

**Annual Report with Financial Statements**  
**1 April 2020 – 31 March 2021**  
**Adroddiad Blynyddol gyda Datganiad Ariannol**  
**1 Ebrill 2020 – 31 Mawrth 2021**

<b>Contents:</b>	<b>Page</b>
<b>Annual Report</b>	
Preliminary	2
Mission Statement of the Trust	2
Curator's Report	2-5
Visitor & User Figures 2019-2020	5
 <b>Report of the Trustees</b>	
Financial Review	6
Risk Management & Reserves Policy	6
Structure, Governance & Management	7
Reference & Administrative information	8
Responsibilities of the Trustees in relation to the Financial Statements	8
Related Party Transactions	9
Independent Examiner's Report to the Trustees	10
Statement of Financial Activities to year ended 31 March 2020	11
Balance Sheet	12
Notes to the Accounts for the year ended 31 March 2020	13 - 20
Chartered Accountant's Report	21
 <b>Appendices</b>	
A. Donations & Grants, Supporters & Partners	22
B. Accessions to the Trust's collections 2020-2021	22

[Front cover photographs:](#)

[left](#)

['We are open' August 2020](#)

[right](#)

[The late Peter Sweeting & new Administrator Jon Smith, August 2020](#)

## Annual Report

### Preliminary:

The Executive Board of the Trustees presents its report and the financial statements for the year ended 31 March 2021, which have been independently examined by Azets Chartered Accountants.

In preparing the report the Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Trust aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The Trustees are committed to providing the cultural services of the Trust to the public at as low a charge as possible in order to comply with the Charity Commission's guidance on public benefit.

The Trust currently leases the site of Torfaen Museum at Park Buildings on a long term lease from Torfaen County Borough Council (to September 2039).

### The Trust's Mission Statement:

*'To preserve, interpret, disseminate and celebrate local culture and bring the culture of other communities to the communities of Torfaen and beyond'.*

The collections that Torfaen Museum Trust collect, safeguard and make accessible are the material culture and associated ephemera and information relating to the history, archaeology, geology, social and industrial histories, art, craft and ecology of the County Borough of Torfaen and adjacent districts, from early prehistory to contemporary times.

### Curator's Report 2020-2021

#### **(23 March) 1 April – 11 July 2020 – full lockdown#1 / all museum closed to public:**

Although at the start of the year the whole country was in lockdown, the museum building and the collections within still needed monitoring and maintaining.

All volunteers stayed at home and all staff were furloughed from March 23rd 2020 except the Curator (Debbie) and Maintenance Technician (Peter). The Curator monitored the building & museum each morning Tues-Fri and worked on Projects from home in the afternoon. The Maintenance Technician monitored the museum Sat-Mon and carried out any urgent maintenance and painting.

Paid staff who were furloughed were not allowed to work for the museum in any way so the Curator, with assistance from some of the library volunteers (from home), carried on with Social Media articles and competitions, Special Projects and Archive Items as well as the weekly Nostalgia column for the Free Press.

During this first Lockdown, Facebook & Twitter weekly articles and histories had a 175,375 reach and 59,142 further engagements including the Torfaen School Memories Project which had many hundreds of responses with photographs and memories posted online and sent in the post and they are now kept in the museum's Dobell-Moseley Library & Archive. The Nostalgia items in the Free Press every week had a potential reach of 19,400 as that is the sale of copies per week.

Prior to the March lockdown, the AIM funded Co-Ordinator had started her Membership campaign by post and during the first lockdown over 150 Members (re)paid their annual subs to the Trust via BACs or post.

By June 2020 the museum was needing more help with processing Membership, cleaning and maintenance of the collections in store and on display and all staff were de-furloughed and a rota set up of no more than 3 workers (or 5 if spread around the stores) in the building at any one time. A schedule of cleaning & re-displaying was set up ready before any end to lockdown.

Also the museum set up cleansing stations, staff mask & visor stations, PPE areas and a system of social distancing throughout the museum – in public areas and working areas.

During this (and subsequent) lockdowns the Curator updated the Trustees / Directors every week on a Friday afternoon via email and post, with all news, queries, grant updates and any monitoring problems. Staff and volunteers were also updated every fortnight.

From June, a Site Assistant manned the telephone lines and emails 2 mornings per week for processing any purchasing from our online shops or by 'phone and post. Some acquisitions were still donated via the post or promised for when the museum re-opened.

### **11 July – 11 August – Shop / Reception open:**

From 11 July 2020, the Reception and shop was able to re-open and was manned every morning for enquiries, processing post, Membership subs, shop, China Bazaar and online shop sales.

The museum also had a fundraising 'Win a Painting' Competition – which was a raffle to win donated artworks by local artists and raised several £100s for the museum and people could drop in to buy tickets or buy over the 'phone.

The cleaning of galleries, displays and items in store carried on to keep up standards and ready for re-opening.

### **11 August – 24 October – all museum open:**

From 11 August all the museum re-opened except the library & archive (which was however available for email or postal enquiries – just not research in person) and the Tearoom – it was decided to suspend for the time being due to space and facilities.

The Cafe Art displayed works by Alys Lynch and Mike Organ's 'Multiple Memories' show was in the Oriel Barker Gallery.

### **25 October – 9 November– firebreak lockdown/ museum closed:**

The planned half-term and Welsh Museums Festival Week's 'Dragon Hunt' was changed from a planned trail through the museum to a short quiz on a healthy walk around the Park (with all answers available online). As well, children were asked to enter online or through the post with a dragon picture or story. All entries were displayed after lockdown and entrants invited to come in to claim a small treat after lockdown ended.

The Reception and shop was manned Tuesday & Thursday mornings for enquiries, processing post, shop, China Bazaar and online shop sales.

Facebook problems were ongoing but through social media uploads via personal facebook accounts, the Free Press articles and other sources, the museum managed to stay busy and involved with our community, outreaching to 1,000s of people.

### **10 November – 17 December – fully open again:**

With the museum fully reopened the Trust met its legal obligation to hold an annual AGM on Wed 13 December with the Government recommended amount of attendees.

Some grant funding helped to pay for the reprint of the popular 'Story of Torfaen' booklet from 2008. 500 copies were ordered and it will hopefully raise £4,000 for the Trust when all the copies are sold.

Partnering with TCBC Fusion, Congress Theatre & Able Radio it was hoped to have Michael Sheen talk to the Youth of Torfaen via zoom links and to be shown in Kids in Museums week. However, with all his commitments and catching COVID-19, this has been postponed until 2021.

## **18 December 2020 – 31 March 2021 (June 2021) – full lockdown #3 / all museum closed:**

From early January, the Reception and shop was manned every Tuesday & Thursday morning for enquiries, processing post, Membership subs, shop, China Bazaar and online shop sales. The fundraising book 'The Story of Torfaen' could be ordered online or over the 'phone and posted out.

Very sadly, the museum's Maintenance Technician, Peter Sweeting, who had kept the museum going during previous lockdowns (alongside the Curator) passed away from COVID in February. Everyone who knew him was devastated and he is very much missed.

Once it was realised the proposed Spring Show would have to be postponed from February for a year, the museum started a (virtual) Spring Festival 2021. Artists, authors & poets have been invited to enter their stories, poems or artworks (digitally) with the theme of 'Spring' until winners will be announced in June 21. All entries will be shown on social media and archived.

3 March also saw the 2021 Membership drive, paying by bacs, post, or over the 'phone and there was also a 'Win a framed local photographs from our collections' raffle too.

Staff and volunteers continued to undertake training and seminars from home via Teams or Zoom and included those provided by Museums Association, SAGE, Gwent Archives, WCVA and others.

### **Museum Grants received 2020-21:**

Federation of Museums & Galleries of Wales (new IT equipment etc...) £ 9,600

Art-fund (items for DMLA and marketing leaflets) £ 1,000

WG Cultural Resilience grant (COVID-19 signage, cleaning etc...) £ 2,970

WG Cultural Recovery grant (costs, salaries non-furloughed staff, new digital learning packages, new website) £37,600

Association of Independent Museums (AIM) (to extend Hallmarks Project) £ 720

### **Thanks:**

*Very special thanks are due this year to Victoria Rogers and Chris Delaney at the Federation of Museums & Galleries of Wales and Joanne Taylor and her staff at our accountants, Azets – both teams have kept us informed, speedily and efficiently, of all grants, accounts, VAT, furlough, payroll and other aspects of COVID-19 regulations and changes and helped us through all the processes. They were absolutely brilliant and we would have been lost without their readily available, professional help.*

### **Staff 2020- 2021:**

**Curator** - Deborah Wildgust

**Trust Administrator** – Sue Allford (to August 2020), Jon Smith (from September 2020)

**Receptionists / Site Assistants** - Donna Sweeting, Gill Topham

**Weekend Receptionist/ Site Assistant** - Andrea Touhig, Brianna Gay (to October 2020)

**AIM funded Co-Ordinator** - Mary Mahabir

**Conservation Housekeeper** – Karen Hewitt (to December 2020)

**Exhibition & Maintenance** – Peter Sweeting (to January 2021), Les Boag

**Housekeeping** – Lydia Davies (from June 2020),

Koidu-Keiu Kasari (from March 2021, maternity cover)

**Accounts** – John Jones, Thirza Holden

**Volunteers (excluding Trustees):****Hon. Librarian** - Marion Williams**Librarians** - Janet McAllister, Maggie Evans, Christine Flynn, Barry White, Lewis Griffiths**Trust Membership Secretary** - Ian Meyrick**Curatorial Assistants** - Ann Gill, Lindsay Prosser, Jane Maloney (to August 2020)**Receptionists & Events Site Assistants** - Madeleine Jones, Bex Allford, Linda Brown**Gardening & handywork** - Jeff Adams, Alan Edmunds

Let us hope that next year is more hopeful, happy and healthy.

**Deborah Wildgust****Curator****Torfaen Museum Trust****April 2021****Annual Museum Services Users 2020-2021:**

Last year proved difficult with COVID-19 closures and restrictions. We have many older members and visitors who were shielding and nervous about social interaction. We did in fact have 1,546 visitors and general enquiries to the museum including general admissions and member visits.

In order to offset the negative effects of COVID-19 we focussed on boosting our on-line presence including our Website, Facebook, Twitter, Free Press and our On-line shop. Our website numbers peaked in August at 84,242 and Facebook in May with 59,326 hits. Our total engagement figures including all interactions are listed below and demonstrate a good level of interest which we will look to further enhance going forward with the launch of our new Website in 2021.

April 2020:	228,801	October 2020:	189,854
May 2020:	224,140	November 2020:	176,374
June 2020:	219,525	December 2020:	176,273
July 2020:	214,528	January 2021:	204,627
August 2020:	217,937	February 2021:	154,585
September 2020:	177,846	March 2021:	595,399

The coffee shop was closed all year and we were unable to organise events. Despite this we kept interest in the museum very much alive and look forward to welcoming increasing numbers as the restrictions start to reduce.

**Jonathan Smith****Trust Administrator****April 2021**

## **Annual Report of the Trustees**

The Trustees present their report and Accounts for the year ended 31 March 2021.

The Trust wishes to thank the many individuals and organisations who have made financial and other donations, to grant funding bodies AIM (Association of Independent Museums), The Federation of Museums & Galleries of Wales and the Welsh Government for their support (professional advice and financial support) during the pandemic and in particular Torfaen County Borough Council as without their core funding the Trust would have been unable to maintain the Borough's collection and museum services during COVID-19.

### **Financial Review**

This year has been dominated by the COVID-19 pandemic, which has had a profound effect on the Trust's finances.

The incoming resources for the year were £180,074 (2019-2020: £115,585) and outgoing resources were £125,197 (2019-20: £136,305). During the year the Trust received £88,012 from the Welsh Government (MALD) in COVID-19 grants. £45,000 of RV Business support grants was paid to all qualifying bodies without conditions and is thus included in unrestricted funds. The remaining £43,012 in Recovery grants was subject to a bidding application process and had to be spent in accordance with approved bid criteria and is therefore included in restricted funds. The amount added to the general reserves for 2020-21 was £49,427 (2019-20: £3,099) bringing the accumulated total of reserves to £76,863 (2019-20: £27,436).

This excludes the movement in designated funds, which are reducing in line with the book value of the fixed assets that were financed by grants.

### **Risk management**

The Trustees have a Priority Risks & Actions strategy which comprises of the main priorities that face the Trust and the Trustees, the Torfaen Museum building and the Borough collections. This strategy has been reviewed annually since 2006 and highlights the current risks and uncertainties that the Trust faces and proposed actions to minimize and mitigate those risks. This exercise has highlighted that the principal risk over the previous 5 years to the Trust, its building, collections and the services it thus provides, has been financial risk.

Prior to COVID-19, the Trust has taken steps to minimize the imposition of cutbacks and their consequences by budgeting each year within its framework, cutting opening and working hours and some free services, by successfully applying for Project grants and by the lobbying of funding bodies. The future plans on this are unable to be accurately assessed post-COVID-19.

### **Reserves Policy**

Previously, the majority of the Trust's income is through grant assistance and core-funding from local authorities with funds raised also from entrance fees, Membership, gift aid and revenue from art, gift shop and Tearoom sales and donations. In the current economic climate and for the previous four years before the pandemic, due to a total 30% cut in core-funding from the local authority, the Trust's annual income previously often failed to meet its annual expenditure.

Accurate forecasting of income streams post-COVID-19 are currently uncertain. It is the aim of the Trustees to keep and continue their reserve fund at 6 months operating costs (this would currently be £50-60,000 to allow both time for the Executive Board of the Trustees to find alternative funds if necessary or to allow them to meet the Trust's contractual obligations to staff and creditors, as recommended by the Charity Commission. Currently the Reserves Fund stands at £76,436 therefore although the Trust is within the minimum 6 months recommended, this is not all cash funds and so continued budget monitoring has been implemented in order to increase reserves to further safeguard the Trust and to matchfund potential future plans.



## **Structure, Governance and Management**

### **Method of appointment or election of Board of Management**

The management of the charity is the responsibility of the Executive Board of Trustees, the directors of which are elected, nominated from local authorities and co-opted under the terms of the Trust's Articles of Association.

The Nominated Members listed (below) are selected by their respective local authorities or community councils.

The Appointed Members are appointed at the Annual General Meeting of the Trust, while the Executive Board co-opts Members during the year from those showing an interest in the museum.

### **Honorary positions, Officers and Members of the Executive Board of Trustees**

<b>President:</b>	Rt Hon Lord Paul Murphy of Torfaen
<b>Vice Presidents:</b>	Lord Touhig of Islwyn & Glansychan Ms Lynn Neagle AM Rt Hon Nick Thomas-Symonds MP
<b>Chairperson:</b>	Mr G Ivor Davies MBE (ex-Officio)
<b>Vice-Chairperson:</b>	vacancy
<b>Hon Treasurer &amp; Co Sec:</b>	Mr Lyndon Bishop (ex-Officio)
<b>Nominated Members:</b>	Cllr Anthony Bird ( <b>Cwmbran CC</b> ); Cllr Gwyn Jenkins & Cllr Neil Waite ( <b>Torfaen CBC</b> ); Cllr Richard Clark ( <b>Croesyceiliog &amp; Llanyrafon CC</b> ); Cllr Keith James ( <b>Pontypool CC</b> ); vacant all year ( <b>Ponthir CC</b> ); vacant all year ( <b>Henllys CC</b> ); Cllr Gareth McCann ( <b>Blaenavon Town Council</b> )
<b>Appointed Members:</b>	Professor Ray Howell; District Judge Geoff Sandercock; Ms Sue Johnson; Dr Jack Hanbury-Tenison; His Honour Judge David Morris; Cllr Colin Crick
<b>Co-opted Members:</b>	Cllr Lewis Evans, vacancies x 2
<b>Registered Office:</b>	Park Buildings, Pontypool, Torfaen NP4 6JH
<b>Independent Examiners:</b>	Azets, Cardiff
<b>Bankers:</b>	Barclays Bank PLC, PO Box 19, Cwmbran

### **Policies adopted for the induction and training of the Executive Board**

New Executive Board Members are given a file of papers to study and retain including the Charity Commission's Trustees responsibilities, conflicts of interest and Trustee benefits document, Governing Independent Museums (Association of Independent Museums) document and are supported through the first few months of office.

### **Organisational structure and decision making**

The organisation of the charity is primarily the responsibility of the Executive Board. The Executive Board carries out the management of the charity and may exercise all such powers of the charity. The Senior Officers of the Trust (currently the Curator and Trust Administrator) make decisions on the daily running of the museum. The Officers allocate amounts of money for the daily running costs that have already been approved or within the budget and apply for grant funds and assistance.

### **Pay policy for staff**

The Trustee / Directors and the Senior Officers comprise the key management of the charity in charge of directing, running and operating the Trust on a daily basis.

All Trustee / Directors give of their time freely and no Trustee / Director received remuneration during the year.

The key personnel / Senior Staff currently comprise of a full-time Curator (part-time until September 2020) and part-time Trust Administrator and their pay is reviewed on an annual basis and bench-marked with comparable posts in the Welsh local authority museums and administration sectors.

### **Reference and administrative information**

Torfaen Museum Trust Limited is a registered charity, number 507419 (England and Wales), incorporated under the Companies Act 2006 as a company limited by guarantee number 1358444.

It is also an Accredited Museum under the Arts Council of England (ACE) Accreditation Scheme Round 3 and previously Accredited (Round 1, 2006, M&GC) and was registered with both Phases I & II (registration number 298) under the forerunner to Accreditation, the museum Registration Scheme. This ensures that the Trust adheres to recommended national standards of visitor satisfaction, collections care and collections interpretation.

The museum is also an Accredited Attraction under the Welsh Government's VisitWales VAQAS (Visitor Attraction Quality Assurance) standards.

### **Trustees' Responsibilities in relation to the Financial Statements**

The Trustees (who are also Directors of Torfaen Museum Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees 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 income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting 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, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. 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.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



## Related Party Transactions

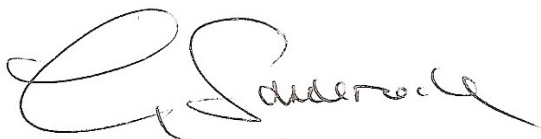
A number of the Trustees are members of the councils by which they are appointed – see page 7. These councils make grants to the Trust.

As stated in note 9 to the accounts, no Trustees receive remuneration or reimbursement of expenses.

The Trustees did not engage in any transactions with the Trust other than as members of the general public - this is in line with principle 2d of the Charity Commission guidance on public benefit.

Approved by order of the Executive Board of the Trustees on 23 September 2021 and signed on their behalf by:

Signed:



*Deputy District Judge Geoffrey Sandercock*  
Vice Chairman 2021

PP  
Mr G I Davies MBE  
Chairman



Mr Lyndon Bishop  
Honorary Treasurer & Company Secretary

### **Independent Examiners Report to the Trustees of Torfaen Museum Trust Limited:**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 11 -20 of this report.

### **Respective responsibilities of Trustees and Examiner**

The Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination it is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matter set out in the statement below:

### **Independent Examiner's Report:**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015) have been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Sarah Case*

Sarah Case FCA DChA  
Independent Examiner  
Azets Audit Services  
Ty Derw  
Lime Tree Court  
Cardiff Gate Business Park  
Pontprennau  
CARDIFF CF23 8AB

date: 16-12-2021

**Torfaen Museum Trust Ltd**

Statement of Financial Activities for the year ended 31 March 2021

Incorporating the Income and Expenditure account:

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
<b>Income and donations from:</b>		£	£	£	£
Donations and legacies	2	2,506	-	2,506	8,003
Charitable activities	3	120,975	53,646	174,621	92,317
Other trading activities	4	1,093	-	1,093	6,501
Investments	5	54	-	54	-
Other Income	6	1,800	-	1,800	8,764
Total income and endowments		126,428	53,646	180,074	115,585
<b>Resources Expended</b>					
Raising funds	7	612	-	612	3,477
Charitable activities	8	85,115	39,470	124,585	132,828
<b>Total expenditure</b>		85,727	39,470	125,197	136,305
Net income (expenditure)	14,15	40,701	14,176	54,877	(20,720)
Transfers between funds		(1,935)	1,935	-	-
Net Movement in Funds		38,766	16,111	54,877	(20,720)
Reconciliation of Funds					
Balances brought forward	14,15	120,621	2,373	122,994	143,714
Balances carried forward	14,15	159,387	18,484	177,871	122,994

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

All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 - 20 form part of the Financial Statements

**Torfaen Museum Trust Ltd**  
**Balance sheet as at 31 March 2021**

	NOTES	2021	2020
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	11	85,420	99,195
<b>CURRENT ASSETS</b>			
Stock		2,516	2,381
Debtors	12	2,786	2,911
Cash at bank and in hand		90,377	20,872
		95,679	26,164
Creditors falling due within one year	13	(3,228)	(2,365)
<b>NET CURRENT ASSETS</b>		92,451	23,799
<b>TOTAL NET ASSETS</b>		177,871	122,994
<b>RESERVES</b>			
Restricted	14	18,484	2,373
Unrestricted - general fund	15	76,863	27,436
Unrestricted - designated fund	15	82,524	93,185
Total reserves		177,871	122,994
<b>Limited Company</b>			
<b>Charities Act 2011</b>			

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

For the financial year ended 31 March 2021, the company was entitled to exemption from audit under the Companies Act 2006, s. 477 relating to small companies and the members have not required the company to obtain an audit of its accounts for the year in question in accordance with s. 476.

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

**Hon. Treasurer / Director**  
 Mr. Lyndon Bishop



**Vice Chairman / Director (pp The Chairman)**  
 District Judge Geoffrey Sandercock



23-9-2021

Company no. 1358444 (England and Wales)

The notes on pages 13-20 form part of the Financial Statements

## Torfaen Museum Trust Ltd

### Notes to the Accounts for the year ended 31 March 2021

#### 1. Accounting Policies

##### **Charity information**

Torfaen Museum Trust Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Torfaen Museum, Park Buildings, Pontypool, Torfaen, NP4 6JH.

**Accounting convention** The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

**Change in accounting policy** During the year the charity changed the accounting policy for the recognition of depreciation. The charity changed the depreciation policy of building adaptations from 25% reducing balance to 10 years straight line. The Trustees of the charity believe that this provides a more accurate representation of the useful lives of the tangible assets.

The change in accounting policy resulted in a decrease of £15,620 of depreciation charged during the year.

**Cash Flow Statement** The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

##### **Incoming Resources:**

**Voluntary Income** (such as donations) represents amounts received during the year.

**Grants** These comprise amounts receivable during the year for all grants including grants received for the purpose of purchasing fixed assets. Grants received are split between restricted and unrestricted funds depending upon the offer letter accompanying the grant receipt.

**Investment Income** is credited to income when it is actually received.

**Voluntary Help** No monetary value has been put on the help received by volunteers during the year.

**Resources Expended** are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

**Charitable Activities** This includes all costs relating to the furtherance of the Charity's objectives.

**Governance Costs** This includes the costs of independent examination.

**Irrecoverable VAT** The Charity suffers from irrecoverable VAT due to the fact that it is on a partial exemption scheme and not all input VAT is recoverable. This is written off to the Statement of Financial Activities in the period in which it arises.

**Netting Off of Income and Expenditure** Income and expenditure are stated gross.

**Fixed Assets** are capitalised where they are considered significant or material within the context of the charity's operations, and are included at historical cost less accumulated depreciation. The Trust's collection of objects, books, specimens, photographs, documents, maps and other materials acquired for preservation are held under Trust and on its winding-up would become the property of Torfaen County Borough Council under the provisions of an agreement between the Trust and the council's predecessor authority dated 12 June 1979. They have therefore been written off in the year of collection or acquisition.

Depreciation is taken at 25% of the written-down value of fixtures and fittings and computer equipment, and 10% of the costs of building adaptations, except for collections etc... as noted above.

**Stocks** are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

**Funds Structure** The Charity's funds are split into general funds, designated general funds and restricted funds.

## Torfaen Museum Trust Ltd

### Notes to the Accounts for the year ended 31 March 2021

#### 1. Accounting Policies (continued)

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

**Designated General Funds** These funds are set up where grants have been received for the purchase or construction of fixed assets, and are transferred to the general fund in step with the depreciation charges on the related assets.

**Unrestricted General Funds** These funds are available for the general purposes of the Charity, to be used in accordance with the charitable objects at the discretion of the Trustees

**Operating leases** Payments made in respect of operating leases are charged in the year paid

**Rounding Figures** contained in the financial statements have been rounded to the nearest pound

Presentation of the accounts as a going concern. The Charity reported a net outflow of £20,720 for the year. This Charity has sufficient free reserves and is monitoring results on a frequent basis. The Trustees are of the view that on this basis the charity is a going concern and there are no material uncertainties about the charity's ability to continue as a going concern.

**Cash and cash equivalent** Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**Financial instruments** The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

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

#### **Basic financial liabilities**

**Creditors and provisions** are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Liabilities policy** Liabilities are recognised in the Statement of Financial Activities as they become payable.

**Taxation** As a registered charity, the charity is entitled to the exemption from taxation in respect of income and capital gains received within sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

**Critical Accounting Estimates and Judgements** In the application of charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



Torfaen Museum Trust Limited							
Notes to the Accounts for the year ended 31 March 2021							
2 Income from Donations and Legacies				Unrestricted	Restricted	Total	Total
				Funds	Funds	2021	2020
				£	£	£	£
Miscellaneous Donations				2,506	-	2,506	8,003
3 Income from Charitable Activities				Unrestricted	Restricted	Total	Total
				Funds	Funds	2021	2020
				£	£	£	£
<b>Grants</b>							
Torfaen County Borough Council				63,650	-	63,650	70,025
Covid 19 Business Support Grant				45,000	-	45,000	-
Croesyceiliog & Llanyrafon Community Council				1,000	-	1,000	1,000
Pontypool Community Council				3,450	-	3,450	3,425
Cwmbran Community Council				4,200	-	4,200	4,200
<b>Restricted grants</b>							-
Torfaen County Borough Council				-	-	-	950
Welsh Government (MALD)				-	43,012	43,012	-
Federation of Museums & Galleries Wales				-	10,634	10,634	5,103
Association of Independent Museums				-	-	-	4,352
Subscriptions				3,675	-	3,675	3,262
Total revenue grants				120,975	53,646	174,621	92,317
Capital grants							
(transferred to designated funds when spent)				-	-	-	-
Total grants for the year				120,975	53,646	174,621	92,317
4 Income from Other Trading Activities				Unrestricted	Restricted	Total	Total
				Funds	Funds	2021	2020
				£	£	£	£
Commission on Art Sales				129	-	129	267
Trading and Publications - Sales				964	-	964	6,234
				1,093	-	1,093	6,501
5 Income from Investments				Unrestricted	Restricted	Total	Total
				Funds	Funds	2021	2020
				£	£	£	£
Bank interest				54	-	54	-
6 Income from Other Sources				Unrestricted	Restricted	Total	Total
				Funds	Funds	2021	2020
				£	£	£	£
Sundry Income				1,030	-	1,030	5,168
Site Income				770	-	770	3,596
				1,800	-	1,800	8,764

Torfaen Museum Trust Limited							
Notes to the Accounts for the year ended 31 March 2021							
7 Expenditure on Raising Funds				Unrestricted	Restricted	Total	Total
				Funds	Funds	2021	2020
				£	£	£	£
	Shop costs			612	-	612	3,477
8 Expenditure on Charitable Activities				Unrestricted	Restricted	Total	Total
				Funds	Funds	2021	2020
				£	£	£	£
Direct Costs							
	Salaries, NI			32,670	20,915	53,585	58,516
	Book-keeping			2,225	500	2,725	4,405
	Training			-	-	-	93
	Temporary Exhibitions			229	-	229	255
	Supplies and Equipment			1,053	458	1,511	445
	Federation of Museums & Galleries Wales			-	11,234	11,234	9,828
	Association of Independent Museums			-	4,100	4,100	2,300
	Acquisitions					-	107
	Total Direct Costs			36,177	37,207	73,384	75,949
Indirect Costs							
	Energy			4,265	-	4,265	4,882
	Telephone and Postage			2,822	3	2,825	2,562
	Printing and Stationery			3,221	161	3,382	3,238
	Maintenance			14,475	1,534	16,009	5,558
	Cleaning			685	565	1,250	516
	Security			1,387	-	1,387	1,419
	Website Development			21		21	-
	Subscriptions			208	-	208	501
	Insurance			3,078	-	3,078	3,523
	Miscellaneous Expenses			2,006	-	2,006	4,328
	Bank Charges			395	-	395	521
	Depreciation			13,775	-	13,775	27,331
	Independent examination			2,600	-	2,600	2,500
	Total Indirect costs			48,938	2,263	51,201	56,879
	Total			85,115	39,470	124,585	132,828

## Torfaen Museum Trust Limited

### Notes to the Accounts for the year ended 31 March 2021 (continued)

<b>9 Staff Costs</b>	<b>2021</b>	<b>2020</b>
	£	£
Wages and salaries	52,904	57,880
Social security	-	-
<b>Pension costs</b>	<b><u>681</u></b>	<b><u>636</u></b>
	<b><u>53,585</u></b>	<b><u>58,516</u></b>

No employee earned more than £60,000 and the Directors / Trustees do not receive any remuneration or reimbursement of expenses.

The average numbers of staff were:

	<b>2021</b>	<b>2020</b>
Full-time	1.0	1.0
Part-time	8.3	8.0
Total full-time equivalents	2.4	3.1

<b>10 Independent Examination fees</b>	<b>2021</b>	<b>2020</b>
	£	£
Fees to independent examiner	<u>2,600</u>	<u>2,500</u>

### **11 Tangible Fixed Assets**

	Building Adaptations	Fixtures & Fittings	Computers & Equipment	Totals £
Cost				
At 1 April 2020	565,077	8,257	118,818	692,152
Additions during year	-	-	-	-
At 31 March 2021	<u>565,077</u>	<u>8,257</u>	<u>118,818</u>	<u>692,152</u>
Accumulated Depreciation				
At 1 April 2020	468,979	8,019	115,959	592,957
Charge for year	<u>10,678</u>	<u>238</u>	<u>2,859</u>	<u>13,775</u>
At 31 March 2021	<u>479,657</u>	<u>8,257</u>	<u>118,818</u>	<u>606,732</u>
Net Book Value				
At 31 March 2021	<u>85,420</u>	<u>-</u>	<u>-</u>	<u>85,420</u>
At 31 March 2020	<u>96,098</u>	<u>238</u>	<u>2,859</u>	<u>99,195</u>

### **12 Debtors: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	£	£
VAT	1,144	904
Other Debtors	-	354
Prepayments	<u>1,642</u>	<u>1,653</u>
	<u>2,786</u>	<u>2,911</u>

# Torfaen Museum Trust Limited

## Notes to the Accounts for the year ended 31 March 2021 (continued)

### 13 Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade and other creditors	1,496	612
Accruals and income in advance	<u>1,732</u>	<u>1,753</u>
	<u>3,228</u>	<u>2,365</u>

### 14 Restricted Funds

	At 1 April				At 31 March
	2020	Income	Expenditure	Transfers	2021
	£	£	£	£	£
Accessions and Development Fund	321	-	-	-	321
Covid Grant Welsh Government (MALD)	-	43,012	(24,136)	1,095	19,971
Association of Independent Museums	2,052	-	(4,100)	240	(1,808)
Federation small grants	—	10,634	(11,234)	600	—
	<u>2,373</u>	<u>53,646</u>	<u>(39,470)</u>	<u>1,935</u>	<u>18,484</u>

**Accessions and Development Fund:** This is used to fund the acquisition of artefacts and to provide match funding for grant-aided projects

**Cultural Resilience & Recovery Grants** These grants were given by the Welsh Government Museums, Archives and Libraries Division (MALD) to assist the recovery from the pandemic

**Association of Independent Museum (AIM):** AIM gives grants for various museum Projects & Procedures including governance and sustainability for up to c. £5,000

**Federation of Museums & Galleries of Wales:** Normally these grants are given on a competitive basis for museum & gallery projects and purchases for under £3,000 but COVID-19 regulations re. grants changed limits to £10,000.

**Torfaen Museum Trust Limited**
**Notes to the Accounts for the year ended 31 March 2021 (continued)**
**14 Restricted Funds (continued)**
*Previous year*

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Accessions and Development Fund	428	-	(107)	-	321
Transformational Grant Welsh Government (MALD)	15,894	-	-	(15,894)	-
Association of Independent Museums	-	4,352	(2,300)	-	2,052
Federation small grants	<u>16,322</u>	<u>5,103</u>	<u>(9,828)</u>	<u>4,725</u>	<u>-</u>
	<u>16,322</u>	<u>9,455</u>	<u>(12,235)</u>	<u>(11,169)</u>	<u>2,373</u>

**15 Unrestricted funds**

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Designated funds	93,185	-	-	(10,661)	82,524
General funds	<u>27,436</u>	<u>126,428</u>	<u>(85,727)</u>	<u>8,726</u>	<u>76,863</u>
	<u>120,621</u>	<u>126,428</u>	<u>(85,727)</u>	<u>(1,935)</u>	<u>159,387</u>

*Previous year*

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Designated funds	103,055	-	-	(9,870)	93,185
General funds	<u>24,337</u>	<u>106,130</u>	<u>(124,070)</u>	<u>21,039</u>	<u>27,436</u>
	<u>127,392</u>	<u>106,130</u>	<u>(124,070)</u>	<u>11,169</u>	<u>120,621</u>

**Torfaen Museum Trust Ltd**
**Notes to the Accounts for the year ended 31 March 2021 (continued)**
**16 Analysis of Balance Sheet**

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	85,420	-	85,420
Net assets	<u>73,967</u>	<u>18,484</u>	<u>92,451</u>
Total Net Assets	<u>159,387</u>	<u>18,484</u>	<u>177,871</u>
<i>Previous year</i>	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	99,195	-	99,195
Net assets	<u>21,426</u>	<u>2,373</u>	<u>23,799</u>
Total Net Assets	<u>120,621</u>	<u>2,373</u>	<u>122,994</u>

**17 Comparative Statement of Financial Activities**

	Unrestricted Funds	Restricted Funds	Total Funds 2020
<b>Income and donations from:</b>	£	£	£
Donations and legacies	8,003	-	8,003
Charitable activities	82,862	9,455	92,317
Other trading activities	6,501	-	6,501
Investments	-	-	-
Other Income	8,764	-	8,764
Total income and endowment	106,130	9,455	115,585
<b>Resources Expended</b>			
Raising funds	3,477	-	3,477
Charitable activities	120,593	12,235	132,828
<b>Total expenditure</b>	124,070	12,235	136,305
Net income (expenditure)	(17,940)	(2,780)	(20,720)
Transfers between funds	11,169	(11,169)	-
Net Movement in Funds	(6,771)	(13,949)	(20,720)
Reconciliation of Funds			
Balances brought forward	127,392	16,322	143,714
Balances carried forward	<u>120,621</u>	<u>2,373</u>	<u>122,994</u>



**CHARTERED ACCOUNTANTS' REPORT TO THE EXECUTIVE BOARD OF DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
TORFAEN MUSEUM TRUST LIMITED  
FOR THE YEAR ENDED 31 MARCH 2021**

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the Financial Statements of the Company for the year ended 31 March 2021 which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this Report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to Members undertaking the compilation of financial statements.

You have acknowledged on your Balance Sheet as at 31 March 2021 your duty to ensure that the Company has kept proper accounting records and to prepare Financial Statements that give a true and fair view under the Companies Act 2006. You consider that the Company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the Financial Statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the Financial Statements.

*Azets Audit Services*

**Azets Audit Services**  
Chartered Accountants  
Tŷ Derw  
Lime Tree Court  
Cardiff gate business Park  
Cardiff  
CF23 8AB

Dated: 16/12/2021

## **Appendix A**

### **Grants & Donations & Assistance 2020-21**

**Sincere thanks from the Trust to the following people and organizations that generously gave this year and helped us to survive:**

#### **With finances and funds:**

- Welsh Government Cultural Recovery & Resilience Funds
- Torfaen County Borough Council
- Pontypool Community Council
- Cwmbran Community Council
- Croesyceiliog & Llanyrafon Community Council
- Federation of Museums & Galleries of Wales
- UK Government / Welsh Government RV Business Grants
- The art\_fund
- Association of Independent Museums, Hallmarks Scheme
- All our supportive Torfaen Museum Trust Membership
- Ms Lindsay Prosser, Pontypool LHS

#### **Also with help, time, support & lots of advice:**

- Victoria Rogers & Chris Delaney, The Federation of Museums & Galleries of Wales
- Joanne Taylor & Team, Azets Accountancy Services
- Rt Hon Lord Paul Murphy of Torfaen
- Rt Hon Nick Thomas-Symonds MP
- Cllr Richard Clark, Deputy Leader, TCBC
- The Free Press & South Wales Argus newspapers
- Ms Janine Reed, Fusion Officer, Torfaen & Caerphilly CBCs
- Dr R & Mrs K Organ, Mr M Organ
- Ms Alys Lynch
- Dragon Fire & Security, Cardiff
- Mrs Ann Mansell, Mrs Carol Whittaker & the MALD Team, Welsh Government
- Jane & Sam Mahoney for the drone photography of the building
- Mr Kim Rogers, id Project Management

## **Appendix B**

### **Accessions to the Torfaen Museum Trust collections 2020-21:**

*(Please note some donors do not wish to be identified and are listed as anonymous)*

Jane Matthews	2 x NHS fundraising dolls
Anon	pine kitchen table
Sue Allford	2 x Vintage tins
Claire Jones	china plates
Jim Little	commemorative china pieces
Robert Organ	2 x framed photographs from his exhibition
Mr & Mrs B Hillman	local, crested commemorative ware
Ms Janine Reed	oil lantern & radio
Noddfa Baptist Chapel	guitar
Anon	Welsh costume plate
Maggie Evans	cream skimmer
Anon	'Thank you NHS' badge
Sian O'Halloran	medical supplies
Rod Hough	household items
Maddie Jones	Pontypool Carnival badge
Brenda Houghton	flags, bunting & commemorative china from local community
Robert Everett	candelabra, clock & medals from Trosnant House
Anon	deposited items associated with artist Kim Whitby & Torfaen Museum