

Torfaen Museum Trust (Ltd)  
Ymddiriedolaeth Amgueddfa Torfaen  
(Cwmni Cyfyngedig)



Annual Report with Financial Statements  
1 April 2021 – 31 March 2022  
Adroddiad Blynyddol gyda Datganiad Ariannol  
1 Ebrill 2021 – 31 Mawrth 2022

**Torfaen Museum Trust Ltd. Ymddiriedolaeth Amgueddfa Torfaen**  
**Amgueddfa Torfaen Museum Park Buildings Pontypool Torfaen NP4 6JH**  
TorfaenMuseum@outlook.com 01495 752036 torfeanmuseum.org.uk  
Charity no. 507419 Registered Company no. 1358444 Accredited Museum no. 298

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1 April 2021 – 31 March 2022**

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**Front cover photographs:**

**Left : The Museum Courtyard 2022**

**Right : Volunteer Nicole Dicker cleaning a newly acquired portrait 2022**

## Annual Report

### Preliminary:

The Executive Board of the Trustees presents its report and the financial statements for the year ended 31 March 2022, 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 cost as possible to our users and 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 2021-2022

The year (2021-2022) was a defining one for the Trust and its services, facilities and staffing at the Amgueddfa Torfaen Museum in Pontypool. Still under many post-COVID restrictions at the start of the year, the museum continued to offer the shop, enquiries, Membership, office, volunteering and donation services for the first few months with all the galleries only re-opened to the public from July. Most exhibitions were postponed and re-scheduled for 1 year later than previous and a strict, risk-assessed timetable of staff and volunteers was drawn up to spread the workload and keep the building minimally but safely staffed. New Health & Safety and sanitizing measures remained in place or were returned during this third lockdown period.

Behind the scenes, although galleries were not open to the public, staff and volunteers worked hard to ensure the planned exhibitions, events and gallery changes were carried out.

The full re-opening saw the re-scheduled last few weeks of the late Mike Organ's 'Multiple Memories' exhibition in the Oriel Barker Gallery and contemporary works by Alys Lynch in the Café Art. In September, the first Private View and Opening by Rt Hon Nick Thomas-Symonds MP of the 'Bridges, Barges & Boatmen - 200 years of images of the Monmouthshire-Brecon Canal' exhibition was a lovely return to our schedule of events – despite any mask wearing needed! Later on, the 'Spring Show 2022' private view was also much enjoyed by all.

September also saw the most welcome return of our user groups, in particular the Dementia Carers Support Group, the Pontypool Local History Society and visitor groups such as MIND Torfaen.

Thanks to the much-needed financial assistance from the Welsh Government, the Federation of Museums & Galleries of Wales and Rateable Value Grant aid via Torfaen CBC, the museum was able to not only survive the pandemic but start to thrive. This aid assisted with some much-needed projects for the Trust prior to its plans for a new entranceway and Atrium including some consultancies. These



included a bat and ecological survey, a review of the history, development and services of the Trust's facilities and services to date, a consultation on future plans and needs for the Trust amenities. Research. Text was also developed for a new website.

The grants obtained for the Trust also gave enough money in the budget for the Curator post to be returned to full-time (from previously cut in hours due to budget constraints) and also to appoint for the first time, an Assistant Curator to take stock, monitor, manage and care for all the Trust's collections of artefacts, art and Japanware as well as all items in the Dobell-Moseley Library & Archive. Caitlin Gingell was appointed as the Assistant Curator (from many and varied applicants) and took up her post in July 2021. She was immediately 'thrown into the deep end' with sorting and storing of the world music collection, re-display of the Pooler collection and research and display of tapestries as well as organizing half term and other events. Caitlin also supervised the Friday team of volunteers working on the collections including new volunteer, Nicole Dicker who joined with regulars Lindsay Prosser, Donna Sweeting and Gill Topham.

Other changes in staff and volunteers this year included: Lewis Griffiths (a history graduate who joined over the summer months until he took up a post at Verulamium Museum) and who immediately started research and writing for the museum's weekly Nostalgia column in the Free Press; Gill leaving her weekend post and cataloguing volunteering before moving to Leicester; Lydia Davies returning to work after her maternity leave following the birth of her daughter Lorna; being joined by Koidu-Keiu Kasari who took the temporary post of Housekeeper during Lydia's maternity leave but who stayed on in the autumn to run the newly re-opened museum coffee shop and replace Gill as weekend site assistant and Christine Evans joined the returning Library Ladies – Marion, Janet and Maggie.

The sad loss of Peter Sweeting in January 2021 was keenly felt by all but the Team were so pleased when Les Boag agreed to return to the museum (he had previously volunteered for the museum in 2018 & 2019 and worked with Peter) to carry out some of the maintenance and technician duties needed for the new displays and exhibitions.

The appointment of Caitlin in July 2021 left the chance for myself to play catch up with many administrative tasks and new policies with the new Administrator, Jon Smith and also for us both to initiate movement towards the Big Plans for the building and the museum services – to take them into the future.

Our very saddest news came again in January with the passing of the museum Trust's Chairman of over 11 years, former Gwent & Torfaen Councillor, Mr G Ivor Davies MBE. Ivor had been a stalwart supporter of the museum for many years before joining the Executive Board of the Trustees, as was his late wife Flo and sister-in-law Kath who, like his daughter Emma (before her career at Sight Support), had volunteered and worked at the museum over the years. The whole Davies family have always been major contributors to the work of the museum and Ivor will be greatly missed in particular for his fair but firm steerage of the Executive Board.

January also saw some major discussions on the way forward for the museum following the passing of the Chairman and once I had tendered my resignation. It was eventually decided that the best way forward professionally for the Trust was to continue with the Curator and Assistant Curator posts (absorbing administrative duties as required) and financially with the posts as full time as possible under budgetary constraints. Jon Smith left the museum in mid-March and I finished my 21 years as Curator, retiring at the end of March. Caitlin was appointed to the Curator post for April 2022 with her to appoint an Assistant Curator as soon as practical. In order to save money to enable the 2 posts to continue, the museum was to (re)close to the public on Mondays and Fridays - an acceptable proposition and practice in this post-COVID world.



Mr Geoffrey Sandercock, retired Pontypool solicitor and District Judge was appointed by the Trustees as their new Chairman with Cllr Sue Morgan as the Honorary Treasurer and Cllr Colin Crick as the Company Secretary. I am confident that this new Team will guide the museum Trust into a successful and pro-active future.

Although sad to leave the museum after 21 years, I am really enjoying my retirement and not having to be on 24/7 callout! On 2 April I turned my mobile phone off for the first time over night when we moved to our home in North Wales. Thank you everyone for all your support and advice over the years and long may it continue because remember, after all is said and done, it is YOUR museum!

**Deborah-Anne Wildgust**  
**(Curator, 2001-2022)**  
**September 2022**

**Museum Grants received 2021-22:**

Federation of Museums & Galleries of Wales (craft materials for family workshops) £500

**Thanks:**

*Very special thanks are due this year to Chris Delaney at the Federation of Museums & Galleries of Wales and to David Jones Associates for their comprehensive and valuable consultancy report and advice. Thanks also go to Joanne Taylor and her staff at our accountants, Azets – both teams have kept us informed, speedily and efficiently, of all grants, accounts, VAT, payroll and helped us through all the processes. They were absolutely brilliant and we would have been lost without their readily available, professional help.*

**Staff 2021- 2022:**

**Curator** - Deborah Wildgust

**Trust Administrator** – Jon Smith

**Assistant Curator** – Caitlin Gingell

**Receptionists/Site Assistants** - Donna Sweeting, Gill Topham, Koidu-Keiu Kasari (from November 2021)

**Weekend Receptionist/ Site Assistant** - Andrea Touhig

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

**Exhibition & Maintenance** – Les Boag

**Housekeeping** – Koidu-Keiu Kasari (maternity cover to November 2021)

Lydia Davies (from November 2021)

**Volunteers (excluding Trustees):**

**Hon. Librarian** - Marion Williams

**Librarians** - Janet McAllister, Maggie Evans, Christine Flynn, Barry White, Lewis Griffiths, Christina Evans

**Trust Membership Secretary** - Ian Meyrick

**Curatorial Assistants** - Lindsay Prosser, Nicole Dicker

**Receptionists & Events Site Assistants** – Ann Gill

**Gardening & handywork** - Jeff Adams, Alan Edmunds

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

## **Annual Museum Services Users 2021-2022:**

### **Visitor numbers:**

Last year continued to prove difficult following on from the COVID-19 pandemic. We have many older members and visitors who were shielding and nervous about social interaction. Despite this, the museum welcomed 4,196 visitors and general enquiries including general admissions and member visits.

The museum continued to engage with visitors via the website, Facebook, Twitter and the Free Press. Our website numbers remain low while the site is being developed and therefore the organisation focussed attention on social media, with Facebook interactions peaking at 7310 engagements in November 2021. Twitter engagement peaked in May 2021 with 28,600 individuals viewing the Museum's Twitter page.

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 later in 2022.

April 2021:	94,344	October 2021:	78,178
May 2021:	113,999	November 2021:	94,155
June 2021:	95,359	December 2021:	84,499
July 2021:	92,278	January 2022:	84,540
August 2021:	65,005	February 2022:	-----
September 2021:	71,099	March 2022:	-----

The coffee shop remained closed for the first 8 months of this financial year and we were unable to organise many events prior to September 2021 due to COVID-19. Despite this we kept interest in the museum very much alive and look forward to welcoming increasing numbers next year.

The completion of the David Jones Associates consultancy report was also a boost to the Trust, offering a valuable tool to guide future development. With these key points to now shape future programming, it is hoped that this will lead to improved services from 2022 onwards.

**Caitlin Gingell**  
**Curator**  
**September 2022**



### **Annual Report of the Trustees**

The Trustees present their report and Accounts for the year ended 31 March 2022.

The Trust wishes to thank the many individuals and organisations who have made financial and other donations, to grant funding bodies for their support, professional advice and financial support 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.

#### **Financial Review**

The incoming resources for the year were £83,249 (2021: £180,074) and outgoing resources were £132,648 (2021: £125,197).

If depreciation is excluded the outgoing resources become £123,157 (2021: £180,074). The figures excluding depreciation give a deficit of £35,054. The amount deducted from the general reserves for 2022 was £37,949 bringing the accumulated total of reserves to £38,914 (2021: £76,863).

The Trust's general reserve, built up from surpluses accumulated over time, is used to finance any annual deficit that may arise. There are also designated funds and restricted funds, the purposes of these are outlined in the Notes to the Accounts.

In recent years the Trust used its reserves as contribution towards the extensive repairs and renovation of the Park Buildings and it is now the aim of the Executive Board of the Trustees to raise their reserve fund to the recommended 6 months operating costs (this would currently be c. £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, and in line with national and Charity Commission recommendations.

#### **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.

Prior to COVID-19, the Trust had 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, also by successfully applying for project grants and by the lobbying of funding bodies. The future plans on this cannot be accurately assessed prior to the looming cost of living crisis.

#### **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 coffee shop 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 often failed to meet its annual expenditure.

Accurate forecasting of income streams following the cost of living crisis are uncertain. It is the aim of the Trustees to raise their reserve fund to 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 £38,914 therefore although the Trust is within the minimum 3 months recommended, continued budget cuts have been implemented in order to increase reserves to further safeguard the Trust.

### **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) (To January 2022) Mr Geoffrey Sandercock (From January 2022)
<b>Vice-Chairperson:</b>	vacancy
<b>Hon Treasurer &amp; Co Sec:</b>	Mr Lyndon Bishop (ex-Officio) (To October 2021) Cllr Colin Crick (From October 2021) Ms Susan Morgan (From October 2021)
<b>Nominated Members:</b>	Cllr Anthony Bird (Cwmbran CC); Cllr Gwyn Jenkins & Cllr Neil Waite (Torfaen CBC); Cllr Richard Clark (Croesyceiliog & Llanyrafon CC); Cllr Keith James (Pontypool CC); vacant all year (Ponthir CC); vacant all year (Henllys CC); Cllr Gareth McCann (Blaenavon Town Council)
<b>Appointed Members:</b>	Professor Ray Howell; Retired District Judge Geoffrey 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 Audit Services, 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 (the Curator and Trust Administrator through this financial year) 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 or reimbursement of expenses during the year.

The key personnel / Senior Staff for this financial year comprise of a full-time Curator and part-time Trust Administrator. Their pay is reviewed on an annual basis and bench-marked with comparable posts in the Welsh local authority museum and administrative 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 Limited 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.

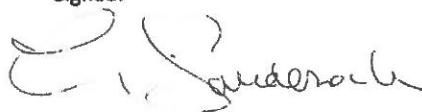
### Related Party Transactions

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 3 December 2022 and signed on their behalf by:

Signed:



Mr G Sandercock  
Chairman



Mrs S Morgan  
Honorary Treasurer



**INDEPENDENT EXAMINERS REPORT  
TO THE TRUSTEES OF TORFAEN MUSEUM TRUST LIMITED:**

I report to the trustees on my examination of the financial statements of Torfaen Museum Trust Limited (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no 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 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.



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

Date : 22-12-2022

**TORFAEN MUSEUM TRUST LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022**  
**(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<b>Income and endowments from:</b>					
Donations and legacies	2	540	-	540	2,506
Charitable activities	3	74,119	259	74,378	174,621
Other trading activities	4	7,170	-	7,170	1,093
Investments	5	4	-	4	54
Other income	6	1,157	-	1,157	1,800
<b>Total income and endowments</b>		<b>82,990</b>	<b>259</b>	<b>83,249</b>	<b>180,074</b>
<b>Expenditure on:</b>					
Raising funds	7	1,059	-	1,059	612
Charitable activities	8	126,476	5,113	131,589	124,585
<b>Total expenditure</b>		<b>127,535</b>	<b>5,113</b>	<b>132,648</b>	<b>125,197</b>
<b>Net income/(expenditure)</b>		<b>(44,545)</b>	<b>(4,854)</b>	<b>(49,399)</b>	<b>54,877</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>(44,545)</b>	<b>(4,854)</b>	<b>(49,399)</b>	<b>54,877</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward	14,15	159,387	18,484	177,871	122,994
<b>Total funds carried forward</b>	15,16	<b>114,842</b>	<b>13,630</b>	<b>128,472</b>	<b>177,871</b>

All incoming resources and resources expended derive from continuing activities

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

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



**TORFAEN MUSEUM TRUST LTD**  
**BALANCE SHEET AS AT 31 MARCH 2022**

		2022	2021
	Note	£	£
<b>Fixed assets:</b>			
Tangible assets	11	75,928	85,420
<b>Current assets:</b>			
Stocks		2,516	2,516
Debtors	12	5,691	2,786
Cash at bank and in hand		49,553	90,377
		<u>57,760</u>	<u>95,679</u>
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	13	<u>(5,216)</u>	<u>(3,228)</u>
<b>Net assets</b>		52,544	92,451
<b>Net current assets</b>		<u>128,472</u>	<u>177,871</u>
<b>The funds of the charity:</b>			
Restricted income funds	14	13,630	18,484
Unrestricted funds:			
General funds	15	38,914	76,863
Designated funds	15	75,928	82,524
		<u>114,842</u>	<u>159,387</u>
<b>Total charity funds</b>		<u>128,472</u>	<u>177,871</u>

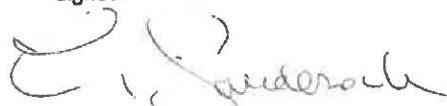
The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

For the financial year ended 31 March 2022, 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.

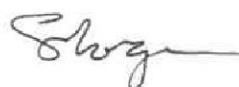
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements were approved by the Trustees on 3 December 2022.

Signed:



Mr G Sandercock  
Chairman



Mrs S Morgan  
Honorary Treasurer

**Torfaen Museum Trust Ltd**  
**Notes to the Accounts for the Year Ended 31 March 2022**

**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)" (effective 1 January 2019). 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.

**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 fixed assets 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.

**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**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**2. INCOME FROM DONATIONS AND LEGACIES**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Miscellaneous Donations	540	-	540	2,506
	<u>540</u>	<u>-</u>	<u>540</u>	<u>2,506</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Grants</b>				
Torfaen County Borough Council	60,980	-	60,980	63,650
Covid 19 Business Support Grant	-	-	-	45,000
Croesyceiliog & Llanyrafon Community Council	1,000	-	1,000	1,000
Pontypool Community Council	3,900	-	3,900	3,450
Cwmbran Community Council	4,300	-	4,300	4,200
Welsh Government Recovery Grant	(4,000)	-	(4,000)	-
Fundraising Income	2,854	-	2,854	-
<b>Restricted Grants</b>				
Welsh Government (MALD)	-	-	-	43,012
Federation of Museums & Galleries Wales	-	259	259	10,634
Association of Independent Museums	1,558	-	1,558	-
The Federation of T&C	585	-	585	-
Subscriptions	2,942	-	2,942	3,675
	<u>74,119</u>	<u>259</u>	<u>74,378</u>	<u>174,621</u>

**4. INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Commission on Art Sales	1,003	-	1,003	129
Trading and Publications - Sales	2,844	-	2,844	964
Admissions	3,323	-	3,323	-
	<u>7,170</u>	<u>-</u>	<u>7,170</u>	<u>1,093</u>

**TORFAEN MUSEUM TRUST  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**5. INCOME FROM INVESTMENTS**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Bank interest	4	-	4	54
	<u>4</u>	<u>-</u>	<u>4</u>	<u>54</u>

**6. INCOME FROM OTHER SOURCES**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Sundry Income	804	-	804	1,030
Site Income	-	-	-	770
Parking Permit	213	-	213	-
Room Hire	140	-	140	-
	<u>1,157</u>	<u>-</u>	<u>1,157</u>	<u>1,800</u>

**7. EXPENDITURE ON RAISING FUNDS**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Shop costs	1,059	-	1,059	612
	<u>1,059</u>	<u>-</u>	<u>1,059</u>	<u>612</u>



**TORFAEN MUSEUM TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**8. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Direct Costs</b>				
Salaries, NI	87,794	946	88,740	53,585
Bookkeeping	-	-	-	2,725
Training	650	-	650	-
Temporary Exhibitions	845	-	845	229
Supplies and Equipment	-	-	-	1,511
Federation of Museums & Galleries				
Wales	-	-	-	11,234
Association of Independent				
Museums	-	-	-	4,100
Acquisitions	-	-	-	-
<b>Total direct costs</b>	<b>89,289</b>	<b>946</b>	<b>90,235</b>	<b>73,384</b>
<b>Indirect Costs</b>				
Energy	1,868	-	1,868	4,265
Rates	(203)	-	(203)	-
Telephone and Postage	3,402	-	3,402	2,825
Printing and Stationery	1,623	-	1,623	3,382
Maintenance	6,710	-	6,710	16,009
Cleaning	639	-	639	1,250
Security	1,895	-	1,895	1,387
Website Development	737	-	737	21
Subscriptions	461	-	461	208
Insurance	2,907	-	2,907	3,078
Miscellaneous Expenses	1,973	-	1,973	2,006
Bank Charges	512	-	512	395
Depreciation	9,491	-	9,491	13,775
Independent examination and				
accountancy fees	4,472	-	4,472	2,600
Irrecoverable VAT	700	-	700	-
Consulting/Marketing	-	4,167	4,167	-
<b>Total indirect costs</b>	<b>37,187</b>	<b>4,167</b>	<b>41,354</b>	<b>51,201</b>
<b>Total</b>	<b>126,476</b>	<b>5,113</b>	<b>131,589</b>	<b>124,585</b>

**TORFAEN MUSEUM TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**9. STAFF COSTS**

	<b>2022</b>	2021
	<b>£</b>	<b>£</b>
Wages & salaries	<b>85,187</b>	52,904
Social security costs	<b>1,263</b>	-
Pension costs	<b>1,343</b>	681
	<b><u>87,793</u></b>	<b><u>53,585</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>Total</b>	Total
	<b>2022</b>	2021
	<b>No</b>	<b>No</b>
Full time	<b>1.0</b>	1.0
Part time	<b>8.3</b>	8.0
Total full time equivalents	<b><u>2.4</u></b>	<b><u>3.1</u></b>

**10. INDEPENDENT EXAMINATION FEES**

	<b>Total</b>	Total
	<b>2022</b>	2021
	<b>£</b>	<b>£</b>
Independent examination fee	<b>2,600</b>	2,600
Accountancy fees	<b>1,872</b>	-
	<b><u>4,472</u></b>	<b><u>2,600</u></b>

**TORFAEN MUSEUM TRUST  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**11. TANGIBLE FIXED ASSETS**

	Computer Equipment £	Office Equipment £	Furniture £	Totals £
<b>Cost</b>				
At 1 April 2021	565,077	8,257	118,818	692,152
At 31 March 2022	<u>565,077</u>	<u>8,257</u>	<u>118,818</u>	<u>692,152</u>
<b>Depreciation</b>				
At 1 April 2021	479,657	8,257	118,818	606,733
Charge for year	9,491	-	-	9,491
At 31 March 2022	<u>489,148</u>	<u>8,257</u>	<u>118,818</u>	<u>616,224</u>
<b>Net Book Value</b>				
At 31 March 2022	<u>75,928</u>	<u>-</u>	<u>-</u>	<u>75,928</u>
At 31 March 2021	<u>85,420</u>	<u>-</u>	<u>-</u>	<u>85,419</u>

**12. DEBTORS**

	2022 £	2021 £
VAT	491	1,144
Other debtors	3,803	-
Prepayments	<u>1,397</u>	<u>1,642</u>
	<u>5,691</u>	<u>2,786</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade and other creditors	3,437	1,496
Accruals & deferred income	<u>1,779</u>	<u>1,732</u>
	<u>5,216</u>	<u>3,228</u>



**TORFAEN MUSEUM TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**14. RESTRICTED FUNDS**

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Accessions and Development Fund	321	-	-	-	321
Covid Grant Welsh Government (MALD)	19,971	-	(5,113)	-	14,858
Association of Independent Museums	(1,808)	259	-	-	(1,549)
	<u>18,484</u>	<u>259</u>	<u>(5,113)</u>	<u>-</u>	<u>13,630</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

Previous year

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 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>

**TORFAEN MUSEUM TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**15. UNRESTRICTED FUNDS**

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
General funds	76,863	82,990	(118,044)	(2,895)	38,914
Designated funds (Fixed Assets)	82,524	-	(9,491)	2,895	75,928
	<u>159,387</u>	<u>82,990</u>	<u>(127,535)</u>	<u>-</u>	<u>114,842</u>

*Previous year*

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

**16. ANALYSIS OF BALANCE SHEET**

	General £	Designated £	Restricted £	Total £
Tangible fixed assets	-	75,928	-	75,928
Net assets	<u>38,914</u>	<u>-</u>	<u>13,630</u>	<u>52,544</u>
	<u>38,914</u>	<u>75,928</u>	<u>13,630</u>	<u>128,472</u>

*Previous year*

	General £	Designated £	Restricted £	Total £
Fixed assets	2,896	82,524	-	85,420
Net assets	<u>73,967</u>	<u>-</u>	<u>18,484</u>	<u>92,451</u>
	<u>76,863</u>	<u>82,524</u>	<u>18,484</u>	<u>177,871</u>

**TORFAEN MUSEUM TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**17. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (2021)**

	Unrestricted funds £	Restricted funds £	Total funds 2021 £
<b>Income and endowments from:</b>			
Donations and legacies	2,506	-	2,506
Charitable activities	120,975	53,646	174,621
Other trading activities	1,093	-	1,093
Investments	54	-	54
Other income	1,800	-	1,800
<b>Total income and endowments</b>	<b>126,428</b>	<b>53,646</b>	<b>180,074</b>
<b>Expenditure on:</b>			
Raising funds	612	-	612
Charitable activities	85,115	39,470	124,585
<b>Total expenditure</b>	<b>85,727</b>	<b>39,470</b>	<b>125,197</b>
<b>Net income/(expenditure)</b>	<b>40,701</b>	<b>14,176</b>	<b>54,877</b>
Transfers between funds	(1,935)	1,935	-
<b>Net movement in funds</b>	<b>38,766</b>	<b>16,111</b>	<b>54,877</b>
<b>Reconciliation of Funds</b>			
Total funds brought forward	120,621	2,373	122,994
<b>Total funds carried forward</b>	<b>159,387</b>	<b>18,484</b>	<b>177,871</b>



**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 2022**

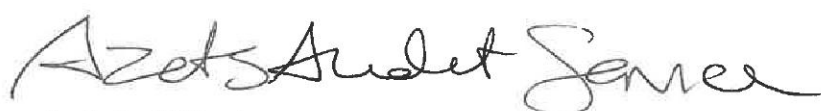
In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the Financial Statements of the Company for the year ended 31 March 2022 which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes 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 2022 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**  
Chartered Accountants  
Ty Derw  
Lime Tree Court  
Cardiff Gate Business Park  
Cardiff  
CF23 8AB

Dated: 22/2-2022

## **Appendix A**

### **Grants & Donations & Assistance 2021-22**

**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
- The Free Press & South Wales Argus newspapers
- Ms Janine Reed, Fusion Officer, Torfaen & Caerphilly CBCs
- David Jones Associates
- Dr R & Mrs K Organ, Mr M Organ
- Ms Alys Lynch
- Dragon Fire & Security, Cardiff
- Mrs Ann Mansell, Mrs Carol Whittaker & MALD Team, Welsh Government
- Rt Hon Lord Paul Murphy of Torfaen
- Rt Hon Nick Thomas-Symonds MP
- Cllr Richard Clark, Deputy Leader, TCBC
- 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 2021-22:***(Please note some donors do not wish to be identified and are listed as anonymous)*

Mrs J Mahoney	Dolls Pram
T. Berry	Assorted ephemera
Maddie Jones	6 Assorted Costume Dolls
Darren Griffiths	'King of the Castle' Artwork
Newport Museum and Art Gallery	Reprographic Camera
G. Slade	Presidential board of the Rotary Club of Cwmbran (1962-2015), Rotary Club of Cwmbran Plaque
Paul Stafford-Lovatt	Usk Japanned Occasional Table
Lindsay Prosser	'ICI' towel, PRFC ephemera and assorted social history items
Carol Bates	1960's doll with accessories, assorted ephemera
Torfaen Voluntary Alliance	Framed pictures of Blaenavon Workmen's Hall and St. Cadoc's Church
Jane Wilson and Alison Rees	Assorted items and ephemera relating to the Trevethin Masonic Lodge
Anon	Artworks from En Plein Air Competition
Arthur Crane	Painting of the Folly Tower in Winter, Folly Tower Poster, PRFC Dynamic Three Poster
Cathy Wild	Pottery Bowl
Sandra Brisbane	Welshcrest figurines, photographs, Chess Table and Chess set from GWR, Griffithstown, assorted social history items
Mr Robert Everett	photograph of Trosnant Villa demolition, diaries and notes from Arthur and Sidney Morgan, assorted items
Mr A Whittington	Llanerch Colliery Disaster song lyrics sheets
Patricia Groves	Letter to home from 1945
W J Davies	Music Programme from Grand Sunday Concert, 1943
Stuart Cameron	Motor Car Policy
Tony Gordon	PRFC Memorabilia
John Moore	x2 Children's Festival photographs
Rev. S Boxall	'Sing a Song of Safety' book
Linda Brown	x2 South Wales Borderers books
Mr M Williams	Wooden Spinning Wheel (with reel of wool) pair of woollen gloves, tie press
Trevor Sellars	Commemorative Mug
Anon	Various Artworks



Anon	Commemorative China
Mrs Mary Murphy	Portrait of Mr Isaac Butler
Geoffrey James	Tirpentwys Colliery Painting
David Standing	Various paintings, Various books, Calendar, Cwmbran RFC Tankard, Archaeological items
Stephen Landon	PGGS Memorabilia
Monmouthshire Museum Service	Various Earthenware
Bonita Barrett	x2 Silver Decanters
Christine Duggan	Pontypool Montage Painting
Anon	SW Borderers pin badge
Anthony Hopkins	x2 Paintings
Debbie Rees	Various Local History books
Chris Flynn	West Mon Phoenix book
Jill Harris	Rent book, Cinema Bingo Club book, Workmen's Institute committee leaflet
R Black	Various Programmes