11 to 15.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



K F Green (FMAAT)
32a East Street
St. Ives
Cambs
PE27 5PD

Dated: 30th January 2025

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST MARCH 2024

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2024	Total 2023
	£	£	£	£	£
INCOME					
SITC annual grant	34,000	-	-	34,000	34,500
Other grant income	-	5,069	-	5,069	10,132
Outreach income	10,352	-	-	10,352	13,864
Other donations	2,841	-	-	2,841	3,914
Bank interest & dividends received	8,395	-	-	8,395	3,087
Shop sales	6,752	-	-	6,752	6,530
York House income	16,600	-	-	16,600	11,093
Bridge Chapel income	590	-	-	590	320
Community room income	110	-	-	110	-
TOTAL INCOME	79,640	5,069	-	84,709	83,440
EXPENDITURE					
Grant expenditure	-	5,069	-	5,069	1,590
SITC grant	27,262	-	-	27,262	36,200
Stock purchases	4,460	-	-	4,460	2,337
Other	51,733	-	-	51,733	40,340
TOTAL EXPENDITURE	83,454	5,069	-	88,523	80,467
Net Income / (Expenditure)	(3,814)	-	-	(3,814)	2,973
Gain / (Loss) on Investment Assets	5,978	-	-	5,978	(6,887)
Surplus / (Deficit) for the year	2,164	-	-	2,164	(3,914)
Accumulated Fund brought forward	325,343	-	-	325,343	329,257
Accumulated Fund carried forward	327,507	-	-	327,507	325,343

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

BALANCE SHEET AS AT 31ST MARCH 2024

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2024 £	Total 2023 £
Fixed Assets						
Investments	4	154,363	-	-	154,363	148,385
		<u>154,363</u>	<u>-</u>	<u>-</u>	<u>154,363</u>	<u>148,385</u>
Current Assets						
Debtors	5	3,837	-	-	3,837	8,565
Cash at bank & in hand		207,980	-	-	207,980	169,909
Total Current Assets		<u>211,817</u>	<u>-</u>	<u>-</u>	<u>211,817</u>	<u>178,474</u>
Less Current Liabilities						
Creditors	6	(38,673)	-	-	(38,673)	(1,516)
Net Current Assets		<u>173,144</u>	<u>-</u>	<u>-</u>	<u>173,144</u>	<u>176,958</u>
Total Assets		<u><u>327,507</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>327,507</u></u>	<u><u>325,343</u></u>
Represented by						
Income Funds						
Unrestricted funds	7	327,507	-	-	327,507	325,343
Restricted funds	7	-	-	-	-	-
TOTAL		<u><u>327,507</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>327,507</u></u>	<u><u>325,343</u></u>

These accounts were approved by the trustee and signed on their behalf by:



Libby White - Town Clerk, St.Ives Town Council

Dated: 30 JANUARY 2025

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

Note

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Investments

Investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. The artefacts in the museum are not brought into the accounts at cost or valuation because the trustees consider that they have no value other than as part of the collection.

Fund accounting

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

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

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

Note

2 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustee's remuneration or other benefits for the year ended 31st March 2024, nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustee's expenses paid for the year ended 31st March 2024, nor for 2023.

3 STAFF COSTS

The average number of employees during the year was as follow:

1

No employees received emoluments in excess of £60,000.

4 INVESTMENTS

	2024	2023
COIF	8,255	7,570
Rathbones	146,108	140,815
	<u><u>154,363</u></u>	<u><u>148,385</u></u>

During the year to 31st March 2020, £100,000 of the grants received was invested with Rathbones in addition to the existing shareholdings that were transferred to Rathbones on 20th December 2020.

5 DEBTORS

	2024	2023
Trade debtors	445	658
Prepayments	2,199	1,458
VAT	1,193	6,449
	<u><u>3,837</u></u>	<u><u>8,565</u></u>

6 CREDITORS

	2024	2023
Trade creditors	3,796	17
SITC	33,425	841
Receipt in advance	658	658
Accruals	794	-
	<u><u>38,673</u></u>	<u><u>1,516</u></u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

Note

7 MOVEMENT IN FUNDS	As at 1.4.2023 £	Net movement in funds £	As at 31.3.2024 £
Unrestricted funds	325,343	2,164	327,507
Restricted funds	-	-	-
TOTAL FUNDS	<u>325,343</u>	<u>2,164</u>	<u>327,507</u>

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

	Incoming resources £	Resources expended £	Gains & losses £	Movement in funds £
Unrestricted funds	79,640	(83,454)	5,978	2,164
Restricted funds	5,069	5,069	-	-
TOTAL FUNDS	<u>84,709</u>	<u>(78,385)</u>	<u>5,978</u>	<u>2,164</u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

England & Wales - Charity number 311799

Accounts



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

REGISTERED CHARITY NUMBER 311799

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

Trustee's Annual Report	1 - 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 15



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

Herbert Ellis Norris Library and Museum

Trustee's Annual Report

For the Year Ending 31st March 2023

Report Contents

	Page
Organisation Structure	2
History and Background	2
Charitable Objectives	3
Charitable Purpose	3
Charitable Activities -	4
Collections	4
Learning & Outreach	4
Community Projects	6
Achievements and Performance	7
Visitor Numbers	7
Volunteer Hours	8
Museum Locally and Nationally	8
Financial Review	8
Reserves	8
Investments	8
Expenditure	8
Income	9
Fundraising	9
Trustee's Responsibilities Statement	9

Organisation Structure

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- Principal charity address: The Town Hall, Market Hill, The Old Riverport, St Ives, Cambs, PE27 5AL.
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The day-to-day management of the Trust is delegated to the Norris Museum Management Group consisting of 9 elected Town Councillors and three members of The Friends of The Norris Museum.

The Council supported the Museum through the Huntingdonshire's Heritage re-development work with match-funding of approximately £45,000 (development and delivery phases) and by managing HLF invoicing and cashflow.

The Norris Museum is embedded within the Council's 2020-2025 Strategic Action Plan and supports the Council deliver on a range of objectives including heritage, tourism, education and professional standards. In addition to the Huntingdonshire's Heritage Project, the 2020-2025 Strategic Action Plan includes longer term projects such as supporting the Museum Rationalisation Programme and enabling exploration of ways to make the Museum more intellectually accessible. To achieve this plan the Council is committed to continuing to contribute to staff and building related costs.

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Opened in a purpose-built location in the town of St Ives in 1933, its collections of documents, books, paintings, and other items relating to the former county of Huntingdonshire were assembled by St Ives born local amateur historian and photographer Herbert Norris over many years. Herbert Norris lived most of his adult life in Cirencester but continued to amass relics of his home county of Huntingdonshire, with the hope that one day he would return to the county and have a museum to show his collections to the residents of the area. He died in 1931 and bequeathed his collections together with the bulk of his estate to St Ives Borough Council. Acting upon Norris' wishes, the Borough Council used the funds to buy the site and build a museum, with some provision for future maintenance. The 'Norris Library and Museum Trust' was established, the sole trustee being the Borough Council. The governing document for the Trust is the will of Herbert Norris, proved on 27 May 1931.

Some of Norris' estate was used to purchase 'York House', an early 19th century dwelling adjacent to the Museum, as an investment property. The balance was put to creating a portfolio of bonds, stocks and shares, apparently with the intention of providing a capital sum which would provide a regular annual income for the Museum.

The Museum and House were designed by the Huntingdon ecclesiastical architect Sidney Inskip Ladds and built between 1931 and 1933. Inskip Ladds demolished the older maltings building that stood on the site, but retained its plinth foundation, the stones of which were probably taken from the ruined St Ives Priory centuries before.

The Museum was officially opened in September 1933. The collections grew steadily, and in 1959, the old Huntingdon Museum was closed and most of its collections were transferred to The Norris Museum. It was not until the mid-1960s that a professional museum curator was employed to look after the collections. As a result of Local Government reorganisation in 1974, the Museum was transferred to St Ives Town Council.

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The purpose of the Norris Museum is to collect, preserve, document, interpret and display material relating to the history of Huntingdonshire. It serves to educate, inspire, entertain and inform the widest possible audience by communicating the knowledge, understanding and enjoyment of its collections.

Charitable Activities

a. Collections

The Museum collections total approximately 33,000 and cover different periods and types, including palaeontology, archaeology and social history. There is also an extensive and diverse library and archive with collections of printed books and pamphlets, manuscripts, maps, photographs, newspapers and newspaper cuttings, works of art on paper and easel paintings. The collections relate to the geographical area of what was the County of Huntingdonshire.

The Museum collections are made up of the original Herbert Norris collection, items deposited at the Museum since 1931, and a large collection of objects from the Huntingdon Literary and Scientific Institute, when the Huntingdon Museum closed down in 1959.

A significant amount of developmental work was undertaken to prepare for, and as part of, *Huntingdonshire's Heritage*. A full inventory of each individual item in the social history collection now exists and each object has been photographed. A full inventory was also made of the Library collection.

A particular consequence of *Huntingdonshire's Heritage* is that the collections are now stored in better conditions and in storage more akin to best practice. The Library and archive collections are stored on bespoke roller racking in the old curator's house providing a better environment and ease of access. The attic and York House stores have improved insulation and, working within the restrictions of the space (and the listing of York House), have been made more accessible.

b. Learning & Outreach

The Museum's Learning and Outreach programme has grown significantly throughout *Huntingdonshire's Heritage*. This was possible due to Heritage Lottery Fund investment in extending the Learning and Outreach Officer post (previously Assistant Curator) from 20 hours to 37 hours for one year. In June 2017 St Ives Town Council agreed to continue this additional funding and made the post permanently full time. During the financial year 2022/23, activity included:

Planning and development:

- Review of resources and planning documents
- Review and reformatting of risk assessments
- Creation of teacher information sheets, update website information and more.
- Engagement with learning volunteer's team via regular online meetings, to ensure ongoing session development work, as well as personal wellbeing
- Planning and preparation for a new early years programme

School sessions

During 2022/23, we continued reengaging face to face with schools, after a year of virtual contact, and thereafter hybrid sessions due to the pandemic. We successfully delivered 30 schools' sessions, engaging with 833 children from local schools throughout the year.

Talks programme

The Museum offers a broad range of talks offered to groups and organisations in both their own venue and at the Museum. The uptake for this programme has increased significantly since before redevelopment:

Town tours programme

Town tours were piloted in 2014 as part of the development phase of *Huntingdonshire's Heritage*. They run between May and September when the weather is most conducive to a walking tour. They are offered as ticketed events as well as bookable for visiting groups and societies. Each year new tours are developed and since reopening the museum in 2017 the museum has built up a team of enthusiastic volunteers to deliver the town tours.

Major Museum events

Our major events programme usually features three events a year. This is where the whole Museum is taken over for a themed event. These events are timed to coincide with the Easter, summer and Christmas school holidays. Previous events in the past have included *Spuds, spam, sirens and stirrup pumps* a 1940s Home Front day; *Medieval Wool Fair* a day experiencing St Ives in its Medieval prime; *Playtimes of the Past* where families explored games and play through the centuries and *The Norris Museum reopening weekend* where the theme was celebrating the new Museum and we welcomed over 2,500 people through the doors. These events often include external re-enactors or demonstrators who make a real impact and add significantly to the experience for visitors.

Family events

Family events take place throughout the year including during school half term holidays. They also include the popular annual event developed and delivered in partnership with Holt Island. These events occasionally involve external parties and a mixed range of themed activities, crafts and collection-based experiences for visitors. Refreshments are also served and used to raise funds. Without the enthusiastic help of volunteers, we would not be able to offer such a varied programme of events and activities. During 2022/23 family events have included silk painting and mosaic workshops, mark making and messy play, marvellous mammoths, and fantastic fans. We also acted as a host for the national initiative, 'Heritage Open Days'. We engaged with 871 adults and children as part of this programme.

Family drop in activities

Family drop-in activities are currently run mainly during the summer holidays and provide a range of crafts for children and families to do together. Often, they are themed to connect with the Museum's collection or current exhibition.

Booked group sessions

These sessions are based on the very popular *Museum on the Move* programme that we ran when the Museum was closed. The demand for these sessions has continued and so this strand of activities can now be booked by groups such as Brownies or Cubs and can take place in the Museum or at the group's venue. Topics include mammoths, fossils and clay work.

Under 5s sessions

By getting to know our audiences we implemented a programme of sessions specifically tailored to the under 5s as part of the *Huntingdonshire's Heritage*. This includes the sessions delivered as part of the annual Book Jam. During 2018 the Learning Officer created the Pebbles Club in response to parents asking for something on Saturday mornings tailor-made for children aged between 3 and 6 years old. The sessions include stories and creative play. Parents, grandparents and guardians are encouraged to join in the activities with the children. We continue to develop our Early Years offer, and are piloting sessions in collaboration with EYFS settings to help to shape our programme which will be rolled out in 2022/23.

Events and workshops for adults

Events and workshops for adults are a fairly new element of The Norris Museum's programme. A successful pilot of craft workshops in 2015 was reignited by our return to site following the redevelopment. The events and workshops on offer are designed to complement the programme of exhibitions and take the form of talks, demonstrations, participation activities and craft workshops.

c. Community Projects

The museum offers a very broad, wide ranging and bespoke opportunities to work with the wider community. By getting to know our local community we have been able to develop and implement a programme of informal and formal activities and projects which have been specifically tailored to our community needs. The sessions we deliver are designed to complement the museum's collection and include object handling, craft activities (using the collection as inspiration) and reminiscing.

Projects and outreach throughout 2022/23 engaged with some 2400 individuals, through our varied community programme:

- Men's Group
- Love to move
- Reminiscing at the Museum

- Reminiscing at many local Care Homes
- Supporting the Riverport Choir
- Arts on Prescription
- SENSE students' programme
- Young Carers
- KICK Create project
- Snowman trail project
- Museum Takeover Day
- St Ives Day Centre
- CATs
- Papworth
- RAF Reminiscence

Achievements and Performance

The Museum opened after its redevelopment on 29th July 2017.

Opening hours are as follows:

Monday to Saturday: 10am – 4pm, year-round. The Museum ordinarily closes during the Christmas period, between Christmas eve, and the day following the New Year's Day bank holiday

During these times the garden, permanent gallery, exhibition gallery and toilet facilities are open to the general public.

a. Visitor Numbers in 2022/23

April	1394
May	1324
June	1252
July	1395
August	2134
September	1733
October	1412
November	849
December	669
January	762
February	1411
March	918
Total	15253

b. Volunteer Hours

It would be impossible for the museum staff to run such a high-quality museum service that engages with the local community on and off site without the help and support of our volunteers who help with the collections, school visits, exhibitions and events and much more.

c. Museum Locally and Nationally

During 2022/23, The museum most notably received the most significant acquisition in its history – The Muddy Hoard. A Roman hoard, containing some 9.2k coins, across the reign of 14 Emperors and 1 Empress and includes a previously unrecorded coin – a denarius of Emperor Tetricus I. Given the quantity, composition, and quality of some of the coins, it could be counted as being one of the ten most significant Roman coin hoards yet found in the UK.

The Norris Museum continued to work alongside fellow museums within the local, regional and national networks to identify peer support throughout the unprecedented time imposed by the pandemic. This has brought encouragement and learning to the museum to continue to support and enrich the community, as well as continuing to fulfil its museum remit as fully as possible.

Financial Review

a. Reserves

At the current time the Trust does not have a reserves policy in place. It is anticipated that one will have been adopted by the end of the next financial year.

b. Investments

As part of the bequest the Museum Trust has an investment portfolio to manage which decreased in value by £6,887 during the financial year.

York House is owned by the Museum Trust. It is rented to private individuals on a 6-month tenancy and benefited the Museum with rental income of £11,093 during the financial year.

The Trust uses an external local management company to manage the tenants and any issues they raise as well as ensuring that the monthly rent is paid promptly. The Museum Trust paid an annual management fee of £1,728.

c. Expenditure

During the 2022-23 financial year total expenditure was £80,467.

d. Income

The income received during the year was £83,440. Of this £37,551 was grant income towards the redevelopment and associated projects. The Learning and Outreach activities contributed £13,864 in income with the remaining coming from small grants, donations, investments, retail sales and York House rent.

e. Fundraising

Throughout the year the Norris Museum refocused on fundraising. In total £10,995 was achieved in donations and successful grant applications.

Trustee's Responsibilities Statement

The trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in operation.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the Trustee by

Libby White – Town Clerk, St.Ives Town Council



23rd January 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HERBERT ELLIS NORRIS LIBRARY AND MUSEUM**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2023 which are set out on pages 11 to 15.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



K F Green (FMAAT)
32a East Street
St. Ives
Cambs
PE27 5PD

Date: 27th January 2024

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2023

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2023	Total 2022
	£	£	£	£	£
INCOME					
Norris Museum grant	3,051	-	-	3,051	581
SITC annual grant	34,500	-	-	34,500	35,000
Other grant income	10,132	-	-	10,132	4,090
Outreach donations	13,864	-	-	13,864	7,024
Other donations	863	-	-	863	1,650
Investment income	3,087	-	-	3,087	286
Shop sales	6,530	-	-	6,530	5,263
York House income	11,093	-	-	11,093	11,073
Bridge Chapel income	320	-	-	320	-
TOTAL INCOME	83,440	-	-	83,440	64,967
EXPENDITURE					
Grant expenditure	1,590	-	-	1,590	3,131
Norris Museum grant	36,200	-	-	36,200	33,213
Stock purchases	2,337	-	-	2,337	2,273
Other	40,340	-	-	40,340	34,451
TOTAL EXPENDITURE	80,467	-	-	80,467	73,068
Net Income / (Expenditure)	2,973	-	-	2,973	(8,101)
Gain / (Loss) on Investment Assets	(6,887)	-	-	(6,887)	6,236
Surplus / (Deficit) for the year	(3,914)	-	-	(3,914)	(1,865)
Accumulated Fund brought forward	329,257	-	-	329,257	331,122
Accumulated Fund carried forward	325,343	-	-	325,343	329,257

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

BALANCE SHEET AS AT 31ST MARCH 2023

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2023	Total 2022
	Note	£	£	£	£	£
Fixed Assets						
Investments	4	148,385	-	-	148,385	155,271
		<u>148,385</u>	<u>-</u>	<u>-</u>	<u>148,385</u>	<u>155,271</u>
Current Assets						
Debtors	5	8,565	-	-	8,565	3,245
Cash at bank & in hand		169,909	-	-	169,909	174,340
Total Current Assets		<u>178,474</u>	<u>-</u>	<u>-</u>	<u>178,474</u>	<u>177,585</u>
Less Current Liabilities						
Creditors	6	(1,516)	-	-	(1,516)	(3,599)
Net Current Assets		<u>176,958</u>	<u>-</u>	<u>-</u>	<u>176,958</u>	<u>173,986</u>
Total Assets		<u>325,343</u>	<u>-</u>	<u>-</u>	<u>325,343</u>	<u>329,257</u>
Represented by						
Income Funds						
Unrestricted funds	7	325,343	-	-	325,343	329,257
Restricted funds	7	-	-	-	-	-
TOTAL		<u>325,343</u>	<u>-</u>	<u>-</u>	<u>325,343</u>	<u>329,257</u>

These accounts were approved by the trustee on 23rd January 2024 and signed on their behalf by Libby White - Town Clerk, St.Ives Town Council



HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

Note

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Investments

Investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. The artefacts in the museum are not brought into the accounts at cost or valuation because the trustees consider that they have no value other than as part of the collection.

Fund accounting

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

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

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

Note

2 TRUSTEES' REMUNERATION AND BENEFITS

There we no trustees' remuneration or other benefits for the year ended 31st March 2023.

Trustees' expenses

There we no trustees' expenses paid for the year ended 31st March 2023.

3 STAFF COSTS

The average number of employees during the year was as follow:

1

No employees received emoluments in excess of £60,000.

4 INVESTMENTS

	2023	2022
COIF	7,570	7,867
Rathbones	140,815	147,404
	<u>148,385</u>	<u>155,271</u>

During the year to 31st March 2020, £100,000 of the grants received was invested with Rathbones in addition to the existing shareholdings that were transferred to Rathbones on 20th December 2020.

5 DEBTORS

	2023	2022
Trade debtors	658	394
Prepayments	1,458	1,353
VAT	6,449	1,498
	<u>8,565</u>	<u>3,245</u>

6 CREDITORS

	2023	2022
Trade creditors	17	2,100
SITC	841	841
Receipt in advance	658	658
	<u>1,516</u>	<u>3,599</u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

Note

7 MOVEMENT IN FUNDS	As at 1.4.2022 £	Net movement in funds £	As at 31.3.2023 £
Unrestricted funds	329,257	(3,914)	325,343
Restricted funds	-	-	-
TOTAL FUNDS	<u>329,257</u>	<u>(3,914)</u>	<u>325,343</u>

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

	Incoming resources £	Resources expended £	Gains & losses £	Movement in funds £
Unrestricted funds	83,440	(80,467)	(6,887)	(3,914)
Restricted funds	-	-	-	-
TOTAL FUNDS	<u>83,440</u>	<u>(80,467)</u>	<u>(6,887)</u>	<u>(3,914)</u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

England & Wales - Charity number 311799

Accounts



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

REGISTERED CHARITY NUMBER 311799

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

Trustee's Annual Report	1 - 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 15



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

Herbert Ellis Norris Library and Museum

Trustee's Annual Report

For the Year Ending 31st March 2022

Report Contents

	Page
Organisation Structure	2
History and Background	2
Charitable Objectives	3
Charitable Purpose	3
Charitable Activities -	4
Collections	4
Learning & Outreach	4
Community Projects	6
Achievements and Performance	7
Visitor Numbers	7
Volunteer Hours	8
Museum Locally and Nationally	8
Financial Review	8
Reserves	8
Investments	8
Expenditure	8
Income	8
Fundraising	8
Trustee's Responsibilities Statement	9

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The Museum collections are made up of the original Herbert Norris collection, items deposited at the Museum since 1931, and a large collection of objects from the Huntingdon Literary and Scientific Institute, when the Huntingdon Museum closed down in 1959.

A significant amount of developmental work was undertaken to prepare for, and as part of, *Huntingdonshire's Heritage*. A full inventory of each individual item in the social history collection now exists and each object has been photographed. A full inventory was also made of the Library collection.

A particular consequence of *Huntingdonshire's Heritage* is that the collections are now stored in better conditions and in storage more akin to best practice. The Library and archive collections are stored on bespoke roller racking in the old curator's house providing a better environment and ease of access. The attic and York House stores have improved insulation and, working within the restrictions of the space (and the listing of York House), have been made more accessible.

b. Learning & Outreach

The Museum's Learning and Outreach programme has grown significantly throughout *Huntingdonshire's Heritage*. This was possible due to Heritage Lottery Fund investment in extending the Learning and Outreach Officer post (previously Assistant Curator) from 20 hours to 37 hours for one year. In June 2017 St Ives Town Council agreed to continue this additional funding and made the post permanently full time. During the financial year 2021/22, activity included:

Planning and development:

- Review of resources and planning documents
- Review and reformatting of risk assessments
- Creation of teacher information sheets, update website information and more.
- Engagement with learning volunteer's team via regular online meetings, to ensure ongoing session development work, as well as personal wellbeing
- Planning and preparation for a new early years programme

School sessions

During 2021/22, we began reengaging face to face with schools, after a year of virtual contact due to the pandemic. We successfully delivered 12 schools' sessions, engaging with 383 children from local schools throughout the year.

Talks programme

The Museum offers a broad range of talks offered to groups and organisations in both their own venue and at the Museum. The uptake for this programme has increased significantly since before redevelopment:

Town tours programme

Town tours were piloted in 2014 as part of the development phase of *Huntingdonshire's Heritage*. They run between May and September when the weather is most conducive to a walking tour. They are offered as ticketed events as well as bookable for visiting groups and societies. Each year new tours are developed and since reopening the museum in 2017 the museum has built up a team of enthusiastic volunteers to deliver the town tours.

Major Museum events

Our major events programme usually features three events a year. This is where the whole Museum is taken over for a themed event. These events are timed to coincide with the Easter, summer and Christmas school holidays. Previous events in the past have included *Spuds, spam, sirens and stirrup pumps* a 1940s Home Front day; *Medieval Wool Fair* a day experiencing St Ives in its Medieval prime; *Playtimes of the Past* where families explored games and play through the centuries and *The Norris Museum reopening weekend* where the theme was celebrating the new Museum and we welcomed over 2,500 people through the doors. These events often include external re-enactors or demonstrators who make a real impact and add significantly to the experience for visitors.

Family events

Family events take place throughout the year including during school half term holidays. They also include the popular annual event developed and delivered in partnership with Holt Island. These events occasionally involve external parties and a mixed range of themed activities, crafts and collection-based experiences for visitors. Refreshments are also served and used to raise funds. Without the enthusiastic help of volunteers, we would not be able to offer such a varied programme of events and activities. During 2021/22 family events have included a series of family craft days – *Beneath our Feet*, *Beside the Riverside*, *Up in the Sky*, and *Under the Sea*. We also acted as a host for the national initiative, 'Heritage Open Days'. We engaged with 464 adults and children as part of this programme.

Family drop in activities

Family drop-in activities are currently run mainly during the summer holidays and provide a range of crafts for children and families to do together. Often, they are themed to connect with the Museum's collection or current exhibition.

Booked group sessions

These sessions are based on the very popular *Museum on the Move* programme that we ran when the Museum was closed. The demand for these sessions has continued and so this strand of activities can now be booked by groups such as Brownies or Cubs and can take place in the Museum or at the group's venue. Topics include mammoths, fossils and clay work.

Under 5s sessions

By getting to know our audiences we implemented a programme of sessions specifically tailored to the under 5s as part of the *Huntingdonshire's Heritage*. This includes the sessions delivered as part of the annual Book Jam. During 2018 the Learning Officer created the Pebbles Club in response to parents asking for something on Saturday mornings tailor-made for children aged between 3 and 6 years old. The sessions include stories and creative play. Parents, grandparents and guardians are encouraged to join in the activities with the children. We continue to develop our Early Years offer and are piloting sessions in collaboration with EYFS settings to help to shape our programme which will be rolled out in 2022/23.

Events and workshops for adults

Events and workshops for adults are a fairly new element of The Norris Museum's programme. A successful pilot of craft workshops in 2015 was reignited by our return to site following the redevelopment. The events and workshops on offer are designed to complement the programme of exhibitions and take the form of talks, demonstrations, participation activities and craft workshops.

c. Community Projects

The museum offers a very broad, wide ranging and bespoke opportunities to work with the wider community. By getting to know our local community we have been able to develop and implement a programme of informal and formal activities and projects which have been specifically tailored to our community needs. The sessions we deliver are designed to complement the museum's collection and include object handling, craft activities (using the collection as inspiration) and reminiscing.

Community projects and engagement throughout 2021/2022 included:

- Men's Group
- Love to Move
- Reminiscing at the Museum
- Reminiscing at 7 Care Homes
- Supporting the Riverport Choir

- Arts on Prescription
- SENSE students' programme
- Young Carers
- KICK Create project
- Snowman trail project
- Museum Takeover Day
- Buckden Monday Club
- Somersham Friendship Group
- Wheatfields School YC
- St Ives Day Centre
- CATs
- Papworth
- RAF Reminiscence

Achievements and Performance

The Museum opened after its redevelopment on 29th July 2017. Opening hours are as follows:

Monday to Saturday: 10am – 4pm, year-round. The Museum ordinarily closes during the Christmas period, between Christmas eve, and the day following the New Year's Day bank holiday.

During these times the garden, permanent gallery, exhibition gallery and toilet facilities are open to the general public.

During 2021/22, the museum was subject to periods of closure (due to the pandemic) as follows:

April – mid May 2021

Mid December – early January 2022

Late March – early April 2022

a. Visitor Numbers in 2021/22

April	0
May	313
June	776
July	1120
August	1965
September	1169
October	1130
November	698
December	400
January	597
February	859
March	622
Total	9649

b. Volunteer Hours

It would be impossible for the museum staff to run such a high-quality museum service that engages with the local community on and off site without the help and support of our volunteers who help with the collections, school visits, exhibitions and events and much more.

c. Museum Locally and Nationally

During 2021/22, The Norris Museum continued to work alongside fellow museums within the local, regional and national networks to identify peer support throughout the unprecedented time imposed by the pandemic. This has brought encouragement and learning to the museum to continue to support and enrich the community, as well as continuing to fulfil its museum remit as fully as possible.

Financial Review

a. Reserves

At the current time the Trust does not have a reserves policy in place. It is anticipated that one will have been adopted by the end of the next Financial Year.

b. Investments

As part of the bequest the Museum Trust has an investment portfolio to manage which increased in value by £6,236 during the financial year.

York House is owned by the Museum Trust. It is rented to private individuals on a 6-month tenancy and benefited the Museum with rental income of £11,073 during the financial year.

The Trust uses an external local management company to manage the tenants and any issues they raise as well as ensuring that the monthly rent is paid promptly. The Museum Trust paid an annual management fee of £1,830.

c. Expenditure

During the 2021/22 financial year total expenditure was £73,068.

d. Income

The income received during the year was £64,967. Of this £35,581 was grant income towards the redevelopment and associated projects. The Learning and Outreach activities contributed £7,024 in income with the remaining coming from small grants, donations, investments, retail sales and York House rent.

e. Fundraising

Throughout the year the Norris Museum refocused on fundraising. In total £5,740 was achieved in donations and successful grant applications.

Trustee's Responsibilities Statement

The trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in operation.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the Trustee by

Matthew Price – Town Clerk, St.Ives Town Council

A handwritten signature in black ink, appearing to read 'M. Price', is written over a faint, large, stylized signature that is mostly illegible.

30th January 2023

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HERBERT ELLIS NORRIS LIBRARY AND MUSEUM**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2022 which are set out on pages 11 to 15.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

K F Green (FMAAT)
32a East Street
St. Ives
Cambs
PE27 5PD



Date: 30th January 2022

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2022

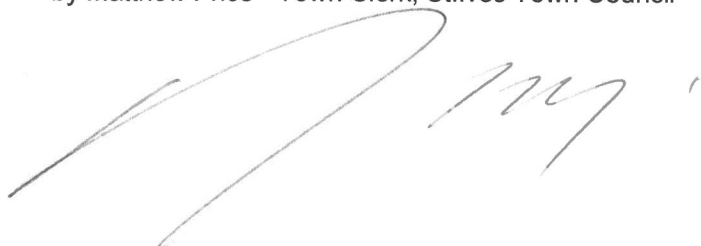
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2022	Total 2021
	£	£	£	£	£
INCOME					
Norris Museum grant	581	-	-	581	745
SITC annual grant	35,000	-	-	35,000	35,500
Other grant income	4,090	-	-	4,090	4,908
Outreach donations	7,024	-	-	7,024	4,234
Other donations	1,650	-	-	1,650	128
Investment income	286	-	-	286	408
Shop sales	5,263	-	-	5,263	840
York House income	11,073	-	-	11,073	10,430
Bridge Chapel income	-	-	-	-	-
TOTAL INCOME	64,967	-	-	64,967	57,193
EXPENDITURE					
Grant expenditure	3,131	-	-	3,131	1,232
Norris Museum grant	33,213	-	-	33,213	34,440
Stock purchases	2,273	-	-	2,273	804
Other	34,451	-	-	34,451	22,379
TOTAL EXPENDITURE	73,068	-	-	73,068	58,855
Net Income / (Expenditure)	(8,101)	-	-	(8,101)	(1,662)
Gain on Investment Assets	6,236	-	-	6,236	21,753
Surplus / (Deficit) for the year	(1,865)	-	-	(1,865)	20,091
Accumulated Fund brought forward	331,122	-	-	331,122	311,031
Accumulated Fund carried forward	329,257	-	-	329,257	331,122

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

BALANCE SHEET AS AT 31ST MARCH 2022

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2022	Total 2021
	Note	£	£	£	£	£
Fixed Assets						
Investments	4	155,271	-	-	155,271	149,035
		<u>155,271</u>	<u>-</u>	<u>-</u>	<u>155,271</u>	<u>149,035</u>
Current Assets						
Debtors	5	3,245	-	-	3,245	1,923
Cash at bank & in hand		174,340	-	-	174,340	180,366
Total Current Assets		<u>177,585</u>	<u>-</u>	<u>-</u>	<u>177,585</u>	<u>182,289</u>
Less Current Liabilities						
Creditors	6	(3,599)	-	-	(3,599)	(202)
Net Current Assets		<u>173,986</u>	<u>-</u>	<u>-</u>	<u>173,986</u>	<u>182,087</u>
Total Assets		<u><u>329,257</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>329,257</u></u>	<u><u>331,122</u></u>
Represented by						
Income Funds						
Unrestricted funds	7	329,257	-	-	329,257	331,122
Restricted funds	7	-	-	-	-	-
TOTAL		<u><u>329,257</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>329,257</u></u>	<u><u>331,122</u></u>

These accounts were approved by the trustee on 30th January 2023 and signed on their behalf by Matthew Price - Town Clerk, St.Ives Town Council



HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

Note

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Investments

Investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. The artefacts in the museum are not brought into the accounts at cost or valuation because the trustees consider that they have no value other than as part of the collection.

Fund accounting

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

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

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

Note

2 TRUSTEES' REMUNERATION AND BENEFITS

There we no trustees' remuneration or other benefits for the year ended 31st March 2022.

Trustees' expenses

There we no trustees' expenses paid for the year ended 31st March 2022.

3 STAFF COSTS

The average number of employees during the year was as follow:

1

No employees received emoluments in excess of £60,000.

4 INVESTMENTS

	2022	2021
COIF	7,867	7,242
Rathbones	147,404	141,793
	<u><u>155,271</u></u>	<u><u>149,035</u></u>

During the previous year £100,000 of the grants received was invested with Rathbones in addition to the existing shareholdings that were transferred to Rathbones on 20th December 2020.

5 DEBTORS

	2022	2021
Trade debtors	394	200
Prepayments	1,353	401
VAT	1,498	1,322
	<u><u>3,245</u></u>	<u><u>1,923</u></u>

6 CREDITORS

	2022	2021
Trade creditors	2,100	202
SITC	841	-
Receipt in advance	658	-
	<u><u>3,599</u></u>	<u><u>202</u></u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

Note

7 MOVEMENT IN FUNDS	As at 1.4.2021 £	Net movement in funds £	As at 31.3.2022 £
Unrestricted funds	331,122	(1,865)	329,257
Restricted funds	-	-	-
TOTAL FUNDS	<u>331,122</u>	<u>(1,865)</u>	<u>329,257</u>

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

	Incoming resources £	Resources expended £	Gains & losses £	Movement in funds £
Unrestricted funds	64,967	(73,068)	6,236	(1,865)
Restricted funds	-	-	-	-
TOTAL FUNDS	<u>64,967</u>	<u>(73,068)</u>	<u>6,236</u>	<u>(1,865)</u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

England & Wales - Charity number 311799

Accounts



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

REGISTERED CHARITY NUMBER 311799

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

Trustee's Annual Report	1 - 10
Independent Examiner's Report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14 - 16



THE NORRIS MUSEUM

Wherever Your Curiosity Takes You

Herbert Ellis Norris Library and Museum

Trustee's Annual Report

For the Year Ending 31st March 2021

Report Contents

	Page
Organisation Structure	2
History and Background	2
Charitable Objectives	3
Charitable Purpose	3
Charitable Activities -	4
Collections	4
Learning & Outreach	4
Community Projects	7
Achievements and Performance	8
Visitor Numbers	8
Volunteer Numbers	8
Museum Locally and Nationally	9
Financial Review	9
Reserves	9
Investments	9
Expenditure	9
Income	9
Fundraising	9
Trustee's Responsibilities Statement	10

Organisation Structure

For over 40 years St Ives Town Council has been the sole trustee for The Herbert Ellis Norris Library and Museum (also known as The Norris Museum) and has demonstrated its on-going commitment to The Norris Museum through its active management and provision of financial, management and human resource management and support. In particular it employs the staff, funds staff related costs such as travel, and covers utilities costs, office equipment and stationery, plus building repairs and maintenance costs.

- Principal charity address: The Town Hall, Market Hill, The Old Riverport, St Ives, Cambs, PE27 5AL.
- Charity Number: 311799

The day-to-day management of the Trust is delegated to the Norris Museum Management Group consisting of 9 elected Town Councillors and three members of The Friends of The Norris Museum.

The Council supported the Museum through the Huntingdonshire's Heritage re-development work with match-funding of approximately £45,000 (development and delivery phases) and by managing HLF invoicing and cashflow.

The Norris Museum is embedded within the Council's 2020-2025 Strategic Action Plan and supports the Council deliver on a range of objectives including heritage, tourism, education and professional standards. In addition to the Huntingdonshire's Heritage Project, the 2020-2025 Strategic Action Plan includes longer term projects such as supporting the Museum Rationalisation Programme and enabling exploration of ways to make the Museum more intellectually accessible. To achieve this plan the Council is committed to continuing to contribute to staff and building related costs.

In the operation of the Trust the Town Council, when making decisions as the sole trustee, have due regard to the Charity Commission's public benefit guidance when exercising powers or duties to which the guidance is relevant.

History and Background

Opened in a purpose-built location in the town of St Ives in 1933, its collections of documents, books, paintings, and other items relating to the former county of Huntingdonshire were assembled by St Ives born local amateur historian and photographer Herbert Norris over many years. Herbert Norris lived most of his adult life in Cirencester but continued to amass relics of his home county of Huntingdonshire, with the hope that one day he would return to the county and have a museum to show his collections to the residents of the area. He died in 1931 and bequeathed his collections together with the bulk of his estate to St Ives Borough Council. Acting upon Norris' wishes, the Borough Council used the funds to buy the site and build a museum, with some provision for future maintenance. The 'Norris Library and Museum Trust' was established, the sole trustee being the Borough Council. The governing document for the Trust is the will of Herbert Norris, proved on 27 May 1931.

Some of Norris' estate was used to purchase 'York House', an early 19th century dwelling adjacent to the Museum, as an investment property. The balance was put to creating a portfolio of bonds, stocks and shares, apparently with the intention of providing a capital sum which would provide a regular annual income for the Museum.

The Museum and House were designed by the Huntingdon ecclesiastical architect Sidney Inskip Ladds and built between 1931 and 1933. Inskip Ladds demolished the older maltings building that stood on the site, but retained its plinth foundation, the stones of which were probably taken from the ruined St Ives Priory centuries before.

The Museum was officially opened in September 1933. The collections grew steadily, and in 1959, the old Huntingdon Museum was closed and most of its collections were transferred to The Norris Museum. It was not until the mid-1960s that a professional museum curator was employed to look after the collections. As a result of Local Government reorganisation in 1974, the Museum was transferred to St Ives Town Council.

In December 2015 the Museum closed for a period of eighteen months to undergo a complete redevelopment. This was funded by the Heritage Lottery Fund and by grants and donations.

In July 2017 Dr Alice Roberts officially reopened the Museum to the public and a festival weekend was held to celebrate the occasion.

There has always been a policy of free admission to the Museum.

Charitable Objective

The stated objective of the Trust is to provide a library and museum for use by and for the advancement of the education of the public, as far as possible separate from any library to which the statutes shall apply.

Charitable Purpose

The purpose of the Norris Museum is to collect, preserve, document, interpret and display material relating to the history of Huntingdonshire. It serves to educate, inspire, entertain and inform the widest possible audience by communicating the knowledge, understanding and enjoyment of its collections.

Charitable Activities

a. Collections

The Museum collections total approximately 33,000 and cover different periods and types, including palaeontology, archaeology and social history. There is also an extensive and diverse library and archive with collections of printed books and pamphlets, manuscripts, maps, photographs, newspapers and newspaper cuttings, works of art on paper and easel paintings. The collections relate to the geographical area of what was the County of Huntingdonshire.

The Museum collections are made up of the original Herbert Norris collection, items deposited at the Museum since 1931, and a large collection of objects from the Huntingdon Literary and Scientific Institute, when the Huntingdon Museum closed down in 1959.

A significant amount of developmental work was undertaken to prepare for, and as part of, *Huntingdonshire's Heritage*. A full inventory of each individual item in the social history collection now exists and each object has been photographed. A full inventory was also made of the Library collection.

A particular consequence of *Huntingdonshire's Heritage* is that the collections are now stored in better conditions and in storage more akin to best practice. The Library and archive collections are stored on bespoke roller racking in the old curator's house providing a better environment and ease of access. The attic and York House stores have improved insulation and, working within the restrictions of the space (and the listing of York House), have been made more accessible.

b. Learning & Outreach

The Museum's Learning and Outreach programme has grown significantly throughout *Huntingdonshire's Heritage*. This was possible due to Heritage Lottery Fund investment in extending the Learning and Outreach Officer post (previously Assistant Curator) from 20 hours to 37 hours for one year. In June 2017 St Ives Town Council agreed to continue this additional funding and made the post permanently full time. During the financial year 2020/21 the Learning and Outreach programme looked very different to usual years, due to the restrictions of the pandemic, but with imagination, innovation and technology, and extensive development work was carried out as follows:

Social media interaction including:

- An Easter Bonnet competition
- A series of 10 craft videos on our YouTube channel and shared over Facebook – such as how to crochet a butterfly, make Roman-style honey cake, make 7 wives cat finger puppets, and make mammoth haircut – these regularly reached over a thousand people – often well over this with the mammoth one reaching 3783 people and having 169 engagements.
- 'How fossils are formed' info video
- Feb half term 2021 was a series of seven activities shared over Facebook – each one reached around 400-1000 people per post
- Easter 2021, with 9 activities – 400-500 reach per post

Planning and development:

- Review of resources and planning documents
- Review and reformatting of risk assessments
- Creation of teacher information sheets, update website information and more.
- Engagement with learning volunteers team via regular online meetings, to ensure ongoing session development work, as well as personal wellbeing
- Planning and preparation for a new early years programme

School sessions

Unfortunately during 2020/21, no on-site schools sessions were held due to prolonged periods of closure and restrictions imposed due to the pandemic. However, three loans boxes went out, which would have seen a total of approx 120 children.

Talks programme

The Museum offers a broad range of talks offered to groups and organisations in both their own venue and at the Museum. The uptake for this programme has increased significantly since before redevelopment:

Unfortunately during 2020/21, no on-site or physical talks were held due to prolonged periods of closure and restrictions imposed due to the pandemic, but 2 talks were held online, including 1 which attracted 72 attendees.

Town tours programme

Town tours were piloted in 2014 as part of the development phase of *Huntingdonshire's Heritage*. They run between May and September when the weather is most conducive to a walking tour. They are offered as ticketed events as well as bookable for visiting groups and societies. Each year new tours are developed and since reopening the museum in 2017 the museum has built up a team of enthusiastic volunteers to deliver the town tours.

Unfortunately during 2020/21, no town tours were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Major Museum events

Our major events programme usually features three events a year. This is where the whole Museum is taken over for a themed event. These events are timed to coincide with the Easter, summer and Christmas school holidays. Previous events in the past have included *Spuds, spam, sirens and stirrup pumps* a 1940s Home Front day; *Medieval Wool Fair* a day experiencing St Ives in its Medieval prime; *Playtimes of the Past* where families explored games and play through the centuries and *The Norris Museum reopening weekend* where the theme was celebrating the new Museum and we welcomed over 2,500 people through the doors. These events often include external re-enactors or demonstrators who make a real impact and add significantly to the experience for visitors.

Unfortunately during 2020/21, no major museum events were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Family events

Family events take place throughout the year including during school half term holidays. They also include the popular annual event developed and delivered in partnership with Holt Island. These events occasionally involve external parties and a mixed range of themed activities, crafts and collection-based experiences for visitors. Refreshments are also served and used to raise funds. Without the enthusiastic help of volunteers, we would not be able to offer such a varied programme of events and activities. During 2019/20 family events have included 'Summer on the Ouse', Summer Sewing and Weaving Day, and a Children's Archaeology Day.

Unfortunately during 2020/21, no family were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Family drop in activities

Family drop-in activities are currently run mainly during the summer holidays and provide a range of crafts for children and families to do together. Often, they are themed to connect with the Museum's collection or current exhibition. During 2020/21, no family drop in activities were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Booked group sessions

These sessions are based on the very popular *Museum on the Move* programme that we ran when the Museum was closed. The demand for these sessions has continued and so this strand of activities can now be booked by groups such as Brownies or Cubs and can take place in the Museum or at the group's venue. Topics include mammoths, fossils and clay work.

Unfortunately during 2020/21, no booked group sessions were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Under 5s sessions

By getting to know our audiences we implemented a programme of sessions specifically tailored to the under 5s as part of the *Huntingdonshire's Heritage*. This includes the sessions delivered as part of the annual Book Jam. During 2018 the Learning Officer created the Pebbles Club in response to parents asking for something on Saturday mornings tailor-made for children aged between 3 and 6 years old. The sessions include stories and creative play. Parents, grandparents and guardians are encouraged to join in the activities with the children.

Unfortunately during 2020/21, no under 5s sessions were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

Events and workshops for adults

Events and workshops for adults are a fairly new element of The Norris Museum's programme. A successful pilot of craft workshops in 2015 was reignited by our return to site following the redevelopment. The events and workshops on offer are designed to complement the programme of exhibitions and take the form of talks, demonstrations, participation activities and craft workshops. During the financial year 2019/2020 the programme included a clay workshop, screen printing workshop, and a talk on medieval dance and song which was complemented by a dance workshop. Unfortunately during 2020/21, no adult workshops were held due to prolonged periods of closure and restrictions imposed due to the pandemic.

c. Community Projects

The museum offers a very broad, wide ranging and bespoke opportunities to work with the wider community. By getting to know our local community we have been able to develop and implement a programme of informal and formal activities and projects which have been specifically tailored to our community needs. The sessions we deliver are designed to complement the museum's collection and include object handling, craft activities (using the collection as inspiration) and reminiscing.

Community projects and engagement continued online throughout the period of closure (due to COVID) in 2020/21, and included:

- Men's Group (in person and on zoom)
- Love to move session (zoom)
- Reminiscing Every Monday morning (zoom)
- Reminiscing Tuesday - fortnightly (community) (zoom)
- Reminiscing Tuesday - fortnightly Field Lodge (zoom)
- Monthly Brampton Reminiscing (zoom)
- Supported the Riverport Choir weekly (zoom)
- Monthly Reminiscing sessions with Bilton Court (zoom)
- Monthly Reminiscing sessions with 5 care homes (zoom)
- Arts on Prescription, supported two sessions with objects (zoom)
- SENSE - Created work packs for SENSE
- Seed project - with the local community (sent seeds out in lockdown)
- Young Carers (zoom)
- KICK - attended a zoom meeting to consult the young people about KICK create and took part in a craft activities
- Snowman project - with KICK to create a window display
- Digital Takeover Day - with SENSE, Spring Common, Whitehall School and Westfield
- The creation of craft videos and reminiscing videos for Facebook.

Achievements and Performance

The Museum opened after its redevelopment on 29th July 2017. Opening hours are as follows:

May to September	Monday to Saturday 10am – 4pm Sunday 1pm – 4pm
October to April	Monday to Saturday 10am – 4pm

During these times the garden, permanent gallery, exhibition gallery and toilet facilities are open to the general public.

Unfortunately during 2020/21, the museum was subject to prolonged periods of closure (due to the pandemic) as follows:

April – early September 2020: Closed

November – early December 2020: Closed

January 2021 – March 2021: Closed

a. Visitor Numbers in 2020/21

April	0
May	0
June	0
July	0
August	0
September	564
October	485
November	29
December	206
January	0
February	0
March	0
Total	1284

b. Volunteer Hours

It would be impossible for the museum staff to run such a high-quality museum service that engages with the local community on and off site without the help and support of our volunteers who help with the collections, school visits, exhibitions and events and much more.

c. Museum Locally and Nationally

During 2020/21, The Norris Museum has worked alongside fellow museums within the local, regional and national networks to identify peer support throughout the unprecedented time imposed by the pandemic. This has brought encouragement and learning to the museum to continue to support and enrich the community, as well as continuing to fulfil its museum remit as fully as possible.

Financial Review

a. Reserves

At the current time the Trust does not have a reserves policy in place. It is anticipated that one will have been adopted by the end of the next Financial Year.

b. Investments

As part of the bequest the Museum Trust has an investment portfolio to manage which increased in value by £21,753 during the financial year.

York House is owned by the Museum Trust. It is rented to private individuals on a 6-month tenancy and benefited the Museum with rental income of £10,430 during the financial year.

The Trust uses an external local management company to manage the tenants and any issues they raise as well as ensuring that the monthly rent is paid promptly. The Museum Trust paid an annual management fee of £1,614.

c. Expenditure

During the 2020-21 financial year total expenditure was £58,855.

d. Income

The income received during the year was £57,193. Of this £36,245 was grant income towards the redevelopment and associated projects. The Learning and Outreach activities contributed £4,234 in income with the remaining coming from small grants, donations, investments, retail sales and York House rent.

e. Fundraising

Throughout the year the Norris Museum did minimal fundraising. In total £128 was achieved in donations through fundraising.

Trustee's Responsibilities Statement

The trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in operation.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the Trustee by

Nicci Sewell – Town Clerk, St.Ives Town Council



24th January 2022

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HERBERT ELLIS NORRIS LIBRARY AND MUSEUM**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2021 which are set out on pages 12 to 16.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

K F Green (FMAAT)
32a East Street
St. Ives
Cambs
PE27 5PD



Date: 28th June 2022

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2021

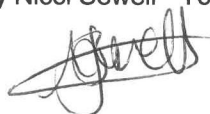
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
	£	£	£	£	£
INCOME					
Norris Museum grant	-	745	-	745	121,177
SITC annual grant	35,500	-	-	35,500	36,000
Other grant income	4,908	-	-	4,908	5,148
Outreach donations	4,234	-	-	4,234	13,843
Other donations	128	-	-	128	3,366
Investment income	408	-	-	408	1,568
Shop sales	840	-	-	840	6,413
York House income	10,430	-	-	10,430	8,526
Bridge Chapel income	-	-	-	-	882
TOTAL INCOME	56,448	745	-	57,193	196,923
EXPENDITURE					
Grant expenditure	1,232	-	-	1,232	1,955
Norris Museum grant	8,178	26,262	-	34,440	40,158
Stock purchases	804	-	-	804	5,113
Other	22,379	-	-	22,379	56,691
TOTAL EXPENDITURE	32,593	26,262	-	58,855	103,917
Net Income / Expenditure	23,855	-25,517	-	-1,662	93,006
Gain on Investment Assets	21,753	-	-	21,753	-52,471
Surplus / Deficit for the year	45,608	-25,517	-	20,091	40,535
Accumulated Fund brought forward	285,514	25,517	-	311,031	270,496
Accumulated Fund carried forward	331,122	-	-	331,122	311,031

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM

BALANCE SHEET AS AT 31ST MARCH 2021

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
	Note	£	£	£	£	£
Fixed Assets						
Investments	4	149,035	-	-	149,035	127,282
		<u>149,035</u>	<u>-</u>	<u>-</u>	<u>149,035</u>	<u>127,282</u>
Current Assets						
Debtors	5	1,923	-	-	1,923	8,867
Cash at bank & in hand		180,366	-	-	180,366	177,393
Total Current Assets		<u>182,289</u>	<u>-</u>	<u>-</u>	<u>182,289</u>	<u>186,260</u>
Current Liabilities						
Creditors	6	202	-	-	202	2,511
Net Current Assets		<u>182,087</u>	<u>-</u>	<u>-</u>	<u>182,087</u>	<u>183,749</u>
Total Assets		<u>331,122</u>	<u>-</u>	<u>-</u>	<u>331,122</u>	<u>311,031</u>
Represented by						
Income Funds						
Unrestricted funds	7	331,122	-	-	331,122	285,514
Restricted funds	7	-	-	-	-	25,517
TOTAL		<u>331,122</u>	<u>-</u>	<u>-</u>	<u>331,122</u>	<u>311,031</u>

These accounts were approved by the trustee on 24th January 2022 and signed on their behalf by Nicci Sewell - Town Clerk, St.Ives Town Council



HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Note

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Investments

Investments are included at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. The artefacts in the museum are not brought into the accounts at cost or valuation because the trustees consider that they have no value other than as part of the collection.

Fund accounting

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

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

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Note

2 TRUSTEES' REMUNERATION AND BENEFITS

There we no trustees' remuneration or other benefits for the year ended 31st March 2021.

Trustees' expenses

There we no trustees' expenses paid for the year ended 31st March 2021.

3 STAFF COSTS

The average number of employees during the year was as follow:

1

No employees received emoluments in excess of £60,000.

4 INVESTMENTS

	2021	2020
COIF	7,242	6,002
Rathbones	141,793	121,280
	<u><u>149,035</u></u>	<u><u>127,282</u></u>

During the previous year £100,000 of the grants received was invested with Rathbones in addition to the existing shareholdings that were transferred to Rathbones on 20th December 2020.

5 DEBTORS

	2021	2020
Trade debtors	200	200
Prepayments	401	1,353
VAT	1,322	7,314
	<u><u>1,923</u></u>	<u><u>8,867</u></u>

6 CREDITORS

	2021	2020
Trade creditors	202	2,511
	<u><u>202</u></u>	<u><u>2,511</u></u>

HERBERT ELLIS NORRIS LIBRARY AND MUSEUM
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Note

7 MOVEMENT IN FUNDS	As at 1.4.2020 £	Net movement in funds £	As at 31.3.2021 £
Unrestricted funds	285,514	45,608	331,122
Restricted funds	25,517	-25,517	-
TOTAL FUNDS	<u>311,031</u>	<u>20,091</u>	<u>331,122</u>

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

	Incoming resources £	Resources expended £	Gains & losses £	Movement in funds £
Unrestricted funds	56,448	-32,593	21,753	45,608
Restricted funds	745	-26,262	-	-25,517
TOTAL FUNDS	<u>57,193</u>	<u>-58,855</u>	<u>21,753</u>	<u>20,091</u>