

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



Annual Report with Financial Statements

1 April 2022 – 31 March 2023

Adroddiad Blynyddol gyda Datganiad Ariannol

1 Ebrill 2022 – 31 Mawrth 2023

**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 2022 – 31 March 2023**

**Adroddiad Blynyddol gyda Datganiad Ariannol  
1 Ebrill 2022 – 31 Mawrth 2023**

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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 2023, which have been independently examined by Azets Audit Services.

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 2022-2023

During this year a new curator was appointed but has not been able to input into the annual report as they left the organization prior to the report being prepared. Therefore, the report has been compiled using ongoing records and documents that have been summarized by several members of staff aided by some of the trustees.

It is important to note that the report covers the first full period since the removal of Covid restrictions.

The museum continued to provide advice, support, resources and professional participation in a range of funded, local, community and regenerative Projects, these included the following-

Dementia Support Group

Spring Show (craft market)

Easter family crafts

Pontypool Local History Society talks

Summer Fundraiser exhibition opened in cafe

Gwent Local History Society AGM

Cwmbran Big Event

Making Memories Session with Head4Arts

Eileen Mills-Long exhibition

Ukrainian Refugee meetings

Walter Waygood photography workshop



It was good to see the wide range of events that were staged during the year.

A key initiative was the new website which was completed and launched in October 2022  
[www.torfaenmuseum.org.uk](http://www.torfaenmuseum.org.uk).

A valuable marketing and information initiative' This will need to be carefully maintained and updated on a regular basis.

In June 2022 a new leaflet was designed and printed and distributed to visitors and enquiries.

Les Boag agreed to return to the museum (he had previously volunteered for the museum in 2018 & 2019) he carried out a wide range of valuable maintenance and technician duties needed for the new displays and exhibitions, and also helped with a wide variety of minor repairs to the buildings.

**Sarah Parsons**  
**(Interim Curator)**  
**December 2023**

**Museum Grants received 2022-23:**

Welsh Government Transformation Grant £95,963  
 Federation of Museums & Galleries Wales £15,500  
 Kids in Museums £500

**Staff 2022- 2023:**

**Curator** – Caitlin Gingell

**Assistant Curator** – Sarah Parsons

**Receptionists/Site Assistants** - Donna Sweeting, Nicole Dicker, Lydia Davies, Koidu-Keiu Kasari

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

**Exhibition & Maintenance** – Les Boag

**Housekeeping** – Koidu-Keiu Kasari  
 Lydia Davies

**Volunteers (excluding Trustees):**

**Hon. Librarian** - Marion Williams

**Librarians** - Janet McAllister, Maggie Evans, Christine Flynn, Barry White, Christina Evans, Jane Daniels, Neil Daniels, Lindsay Prosser and Ann Gill

**Collections Assistants** - Lindsay Prosser, Nicole Dicker, Koidu-Keiu Kasari

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

## **Annual Museum Services Users 2022-2023:**

### **Visitor numbers:**

Last year continued to prove difficult following on from the COVID-19 pandemic and changes to opening hours.

The museum continued to engage with visitors via the website, Facebook, Twitter and the Free Press. Our website numbers continue to remain low while the site is being developed and therefore the organisation focussed attention on social media,

Our total in person engagement figures including all interactions are listed below and demonstrate a different level of interest compared with previous years as the museum has adapted to alternative opening hours. The museum will look to further enhance in person engagement going forward with a series of new initiatives in 2023/2024.

April 2022:	509	October 2022:	547
May 2022:	417	November 2022:	678
June 2022:	397	December 2022:	287
July 2022:	429	January 2023:	294
August 2022:	559	February 2023:	487
September 2022:	589	March 2023:	435

**Sarah Parsons**  
**Interim Curator**  
**December 2023**

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

The Trustees present their report and Accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, 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 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 £190,862 (2022: £83,249) and outgoing resources were £156,813 (2022: £132,648).

If depreciation is excluded the outgoing resources become £115,590 (2022: £123,157). The figures excluding depreciation and the capital funding received give an overall deficit of £13,432 (2022: £35,054 deficit). The amount deducted from general reserves, after transfers due to capital projects was £61 (2022: £37,949) bringing the accumulated total of free reserves to £38,853 (2022: £38,914).

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 risk.

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 £38,853 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 Geoffrey Sandercock (From January 2022)
<b>Vice-Chairperson:</b>	Cllr Colin Crick
<b>Hon Treasurer:</b>	Ms Susan Morgan (From October 2021)
<b>Company Secretary:</b>	Cllr Colin Crick (From October 2021)
<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 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 during the year.

The key personnel / Senior Staff for this financial year comprise of a Curator and a part-time Assistant Curator. 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 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 7th March 2024 and signed on their behalf by:

Signed:



Mr G Sandercock  
Chairman



Mr M Daniels  
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 2023.

**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.



**Joanne Taylor FCCA DChA**

Independent Examiner

**Azets Audit Services**

Ty Derw

Lime Tree Court

Cardiff Gate Business Park

Cardiff

CF23 8AB

Date 12-03-2024

**TORFAEN MUSEUM TRUST LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023**  
**(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
<b>Income and endowments from:</b>					
Donations and legacies	2	765	-	765	540
Charitable activities	3	77,808	16,000	93,808	74,378
Other trading activities	4	4,727	-	4,727	7,170
Investments	5	37	-	37	4
Other income	6	2,821	-	2,821	1,157
Capital grants	3	-	88,704	88,704	-
<b>Total income and endowments</b>		<b>86,157</b>	<b>104,704</b>	<b>190,862</b>	<b>83,249</b>
<b>Expenditure on:</b>					
Raising funds	7	817	-	817	1,059
Charitable activities	8	124,817	31,179	155,996	131,589
<b>Total expenditure</b>		<b>125,634</b>	<b>31,179</b>	<b>156,813</b>	<b>132,648</b>
<b>Net income/(expenditure)</b>		<b>(39,476)</b>	<b>73,525</b>	<b>34,049</b>	<b>(49,399)</b>
Transfers between funds		87,155	(87,155)	-	-
<b>Net movement in funds</b>		<b>47,679</b>	<b>(13,630)</b>	<b>34,049</b>	<b>(49,399)</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward	14,15	114,842	13,630	128,472	177,871
<b>Total funds carried forward</b>	15,16	<b>162,521</b>	<b>-</b>	<b>162,521</b>	<b>128,472</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 - 23 form part of the Financial Statements



**TORFAEN MUSEUM TRUST LTD**  
**BALANCE SHEET AS AT 31 MARCH 2023**

		2023	2022
	Note	£	£
<b>Fixed assets:</b>			
Tangible assets	11	123,669	75,928
<b>Current assets:</b>			
Stocks		4,144	2,516
Debtors	12	5,809	5,691
Cash at bank and in hand		33,634	49,553
		<u>43,586</u>	<u>57,760</u>
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	13	<u>(4,734)</u>	<u>(5,216)</u>
<b>Net assets</b>		38,852	52,544
<b>Net current assets</b>		<u>162,521</u>	<u>128,472</u>
<b>The funds of the charity:</b>			
Restricted income funds	14	-	13,630
Unrestricted funds:			
General funds	15	38,853	38,914
Designated funds	15	<u>123,668</u>	<u>75,928</u>
		<u>162,521</u>	<u>114,842</u>
<b>Total charity funds</b>		<u>162,521</u>	<u>128,472</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 2023, 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 financial statements.

The financial statements were approved by the Trustees on 7 March 2024



**Treasurer**  
Mr M Daniels



**Chairman / Director**  
Mr. G Sandercock

Company no. 1358444 (England and Wales)

The notes on pages 13-23 form part of the Financial Statements

**Torfaen Museum Trust Ltd**  
**Notes to the Accounts for the Year Ended 31 March 2023**

**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 income of £34,049 for the year which included a capital grant of £88,704. This Charity has free reserves of £38,853 (2022: £38,914) 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 2023**

**2. INCOME FROM DONATIONS AND LEGACIES**

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and Gift Aid	765	-	765	540
	<u>665</u>	<u>-</u>	<u>665</u>	<u>540</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Grants</b>				
Torfaen County Borough Council	52,140		52,140	60,980
Croesyceiliog & Llanyrafon Community Council	-	-	-	1,000
Pontypool Community Council	2,500	-	2,500	3,900
Cwmbran Community Council	7,300	-	7,300	4,300
Welsh Government Recovery Grant	-	-	-	(4,000)
Welsh Government Cost of Living	10,000	-	10,000	-
Fundraising Income	2,305	-	2,305	2,854
<b>Restricted Grants</b>				
Federation of Museums & Galleries Wales	-	15,500	15,500	259
Kids in Museums	500	500	1,000	-
Association of Independent Museums	-	-	-	1,558
The Federation of T&C	-	-	-	585
Subscriptions	3,063	-	3,063	2,942
	<u>77,808</u>	<u>16,000</u>	<u>93,808</u>	<u>74,378</u>
<b>Capital Grants</b>				
Welsh Government Transformation grant	-	88,704	88,704	-
	<u>77,808</u>	<u>104,704</u>	<u>182,512</u>	<u>74,378</u>

**TORFAEN MUSEUM TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**4. INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Commission on Art Sales	204	-	204	1,003
Trading and Publications - Sales	3,066	-	3,066	2,844
Admissions	1,457	-	1,457	3,323
	<u>4,727</u>	<u>-</u>	<u>4,727</u>	<u>7,170</u>

**5. INCOME FROM INVESTMENTS**

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Bank interest	37	-	37	4
	<u>37</u>	<u>-</u>	<u>37</u>	<u>4</u>

**6. INCOME FROM OTHER SOURCES**

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Sundry Income	534	-	534	804
Parking Permit	-	-	-	213
Room Hire	2,287	-	2,287	140
	<u>2,821</u>	<u>-</u>	<u>2,821</u>	<u>1,157</u>

**7. EXPENDITURE ON RAISING FUNDS**

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Shop costs	817	-	817	1,059
	<u>817</u>	<u>-</u>	<u>817</u>	<u>1,059</u>

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**8. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Direct Costs</b>				
Salaries, NI	43,115	20,173	63,288	88,740
Training	246	-	246	650
Display and exhibitions	-	5,006	5,006	845
<b>Total direct costs</b>	<b>43,361</b>	<b>25,179</b>	<b>68,540</b>	<b>90,235</b>
<b>Indirect Costs</b>				
Energy	10,185	-	10,185	1,868
Rates	381	-	381	(203)
Telephone and Postage	4,424	-	4,424	3,402
Printing and Stationery	1,417	-	1,417	1,623
Maintenance	8,893	-	8,893	6,710
Cleaning	379	-	379	639
Security	1,261	-	1,261	1,895
Website Development	4,583	5,500	10,083	737
Subscriptions	252	-	252	461
Insurance	2,937	-	2,937	2,907
Miscellaneous Expenses	114	500	614	1,973
Bank Charges	499	-	499	512
Depreciation	41,223	-	41,223	9,491
Independent examination and accountancy fees	4,203	-	4,203	4,472
Irrecoverable VAT	705	-	705	700
Consulting/Marketing	-	-	-	4,167
<b>Total indirect costs</b>	<b>81,456</b>	<b>6,000</b>	<b>87,456</b>	<b>41,354</b>
<b>Total</b>	<b>125,634</b>	<b>31,179</b>	<b>156,813</b>	<b>131,589</b>



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**9. STAFF COSTS**

	<b>2023</b>	2022
	<b>£</b>	<b>£</b>
Wages & salaries	<b>62,562</b>	85,187
Social security costs	-	1,263
Pension costs	<b>726</b>	1,343
	<b><u>63,288</u></b>	<b><u>87,793</u></b>

No employee earned more than £60,000.

The Directors / Trustees do not receive any remuneration or reimbursement of expenses.

Key Management Personnel costs (including employers national insurance and pension contributions) were £30,502) (2022: £30,459)

The average numbers of staff were:

	<b>Total</b>	Total
	<b>2023</b>	2022
	<b>No</b>	<b>No</b>
Full time	<b>1</b>	1.0
Part time	<b>8</b>	8.3
Total full time equivalents	<b><u>2.1</u></b>	<b><u>2.4</u></b>

**10. INDEPENDENT EXAMINATION FEES**

	<b>Total</b>	Total
	<b>2023</b>	2022
	<b>£</b>	<b>£</b>
Independent examination fee	<b>2,900</b>	2,600
Accountancy fees	<b><u>1,303</u></b>	<b><u>1,872</u></b>
	<b><u>4,203</u></b>	<b><u>4,472</u></b>

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**11. TANGIBLE FIXED ASSETS**

	Computer Equipment £	Office Equipment £	Furniture £	Totals £
<b>Cost</b>				
At 1 April 2022	565,077	8,257	118,818	692,152
Additions	87,552	1,411	-	88,963
At 31 March 2023	<u>652,629</u>	<u>9,668</u>	<u>118,818</u>	<u>781,115</u>
<b>Depreciation</b>				
At 1 April 2022	489,148	8,257	118,818	616,223
Charge for year	40,870	353	-	41,223
At 31 March 2023	<u>530,018</u>	<u>8,610</u>	<u>118,818</u>	<u>657,446</u>
<b>Net Book Value</b>				
At 31 March 2023	<u>122,611</u>	<u>1,058</u>	<u>-</u>	<u>123,669</u>
At 31 March 2022	<u>75,928</u>	<u>-</u>	<u>-</u>	<u>75,928</u>

**12. DEBTORS**

	2023 £	2022 £
VAT	3,030	491
Trade debtors	96	-
Other debtors	1,144	3,803
Prepayments	<u>1,540</u>	<u>1,397</u>
	<u>5,809</u>	<u>5,691</u>

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

	2023 £	2022 £
Trade and other creditors	1,670	3,437
Accruals & deferred income	<u>3,064</u>	<u>1,779</u>
	<u>4,734</u>	<u>5,216</u>

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**14. RESTRICTED FUNDS**

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Accessions and Development Fund	321	-	(321)	-	-
Covid Grant Welsh Government (MALD)	14,858	-	(14,858)	-	-
Association of Independent Museums	(1,549)	-	-	1,549	-
Federation of Museums	-	15,500	(15,500)	-	-
Kids in Museums	-	500	(500)	-	-
Welsh Government Transformation Grant	-	88,704	-	(88,704)	-
	<u>13,630</u>	<u>104,704</u>	<u>(31,179)</u>	<u>(87,155)</u>	<u>-</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 The funding was fully utilised in the year and the balance has been transferred to designated funds.

**Federation of Museums:** This was used to fund a projector for Story-Telling at Torfaen Museum, supply two artist's to run children's activities in the half term week and to install Wifi throughout the Museum building with the development of QR codes.

**Kids in Museums:** This was used to have a mascot designed. This mascot could be used to promote the Museum to families throughout the website and social media, as well as being used within family trails and future text panels.

**Welsh Transformation Grant:** This grant was used to improve the condition of the courtyard and to conduct essential building maintenance. This will include the repainting of windows and doors, fixing the original doors and improving the entrance archway to the building. The funding was fully utilised in the year and the balance has been transferred to designated funds.

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**14. RESTRICTED FUNDS**

*Previous year*

	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>



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**15. UNRESTRICTED FUNDS**

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
General funds	38,914	84,350	(84,411)	-	38,853
Designated funds (Fixed Assets)	75,928	1,808	(41,223)	87,155	123,668
	<u>114,842</u>	<u>86,158</u>	<u>(125,634)</u>	<u>87,155</u>	<u>162,521</u>
<i>Previous year</i>					
	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>

**16. ANALYSIS OF BALANCE SHEET**

	General £	Designated £	Restricted £	Total £
Tangible fixed assets	-	123,668	-	123,668
Net assets	<u>38,853</u>	<u>-</u>	<u>-</u>	<u>38,853</u>
	<u>38,853</u>	<u>123,668</u>	<u>-</u>	<u>162,521</u>
<i>Previous year</i>				
	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>

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**17. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (2022)**

	Unrestricted funds £	Restricted funds £	Total funds 2022 £
<b>Income and endowments from:</b>			
Donations and legacies	540	-	540
Charitable activities	74,119	259	74,378
Other trading activities	7,170	-	7,170
Investments	4	-	4
Other income	1,157	-	1,157
<b>Total income and endowments</b>	<b>82,990</b>	<b>259</b>	<b>83,249</b>
<b>Expenditure on:</b>			
Raising funds	1,059	-	1,059
Charitable activities	126,476	5,113	131,589
<b>Total expenditure</b>	<b>127,535</b>	<b>5,113</b>	<b>132,648</b>
<b>Net income/(expenditure)</b>	<b>(44,545)</b>	<b>(4,854)</b>	<b>(49,399)</b>
Transfers between funds	-	-	-
<b>Net movement in funds</b>	<b>(44,545)</b>	<b>(4,854)</b>	<b>(49,399)</b>
<b>Reconciliation of Funds</b>			
Total funds brought forward	159,387	18,484	177,871
<b>Total funds carried forward</b>	<b>114,842</b>	<b>13,630</b>	<b>128,472</b>

## **Appendix A**

### **Grants & Donations & Assistance 2022-23**

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 (MALD)
- Torfaen County Borough Council
- Pontypool Community Council
- Cwmbran Community Council
- Croesyceiliog & Llanyrafon Community Council
- Federation of Museums & Galleries of Wales
- All our supportive Torfaen Museum Trust Membership
- Pontypool Local History Society

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

- The Federation of Museums & Galleries of Wales
- Welsh Government (MALD)
- Azets Accountancy Services
- The Free Press & South Wales Argus newspapers
- Ms Janine Reed, Fusion Officer, Torfaen & Caerphilly CBCs
- Mr Kim Rogers, id Project Management

## **Appendix B**

### **Accessions to the Torfaen Museum Trust collections 2023-23:**

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