



**Clock by John Fenton of Congleton.**

## **Annual Report 2020-21**

**Registered Office**  
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**Souvenir jug with Congleton Coat of Arms by W H Goss**

## 1. Introduction

Congleton Museum Trust continues to be a Registered Charity (No 701430) and a Company Limited by Guarantee (No 02214293). The museum remains fully accredited (No 262) within the scheme administered by Arts Council, England.

This report covers the activities of the trust for the period 1st April 2020 to 31st March 2021. For most of the year the museum was closed as a result of the COVID-19 pandemic. In response to increasing concerns, the museum closed voluntarily on 13th March 2020, with the intention of re-opening from 1st May 2020, once the implications of the impending crisis could be more clearly understood.

Subsequently national restrictions made this impossible. The museum therefore remained closed, with the trustees working remotely to establish new working protocols to ensure the safety of staff, volunteers and visitors once the museum was able to re-open.

Following careful monitoring of both the national and local situations with regard to vaccinations and case rates, and with the agreement of a small group of our volunteers, the museum re-opened on a pre-booked basis on Thursdays, Fridays and Saturdays from 15<sup>th</sup> October. However, as we closed again very soon because of further national restrictions. The museum remained closed to the public until Thursday 20<sup>th</sup> May 2021.

In view of these unprecedented circumstances, which have affected the museum's ability to engage physically with its audiences, this report for the financial year 2020-2021 will be far more limited in scope than is usual.

One of our greatest concerns emanating from the Covid 19 crisis is that we have not been able to fully maintain our relationship with our volunteers. Those personal links built up over many years had to be placed on hold. The need to maintain social distancing has limited and continues to limit the number of people we feel it safe to have on site at any one time.

The museum has always been short of space and the situation has got worse during the year, as we have continued to receive items for inclusion in the collections. Storing these has reduced the area available for volunteer work. Our primary aim has been to keep everyone safe and this will continue to be our guiding principle for 2021-22. It has, however, become increasingly clear that returning fully to our pre-Covid modes of operation would not be possible for some time to come.

It is our hope that colleagues understand that we are working in their best interest by not taking unnecessary risks. It would be a great pity if we were to permanently lose the knowledge, expertise and commitment which in the past has allowed us to offer the public and especially the people of Congleton the range of activities and services we have. Our volunteers will continue to have an important role to play in re-establishing the museum as a first-class visitor experience. We hope to welcome more of them back as soon as circumstances allow.



**Casket presented to Ald. Fred Jackson on the occasion of him being awarded the Freedom of Congleton.**

## **2. Governance and Management**

### **Board of Trustees**

The management framework as described in previous reports was suspended during the 2020-21 financial year. The museum continues to be managed by the Board of Trustees, which met remotely via zoom on a bi-monthly basis.

## **Trustees holding office between April 2020 and March 2021**

Two members of the board are appointed by external organisations:

Cllr Suzie Firkin was re-appointed to represent Congleton Town Council at its 2020 Annual Meeting.

Mrs Linda Hulse continued to represent the Congleton History Society.

Mr Peter Lane was co-opted as a trustee effective from 18<sup>th</sup> January 2021

The remaining trustees elected at the virtual Annual General Meeting, which took place between 19<sup>th</sup> November and 11<sup>th</sup> December 2020, were:

Mr Ian Doughty	Chair of Trustees
Mrs Anne Gubbins	
Mr Mike Laurence	Company Secretary
Mrs Anna Morrison	
Mr Ron Renshaw	Vice-Chair of Trustees
Cllr Kay Wesley	

In line with its agreed policy of ensuring future sustainability through effective succession planning, the board is continuing to review the skills and expertise of its membership. The recruitment of effective new trustees continues to remain a high priority. Work is continuing on the development of an appropriate strategy not only at board level but also in respect of operational activities and service delivery.



**Medal commemorating Randle Wilbraham's 50 years as High Steward of Congleton.**

## **Induction of New Trustees**

All new trustees continue to receive briefing sessions with the chair and key members of the trust as well as a range of key documents including; -

- a handbook outlining: -
  - their role and responsibilities
  - the trust's objectives
  - the acquisition and disposal policy
  - the services offered by the museum;
- the trust's governing document;
- the last three sets of accounts and annual reports;
- the current business plan;



- minutes of recent trustee meetings
- a guide to being a trustee;
- role descriptions for trustees and honorary officers to clarify their responsibilities;
- declaration of ability to be a trustee, e.g., not disqualified



**Ornament from the coach harness of the Shakerley family of Somerford Hall.**

## **Professional Advice and Support**

### **Curatorial Adviser 2020-2021**

The accreditation scheme continues to require those museums without professionally qualified curatorial staff to appoint a 'Museum Mentor'. This is a service offered free of charge by museum professionals employed by larger institutions as part of their ongoing professional development.

Mrs Katherine Lynch, Director of Heritage for the Port Sunlight Village Trust continued as Congleton Museum's mentor for the year.

### **Certifying Accountants 2020-2021**

Mr Gordon Porter  
TaxAssist Accountants  
5 High Street  
Congleton  
Cheshire  
CW12 1BN

The trustees are very grateful to Mr Porter for continuing to prepare and certify the trust's accounts on a 'pro bono' basis.

### **Banking Arrangements for 2020-2021**

National Westminster Bank Plc  
46 High Street  
Congleton CW12 1BE



**Museum opening  
Competition medal 2002**

Mr John Pemberton continued to act as the trust's treasurer for the 2020-21 financial year. We are grateful to him for continuing in this crucial role.



**Medal for the Coronation of  
Edward VII 1902**

## **Management Structure**

The management structure implemented in 2007 was suspended during the 2021-2020 financial year. In its place a COVID-19 action committee was established. This met remotely between May and September to plan for the museum's eventual re-opening. It undertook appropriate risk assessments, planned the purchase and installation of Covid protection equipment and established appropriate safe working practices. This enabled the museum to re-open, albeit for what was to be a short period, on 15th October 2020.

The chair (Ian Doughty) and vice-chair (Ron Renshaw) continued to have delegated authority to take urgent decisions, as and when required, on behalf of the trust.

## **General Data Protection Regulations**

The trust carefully monitors its management of the personal data it holds to ensure continued compliance with the General Data Protection Regulations.

## **Museum Accreditation**

There has been no change to the museum's accredited status which remains valid until December 2021. This is when we would have been expected to submit our next return. The scheme is not now expected to fully re-open until the summer of 2023 at the earliest. Initial indications are that the first group of museums will receive their invitations to make their returns on 1st July 2022 with a submission date of 31st December 2022. It is possible that Congleton Museum

may be included in this first group. This may, however, be subject to further review.

In this return the trust will be required to report on progress in the areas for improvement identified in the 2017 award letter:

- **Secure occupancy: provide an update on the negotiations to acquire Bradshaw House from Cheshire East Council.**  
As Bradshaw House is no longer a possibility, we have commenced negotiations with the town council to extend the lease on our current premises.
- **Collections development policy (Archival holding): consider adopting the Archives Service Accreditation Standard.**  
The implication of seeking Archive Service Accreditation is still under consideration
- **Documentation Plan: confirm progress towards the planned completion of retrospective documentation backlogs at stage three (discrepancy checking) and stage four (accession register and security copy making and labelling, location and movement control indexing, and object exit loans in and out).** Whilst some progress had been made on addressing this issue, prior to the pandemic, there is still much more to be done. Covid restrictions and the volume of items donated to the museum during the reporting year has meant that our ability to update historical entries has been considerably reduced.

Maintaining our full accredited status is crucial if Congleton Museum is to continue to be recognised as an effective and efficient organisation by its peers. It is also required to access the development funding we will require to fulfil our future aspirations.

## **Accessing the museum and its services**

The promotion of the museum and its services is still a major focus. Social media proved to be an invaluable means by which the museum's profile could be maintained whilst it was closed. Active use has been made of Instagram, Facebook and Twitter as well as the museum's website. The number of followers has steadily increased during the year. We must pay tribute to our administrator for posting a constant supply of images for people to enjoy. This has highlighted the need to further develop the museum's virtual presence as a means of reaching those members of the public who, by virtue of their location, are unlikely to visit the museum.

This is something we are intending to explore during the 2021-22 financial year.

The number of in person visits undertaken during the brief period we were open was 47. Such a small number and the very specific circumstances under which these visits were made makes any year-on-year comparison inappropriate.

## **Museum Staffing 2020-2021**

**Administrator - Miss Samantha Vinsun:** continues to be responsible for the day-to-day running of the museum and the delivery of non-educational services. (18 hours per week)

During the year our administrator was either fully or partially furloughed as circumstances required.

**Evacuee Experience Activity Leader - Mrs Linda Ward:** retains responsibility for the promotion, organisation and delivery of the museum's Evacuee Experience. (This is a delivery only contract). It has not been possible to deliver this activity during the 2020-2021 financial year because of Covid, but we hope to continue it in. 2022-2023



**Commemorative tea cup Congleton Chamber of Trade 1931.**

## **Cost of Administering the Charity**

The only administrative costs continue to be the fees paid for submission of the annual accounts to Companies House.

## **Financial Risk**

The trustees continue to review those areas of operational and business risk associated with the financial health of the organisation.

## **Local authority funding.**

Cheshire East Council has confirmed its intention to place museum funding within the scope of its overarching cultural framework. Its current grant of £5,380 is a valuable source of income and any change in the method of allocation may have either an adverse or a positive impact upon the museum's financial



position. We have yet to be advised of when this is likely to take place and the outcomes we may be expected to deliver.

It is important to recognise that in the current economic circumstances continued local authority grant funding cannot be assured.

The trust also wishes to acknowledge the support in kind given by Congleton Town Council by providing and maintaining the museum building free of charge. This makes a considerable contribution to the continuing financial viability of the museum. The inclusion of the assessed rental value of £4,500 would have a considerable adverse impact on the museum's balance sheet.

### **Addressing the gap between income and expenditure**

As previously reported, prior to 2017-18 the trading deficit between income and expenditure had been met by the application of historic funding. Continual efforts to generate additional income achieved a trading profit in each successive year; it was £441 for 2019-2020. Whilst the temporary closure of the museum meant a considerable reduction in income there was not a corresponding reduction in costs such as salaries and the services required to keep the collections safe. For the current reporting year, the projected deficit would have been in the region of £13,000. Fortunately, the receipt of the grants listed in the next section has compensated for this. We do not expect to be able to make effective year on year comparisons until the next full trading year, which is likely to be 2022-2023.

It is, however, important to recognise that whilst COVID-19 restrictions may have been lifted, it will take some time for visitor confidence to return and for the museum to achieve an operating profit. It is expected these grants will be required to provide a necessary cushion for the 2021-2022 and 2022-2023 financial years.

### **Implications of Covid19**

As already reported, except for a short period in the autumn of 2020, the museum remained closed for the greater part of the 2020-2021 financial year. In the 2019-2020 report it was stated that 80% of the museum's income was derived from donations, paid activities e.g., walks and talks, services, including education and room hire, as well public fund-raising events.

For this reporting year, in addition to the annual Cheshire East revenue support grant of £5,280, the museum received the following grants: -

- £25,000 based on the rateable value of the museum building.
- £7,000 Arts Council grant to support staffing and running costs,
- £3,655 in support for staffing costs through the furlough scheme,
- £17,050 in Local Restriction Support Grants

Total £52,705

During the 2021-22 financial year the museum will also receive the following;

- £1,026 in support for staff costs through the furlough scheme
- £14,000 reopening grant based on the rateable value of the museum building

Total £15,026.

Whilst this has placed the museum in a good position for the 2020-2021 financial year, it is important to acknowledge that 2021-22 and 2022-2023 are likely to be equally challenging as the museum tries to recover the various income streams it had previously. It is therefore important that we continue to and develop new income streams which are not dependent upon direct visitor interaction. This is likely to be a major challenge for future years.



**Congleton High Street at the beginning of the 20<sup>th</sup> century.**

### **VAT 33A Refund Scheme**

As reported last year we had been advised that the Minister for Arts, Heritage and Tourism had agreed we were eligible to reclaim the VAT paid in respect of the approved costs as identified within the VAT 33A refund scheme, and that we were waiting for the enabling order to be published.

The statutory order confirming Congleton Museum's eligibility came into effect on 17<sup>th</sup> November 2020. We will be now be able to reclaim from that date any VAT paid on costs and services incurred in providing free public access to the museum.

## **Business Risk**

As stated in the 2019-20 report, business continuity and succession planning have been identified as an issue which the trustees need to address. This has been further highlighted by the pandemic. These were areas the 'Stronger Together' project was asked to report upon. The report was received in June 2020 and will provide a basis for future planning.

## **3. Objectives and Activities**

### **Objectives**

Since its inception the primary objective of the trust has been to 'advance and develop the education of the public about the town of Congleton and its environs' by:

- promoting and preserving for the benefit of the public a museum;
- acquiring exhibits, carrying out restoration and research;
- presenting exhibits for display;
- providing a range of learning and personal development opportunities.
- The museum has continued to meet these objectives by:
- presenting aspects of the town's history through permanent and temporary displays;
- providing learning opportunities for all ages through its education services;
- providing research facilities;
- encouraging an interest in the history and topography of the town through talks and guided walks.

There have been no changes to these aims and objectives during the year

### **Education and Learning**

As with so many aspects of the museum's work it has not been possible to deliver any educational activities in the current reporting year. We can only hope that, as restrictions are lifted, we will be able to recommence our work with schools.

### **Shop**

Physical access to the museum shop was seriously restricted during the reporting year. The listed income for the year of £490, has been primarily from those online sales generated through the museum's website. We are grateful to

our administrator for developing and managing this asset, which proved to be so valuable during lockdown.

## **Fund Raising**

It was not possible to hold any specific fundraising activities during the 2020-21 financial year, due to Covid 19 restrictions.

## **Communication**

We have tried to maintain effective communications with both volunteers and museum friends during the year. The weekly bulletins and newsletters have been replaced by periodic updates from the Chair or Trustees aimed at keeping everyone informed of acquisitions and developments.

## **Museum Development**

2022 will mark the 20th anniversary of the opening of the museum's opening to the public and, as reported last year, some areas were showing signs of this continual use. The systematic programme of redecoration commenced during the 2018-19 reporting year has continued whilst the museum was closed. Issues relating to the structure of the building continue to be brought to the attention of our landlord.



**Congleton Corporation Electricity Department ash tray 1938.**



## **4. Collections Management**

### **Heritage asset**

The declared aims and objectives of the museum continue to be to collect, preserve and interpret the heritage of Congleton and the surrounding district.

The museum's original promoters were keen to ensure that Congleton's unique heritage was preserved so future generations had a clear understanding of how the town developed and the influence it and its inhabitants had on regional and national events and the contribution they made to industrial innovation.

The museum's collecting policy continues to be directed to ensuring that all aspects of the town's heritage are represented within the collections. This ensures that the town and its inhabitants are placed within a wider context.

The museum's heritage asset continues to grow as both members of the public and organisations transfer items of local and national interest to the collections.

### **Cheshire Hoards**

In November 2019 the now three Cheshire Hoards from Malpas, Knutsford and Poole, were loaned to the Grosvenor Museum. It was the expectation that they would return to Congleton in March 2020, however COVID-19 restrictions resulted in them being returned to the Museum of Liverpool. Work is now being undertaken to ensure they return to Congleton in 2022, for the museum's 20th anniversary celebration.

### **Peover Hoard**



**Coins from the Peover Hoard being excavated from its pot at the British Museum.**

We reported in 2020-21 that we had secured £38,000 of grant funding to purchase the Peover Hoard. With the British Museum being closed and with many of its staff working from home, it was not until October 2020 that we were able to arrange for the hoard to be brought to Congleton. It is currently stored in two large plastic cases waiting to be accessioned into the museum collections. Prior to lockdown we were fortunate to secure a grant of £2,543 from Museum Development North West to employ a consultant, Matt Ball, to work with volunteers in assessing, identifying and cataloguing the coins. It is hoped that whilst this work is being undertaken colleagues will have an opportunity to work out how this unique collection can be most effectively displayed. This work is now planned for 2021.



**Westbourne House, Newcastle Road.**

## **Archaeological Archive**

Congleton Museum continues to be the recognised depository for archaeological archives generated by residential and industrial developments within Congleton and the adjacent towns. It is a member of the Cheshire Archaeology Liaison Group, which monitors and receives reports on pre-development archaeological surveys designated as a requirement for the granting of planning permission.

Participation in these meetings means the museum continues to be advised of any potential archaeological archive it may be asked to receive. During the reporting year we received a detailed list of the metal detecting finds identified following a survey of land adjacent to Viking Way, Congleton. This is currently being examined with a view to identifying which of the 580 items found we would wish to receive into the collection.

Currently Congleton Museum is the only institution within the Cheshire East Council area designated as being prepared to consider the acceptance of

archaeological archives. As the number of applications for new developments across the council's area increases, so does the pressure on our limited resources. In accepting archaeological archives, there will often be occasions where the museum's limited resources, particularly the shortage of space, has to be balanced against the loss of valuable archaeological heritage.

## **Exhibitions 2020-21**

It has not been possible to develop and deliver any new exhibitions during this reporting year



**Congleton Athletic Sports Association Medal 19871.**

## **Collection Management, Storage and Documentation**

The implementation of the museum's Collection Management Plan has unfortunately had to be placed in abeyance for this reporting year. Little progress has been made in reducing the outstanding number of un-catalogued items. The limited number of accessions we have been able to make have been exceeded by the number of new items left with the museum - a case of one step forward three steps back.

## **Collections Database**

No work has been possible on the inputting of additional information such as detailed descriptions, locations, condition and images to those items already inputted into COMACs; the museum's digital catalogue. We successfully applied to Museum Development North West for £5,500 of grant funding to upgrade the museum's computer systems. This included the purchase of a new master computer with 16 terabytes of memory, capable of storing the vastly increased number of images required to support a fully illustrated digital collections catalogue

## **5. Bradshaw House**

The consultation with donors on the future of the money remaining in the Bradshaw House fund was completed in the final quarter of the 2020-2021 financial year. Donors were informed that 25% of the fund had been spent on pre-acquisition costs leaving 75% not applied for the purpose for which it was originally donated. Each donor was asked to decide what they would like to happen to the remaining 75% of their donation.

The options were that it be: -

1. returned to them
2. ring fenced for the future expansion/relocation of the museum
3. used to purchase artefacts to enhance the visitor experience
4. used to support either options 2 or 3.

It was gratifying to receive an overwhelming response in favour of the museum retaining these funds for options 2 and 3. Seven donors asked that their contributions (total £560.50) be applied specifically to moving the museum to new premises. Three organisations requested that the 75% of their donation (total £3,900) be returned to them.

The trustees would like to thank all those donors who so readily allowed the museum to retain their donation, and everyone for their patience as we worked through the closure process.

## **6. Partnerships and External Organisations**

### **Partnerships**

2020-21 saw the consolidation of existing partnerships. The museum's participation in the Rossendale Centre 'Work Taste' programme was paused due to Covid 19 restrictions. It is anticipated that this will recommence in 2022.

The museum's partnership with the Portable Antiquities Service for the North West and National Museums Liverpool remains strong. It has, however not been possible to hold any of the proposed 'Finds Days' during the current reporting year. It is our hope that they will resume during 2021-2022.

### **Memberships of External Organisations**

Currently the trust is a member of:

- Museum Development North West. (MDNW)
- East Cheshire Chamber of Commerce and Enterprise
- Association of Independent Museums (AIM)
- Museums of Cheshire (MOC)



- Community and Voluntary Services Cheshire (CVS CE)
- Arts Council England (ACE)
- Cheshire Archaeology Liaison Group.
- Cheshire Connect
- Cheshire East Heritage Consortium
- Association of Cultural Enterprise

Membership of these organisations continues to give the trust access to training, information on future developments and funding opportunities available within the museum and heritage sector. They enable the museum to work more effectively and meet development targets.



**Congleton Hospitals Nursing School Badge.**

## **7. Volunteers**

We are sorry that we have not been able to meet so many of our volunteers during this difficult time. The museum was a desolate place without you all. You have always had such an important part to play in the museum's effectiveness. Its success has been built upon your extensive commitment to providing Congleton with an important visitor attraction, a role which will become of increasing importance as the town recovers from the limitations of Covid. We do not want to lose that knowledge and expertise you have amassed over the past 20 years.

It is with great sadness that we remember three people who made valuable contributions to the work of the museum.

### **Mr. David Daniel MBE**

David was a museum trustee for over ten years, until he retired in 2004. He made a considerable contribution to establishing the museum in its present location. He led the protracted and frustrating discussions with the legal department of the then Congleton Borough Council over the trust's lease of Market Square Chambers with his usual calm, fortitude and good humour. He was and remained a constant advocate for the museum to all those organisations with which he was associated both in the town and beyond.

### **Mr. John Hopkins,**

John was the trust's first secretary from 1985 until 1988. It was his energy and expertise which piloted the trust through its initial stages, by establishing its status as both a Company Limited by Guarantee and a Charity, foundations upon which we have over the past 35 years continued to build.

### **Mr. Albert Williams**

Albert was a committed supporter and museum volunteer who was always willing to share his vast local historical knowledge and personal research. It was through his generosity that the museum was able to secure one of those iconic pieces of Roman jewellery for which it is now renowned. He was coming to the museum on a weekly basis, until it closed in March 2020, to ensure we were a fit place for the public to visit.

The museum is greatly in their debt for the support they unswervingly gave. It is therefore crucial in these troubling times that we strive to ensure the museum endures as a testament to their work and that of others without which the town and its heritage would be very much the poorer.

## 8. Financial Statement

### **Congleton Museum Trust Company Information For The Year Ended 31 March 2021**

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<b>Directors</b>	P Wesley L Hulse A Gubbins A Morrison I Doughty S Firkin M Laurence P Lane
<b>Company Number</b>	02214293
<b>Registered Office</b>	Market Chambers Market Square Congleton Cheshire CW12 1ET
<b>Accountants</b>	TaxAssist Accountants 5 High Street Congleton Cheshire CW12 1BN

**Congleton Museum Trust  
Accountant's Report  
For The Year Ended 31 March 2021**

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In accordance with the engagement letter dated 30 September 2013, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to 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 directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 March 2021 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

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

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02/11/2021

TaxAssist Accountants

5 High Street  
Congleton  
Cheshire  
CW12 1BN



**Congleton Museum Trust**  
**Income and Expenditure Account**  
**For The Year Ended 31 March 2021**

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	<b>2021</b>	<b>2020</b> <b>as restated</b>
	<b>£</b>	<b>£</b>
<b>TURNOVER</b>	97,770	25,966
Other income	2	6
Cost of raw materials and consumables	(41,962)	(5,441)
Staff costs	(5,442)	(8,064)
Depreciation and other amounts written off assets	(156)	(240)
Other charges	(13,895)	(11,786)
	<hr/>	<hr/>
<b>NET SURPLUS</b>	<u><u>36,317</u></u>	<u><u>441</u></u>

**Congleton Museum Trust  
Balance Sheet  
As at 31 March 2021**

	<b>2021</b>	<b>2020 as restated</b>
	<b>£</b>	<b>£</b>
Fixed assets	318	474
Current assets	72,608	40,814
Prepayments and accrued income	2,132	2,012
Creditors: Amounts Falling Due Within One Year	(16,734)	(9,000)
<b>NET CURRENT ASSETS</b>	<b>58,006</b>	<b>33,826</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>58,324</b>	<b>34,300</b>
Accruals and deferred income	(1,721)	(1,414)
<b>NET ASSETS</b>	<b>56,603</b>	<b>32,886</b>
<b>RESERVES</b>	<b>56,603</b>	<b>32,886</b>

Notes

**1. Average Number of Employees**

Average number of employees, including directors, during the year was as follows: 1 (2020: 1)

**2. Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

**3. General Information**

Congleton Museum Trust is a private company, limited by guarantee, incorporated in England & Wales, registered number 02214293. The registered office is Market Chambers, Market Square, Congleton, Cheshire, CW12 1ET.

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the micro-entity provisions.

On behalf of the board

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**I Doughty**

Director

02/11/2021

**Congleton Museum Trust**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 March 2021**

	<b>2021</b>		<b>2020 as restated</b>	
	£	£	£	£
<b>TURNOVER</b>				
Donations	1,028		4,506	
Membership subs	940		1,660	
Other sales	45		252	
Public visits and groups	-		1,830	
Revenue grants	54,430		5,380	
Fund raising	-		2,029	
Restricted grants	39,000		1,000	
Shop income	490		1,589	
Gift aid and Vat Reclaim	906		1,333	
Publishing income	931		1,145	
Education project revenue	-		2,630	
Room hire	-		2,612	
		97,770		25,966
<b>OTHER INCOME</b>				
Interest receivable and similar income		2		6
		97,772		25,972
<b>COST OF RAW MATERIALS AND CONSUMABLES</b>				
Opening stock - finished goods	1,265		1,393	
Shop purchases	99		662	
Education project	-		1,327	
Collections	2,863		2,309	
Exhibition costs	-		15	
Restricted grant expenditure	39,000		1,000	
Closing stock - finished goods	(1,265)		(1,265)	
		(41,962)		(5,441)
<b>STAFF COSTS</b>				
Salaries	5,442		8,064	
		(5,442)		(8,064)
<b>DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS</b>				
Depreciation	156		240	
		(156)		(240)
<b>OTHER CHARGES</b>				
<i>Premises expenses:</i>				
Utilities Electricity	3,485		4,859	
Utilities water	366		366	
Household and cleaning	1,298		-	
Security and safety	821		903	
Covid costs	2,472		-	
	8,442		6,128	

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**Congleton Museum Trust**  
**Detailed Income and Expenditure Account (continued)**  
**For The Year Ended 31 March 2021**

*General administration costs:*

IT software and hardware	194	199
Insurance	2,340	1,949
Publishing and printing	344	775
Utilities telephone and broadband	1,405	1,364
Outside subscriptions	219	157
Office consumables	313	409
Sundry expenses	-	167
Equipment rental and support	638	638
	<u>5,453</u>	<u>5,658</u>
	(13,895)	(11,786)
<b>NET SURPLUS</b>	<u><u>36,317</u></u>	<u><u>441</u></u>



**Congleton**  
**museum**

*Preserving the past. Recording the present. Educating the future*