



**Casket presented to Harry Williams on him being
awarded the 'Freedom of the Borough of Congleton'**

Report of the Board of Trustees 2021-22

**to be considered at the Annual Meeting to be held on
Monday 12th December 2022 at 2.20pm
In the Bridestones Suite of Congleton Town Hall**

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Contents

1. Introduction
2. Governance and Management
3. Objectives and Activities
4. Museum Development
5. Collections Management
6. Partnerships and External Organisations
7. Volunteers
8. Financial Report



Woven by Berisford's

1. Introduction

Congleton Museum Trust continues to be Registered as a 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 2021 to 31st March 2022.

Throughout 2020-21 year our primary aim had been to keep everyone safe and this continued to be our guiding principle during 2021-22. It was a relief to be able to think about re-opening the museum to the public in May 2021. Government guidance informed us that museums will be able to re-open is Monday 17th of May 2021. Initially we re-opened, on an appointment only basis, on Thursday, Friday and Saturday. commencing Thursday 20th May. This was predicated on the fact that as schools and other organizations re-opened infection rates did not increase to such a level as to cause concern. This limited opening allowed the public to begin to access the museum, whilst not overburdening us with the implications of managing the requirements of 'test and trace'.

By October, with the support of a number of our volunteers we were able to return to our normal operating hours, without the need to prior book, on Tuesday, Thursdays, Fridays and Saturday. The pre-booking system remained in operation for the Sundays. On Wednesdays, we admitted any casual visitors who called at the entrance. We were still operating the prebooking system for Sunday afternoons.

During this period, our primary aim was to keep all those associated with the museum, visitors, volunteers and staff safe. This was achieved by only having one volunteer on reception, and managing public access to ensure there were no more than two groups or a maximum of ten visitors on site at any one time.

Pressure on space has increased, during the year, as we have continued to receive items for inclusion in the collections. This has had an adverse impact upon the space available in which to hold activities and where volunteers can work.

It was our hope that colleagues would understand that by maintaining a cautious approach we were working in their best interest. It would have been a great pity if we were to permanently lose their 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. As we move forward our volunteers will continue to have an important role to play in re-establishing the museum as a first-class visitor experience.

2. Governance and Management

Board of Trustees

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 2021 and March 2022

Two members of the board were appointed by external organisations:

Cllr Suzie Firkin was re-appointed to represent Congleton Town Council at its 2021 Annual Meeting.

Mrs Linda Hulse continued to represent the Congleton History Society.

The remaining trustees elected at the Annual General Meeting, held on Monday 6th December 2021, were:

Mr Ian Doughty Chair of Trustees

Mrs Anne Gubbins

Mr Peter Lane

Mr Mike Laurence Company Secretary

Cllr K Wesley

In line with its agreed policy of ensuring diversity, inclusion and 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.

Induction of New Trustees

Newly appointed trustees will 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



Seal of Henry de Lacy

Professional Advice and Support

Curatorial Adviser 2021-2022

The accreditation scheme continues to require those museums without professionally qualified curatorial staff to appoint a 'Museum Mentor'. This continues to be 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 2021-22.

Certifying Accountants 2021-2022

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 2021-2022

National Westminster Bank Plc
46 High Street
Congleton CW12 1BE

Mr John Pemberton continued to act as the trust's treasurer for the 2021-22 financial year. We are grateful to him for continuing in this increasingly crucial role.

General Data Protection Regulations

The trust continues to carefully monitor the management of the personal data it holds to ensure continued compliance in respect of the current General Data Protection Regulations.

Museum Accreditation

There has been no change to the museum's accredited status which continues to remain valid. In response to Government guidance following the outbreak of Covid19 in March 2020 all museums closed their sites and Arts Council England suspended all reviews within the Accreditation Scheme. A phased approach is now being taken to the re-opening of the Accreditation process. Initially all museums had their current award status extended for an additional 12 months, in Congleton's case until December 2021. All museums are invited to submit their returns six months prior to their due date. It is still the intention of Arts Council England to reopen the scheme in the summer of 2023 with the first tranche, of what they now call the interim schedule, receiving their invitations in December 2022, and the second tranche in July 2023 for submission by December 2023. Congleton Museum does not feature in either of these lists and therefore the earliest we can now receive our letter of invitation is January 2024, for a submission date for our return of July 2024. Whilst this may appear to be a long way away, a great deal of preparatory work will need to be undertaken during the intervening 18 months.

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



The issues we will be required to report upon are:

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 Covid 19 crisis, there is still much more to be done. Covid 19 restrictions and the volume of items received during the past the reporting year, including the 6,956 coins of the Peover Hoard 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

As we complete the first full year of operation since the disruption brought about by the Covid19 pandemic the promotion of the museum and its services remained a major focus. Social media continued to be an invaluable means by which the museum's profile has been extended. Active use of Instagram, Facebook, Twitter and the museum's website has continued. We must pay tribute to our



Longcase Clock by John Whitehurst the Elder of Congleton.

administrator for ensuring the posting of a constant supply of images for the public enjoyment. Maintaining this presence during 2021-22 will be a challenge without the expertise of our current administrator.

In the 2020-21 report we noted that there was a need to further develop the museum's virtual presence as a means of reaching reach those members of the public, who by virtue of their location, are unlikely to visit the museum.

This was something we began to explore during the 2021-22 financial year.
(See Section 4 Museum Development)

Year	Visitors/C ontacts	Education	Total
2015-16	2,985	776	3,761
2016-17	5,020	896	5,916
2017-18	3,586	961	4,547
2018-19	2,968	1,462	4,430
2019-20	2,673	1,363	4,046
2020-21	0,047	0,000	0,047
2021-22	1,273⁽¹⁾	85	1,358
2022-23	1,982⁽²⁾	21	2,002

(1) Included in the figures for the 2021-22 reporting year are 143 participants in 10 walks and 89 people engaged through the delivery of 3 talks.

(2) The figures quoted for 2022-23 are for the first six months of the year until 30th September 2022. These include 118 participants on 9 walks and 170 people with whom the museum engaged through the delivery of 7 talks.

Whilst the visitor/engagement figures for 2021-21 were encouraging they were well below those for the previous full year of operation 2019-20. This was not surprising as incidences of Covid19 infections were still common and members of the public were undoubtedly feeling nervous about being in relatively confined spaces.

The inclusion of the corresponding figures for the first half of the 2022-23 financial year shows a consistent rise in engagement in all areas except for that with schools. This we attend to address during 2023-24.

As part of its grant funding agreements with Museum Development North West, Congleton Museum is obliged to complete a National Museum Survey. By applying the AIM (Association of Independent Museum's) economic impact framework to the 1,273 visitors we recorded for the year, it is possible to calculate that these visitors could have contributed £33,663 to the local visitor economy.



Museum Staffing 2021-2022

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

It was with great sadness that we received our administrator's resignation with effect from the 31st March 2022. Sam held the post for seven years during which time she effectively recruited, managed and developed the museum's reception volunteers, maintained contact with museum friends through a highly professional newsletter, developed the museum's website and online shop, and brought the museum into the 21st century through establishing an effective social media presence. We wish her well in her new role.

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).

Cost of Administering the Charity

The only administrative costs continue to be the fees paid in respect of the 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.

Possible changes to the way in which local authorities allocate their funding.

This continues to be regarded as a medium-term risk but could be escalated to high risk in successive financial years. Cheshire East Council has confirmed its intention to place museum funding within the scope of its overarching cultural framework. Its grant of £5,380 is a valuable source of income, and any change in the method of allocation has the potential to have an adverse as well as 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 as local authorities face successive adverse funding settlements, continued grant funding from this source cannot be assured.

The trust acknowledges the support given by Congleton Town Council in 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.



Wagg Street Chapel c 1890s

Addressing the gap between income and expenditure

It remains the museum management's prime objective to ensure the organisation continues to achieve a trading profit in successive years. In the 2021-22 report we noted the temporary closure of the museum meant a considerable reduction in income, however there was not a corresponding reduction in costs such as salaries and the services required to keep the collections safe. The trading deficit for the current financial year was £13,895; £895 greater than the deficit we projected in the 2020-21 report. This, as we projected last year, has been compensated for though the Covid support grants received during the 2020-21 (£52,705) and 2021-22 (£15,026) financial years.

The 2020-21 annual report recognised that it would take time for visitor confidence to return and for the museum to achieve an operating profit, therefore these grants will continue to be required to provide that necessary cushion for the 2021-2022 and 2022-2023 financial years and possibly beyond.

Implications of Covid19

Whilst the Covid related grants we were able to access during 2020-2021 and 2021-22 financial years enabled the museum to retain a relatively healthy financial surplus for the 2020-2021, 2021-22 and 2022-2023 financial years, successive years are likely to be equally challenging as the museum continues to recover the various income streams it had previously.



Freedom of Congleton awarded to Fred Jackson in 1945.

Cost of Living Crisis

Whilst not directly applicable to the 2021-22 reporting year, it is important to acknowledge that the current cost of living crisis could have a considerable impact on the museum financial viability for the 2022-23, and subsequent financial years. As Congleton Museum is a free access museum it is possible that we may see our visitor numbers increase, whilst our donation income may proportionately decrease, as the level of disposable income within households reduces.

Coupled with this, we have the continuing rise in energy costs. It is essential for the health and wellbeing of staff and volunteers as well the preservation and conservation of the collections that minimum acceptable temperatures are maintained. The museum's acceptance on to the VAT 33A refund scheme has placed it in a better position to deal with escalating VAT element of these costs. Being able to reclaim any VAT incurred, in respect of energy, will make this element of expenditure cost neutral. Meeting the increasing cost of energy will continue to be a major challenge for this and future years, particularly in a building which is not as energy efficient as it might be.



Swettenham Bronze Age Carps Tongue Sword.

VAT 33A Refund Scheme

As reported last year, the statutory order confirming Congleton Museum's eligibility for this scheme came into effect from 17th November 2020. Since that date we have been reclaiming any VAT paid in respect of costs and services incurred in providing free public access to the museum and its collection. This has proved particularly beneficial in respect of the 20% VAT imposed on our energy costs.

Business Risk

Business continuity and Succession Planning

Business continuity and succession planning remain an issue the trustees need to address. This has been further highlighted by the Covid10 pandemic and the 'Stronger Together' project report which we received in June 2020.

3. Objectives and Activities

Since its inception the primary objective of the trust has been to establish 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. However, due to the increase in metal detecting and archaeological assessments prior to greenfield site developments Congleton Museum has taken a greater interest in the acquisition of the finds these two activities have tended to generate so that they may not be lost.

Education and Learning

The legacy of Covid19 restrictions, and the death of one of its leaders, Mr W Pegley, has meant it has not been possible to deliver our highly successful 'Evacuee Experience' during the 2021-2022 financial year. We will be working towards recommencing this activity during the 2023-2024 reporting year.

It was possible to re-establish our Sunday Walk programme between 29th August and 7th November 2021. 102 people participated in the 7 walks we were able to offer.

During October and November 2021, three educational activity sessions were delivered to 85 pupils. This was possible due to most the work being conducted outside the museum building.

Fund Raising

No specific fundraising activities took place during the 2021-22 reporting year.

Communication

We have tried to maintain effective communications with both volunteers and museum friends during the year through the periodic updates from the Chair of Trustees. These were aimed at keeping everyone informed of new acquisitions, developments within the museum, and how we were responding to the challenges of the pandemic.

4. Museum Development

Planning for the Future

Building upon the recommendations of the 'Stronger Together' report the Trustees, supported by the museum's mentor, held Strategy and Planning Day on 19th July 2021.



Congleton Hospital Nursing School Badge

During the day the museum's vision and mission statement was reviewed and restated as: -

Our Vision 'To be recognised as an inspiring and inclusive hub for protecting and interpreting the heritage of the Congleton area'.

Our Mission 'To attract, inspire and engage people by making our heritage accessible, enjoyable and meaningful'.

As a result of a comprehensive SWOT (Strength, Weakness, Opportunity and Threat) analysis and detailed discussion the following key objectives were identified: -

1. Develop and implement a Digital and Digitisation Strategy
2. Attract more volunteers and diversify our volunteer and trustee base
3. Develop engagement with local schools
4. Define the physical reality of the museum
5. Clarify the position in respect of the museum's lease on its current building

Develop and implement a Digital and Digitisation Strategy

During November and December, a selected number of museum consultants were invited to apply to submit proposals to deliver this strategy. In February 2022 following detailed evaluation and competitive interview 'joipolloi' of Sheffield were

selected as the provider. Preparatory work commenced during March with delivery in July 2022

Develop engagement with local schools

An initial meeting was held with representatives from a number local schools during March 2022.

Clarify the position in respect of the museum's lease on its current building

The trust has received an assurance from the Town Council that the museum will be able to continue to occupy its present building when its lease end in 2027.

Building Maintenance

2021 will mark the 21st anniversary of the museum's opening to the public. We have continued the systematic programme of redecoration commenced during the 2018-19 reporting year. Issues relating to the structure of the building continue to be brought to the attention of our landlord.

5. Collection 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 continues to ensure the development of 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

The three Cheshire Hoards were loaned to the Grosvenor Museum in November 2019 with the expectation that they would return to Congleton in March 2020. It has now been agreed that the three hoards will be returned to Congleton by July 2022.

Peover Hoard

Prior to lockdown we were fortunate to secure £2,543 of grant funding from Museum Development North West to employ a consultant, Matt Ball, to work with volunteers in assessing, identifying and cataloguing the hoard.

The first session took place during the week 6th to 10th December 2021 Matt Ball, our numismatic consultant commenced work with volunteers on the Hoard. With over 6,956 coins needing to be examined, identified, catalogued, described and photographed, this will not be a small task. Matt's initial visit resulted in the creation of a team of six who were each prepared to spend 2-3 hours a week working on the coins from the reign of the emperor Gallienus. This involved building on the work already undertaken by the British Museum, in identifying individual coins, comparing them to the original listing, and assigning a unique identification number. It is anticipated that this work will continue well into the 2022-23 reporting year.



Linda and Graham Hulse working on the Peover Hoard with Matt Ball.

Acquisitions

The Museum has been actively adding to the collection during the reporting year. In the main we depend upon the generosity of local individuals and organisations for the donation of items to our collections, such as the fine silver salver presented to William Hadfield in 1858. We are continually grateful to those individuals who believe that Congleton Museum is the most appropriate depository for their cherished family and business items thereby enabling them to be accessed and enjoyed by future generations.

There are however, occasions when becomes necessary to purchase key items which illustrate specific aspects of Congleton's heritage. One area we have, until recently, neglected was that of clockmaking. During the year we have been fortunate to be able to purchase three further examples of the Congleton

clockmakers art. All are longcase (grandfather) clocks. The first, which cost £120, is by Thomas Foden who made his clocks between 1755 and 1785. The second is by John Whitehurst the elder who came to Congleton in 1708 and was producing clocks until at least 1754, when his son James may have taken over the business. This was the man who founded the Whitehurst clockmaking dynasty, of which John Whitehurst of Derby is the most renowned. Clocks by John Whitehurst the elder are rare and command a premium so we feel very pleased to have secured a working example which is keeping excellent time for £1,400. It is therefore extremely appropriate that we should have an example of this man's craftsmanship on display in the museum. The third, purchased for £150 is by William Wilkinson a contemporary of Foden and an apprentice of John Whitehurst the elder.

Other purchases include an oil painting executed in the 1890's of the Methodist Chapel in Wagg Street for £50 and a studio pottery charger by Anne Scowcroft commemorating 30 years of twinning between Congleton and Oosterhout.

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.



This lunate gold pendant is to be acquired thorough Archaeological Archive.

Participation in these meetings means the museum continues to receive advance warning of any potential archaeological archive it may be asked to accept. Work is still being undertaken to identify the most important items from the 580 finds discovered during the initial investigation on land adjacent to Viking Way, Congleton.

Congleton Museum remains the only institution, within the Cheshire East Council area, identified 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. Sites where we have been notified that work is currently underway or is anticipated in the near future, and which have the potential to develop an extensive archaeological archive include Delamere Street, Crewe; Crewe –

North West Package Leighton; Radway Green; Middlewich Eastern Bypass; Barracks Mill, Macclesfield; Gas Works Yard Middlewich and a further tranche of land of Viking Way Congleton.

Given the museum's limited resources, the acceptance of future archaeological archive will be dependent upon the space required to accommodate it, its relevance to the museum's existing collections, and its local, regional, and possible national heritage value.

Exhibitions 2021-2

No new exhibitions have been developed during the 2021-22 reporting year. However, the re-presentation of our highly successful temporary exhibition on 'Congleton's Lost Buildings' continued to be of continued to interest visitors.

Collection Management, Storage and Documentation

Work on implementing the museum's 'Collection Management Plan' was again placed in abeyance for the 2021-22 reporting year. Some progress has been made in reducing the number outstanding un-catalogued items, but this has been exceeded by the number of new items left with the museum.



Silver Salver presented to William Hadfield in 1858.

Last year we reported we were successful in receiving a grant of £5,500 from Museum Development North West for £5,500 to upgrade the museum's computer systems. This work was completed in May 2021 and comprised the installation 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, two new monitors, three new laptops and improved wireless communication within the museum.

Collections Database

Volunteers have now recommenced work on imputing the 'headline data' including, accession number, donor and a brief description of new and outstanding items into COMACS, the museum's digital catalogue. The inclusion of the additional information such as detailed descriptions, locations, condition and supporting images required to ensure that the catalogue entries for all items in the collection are as complete as possible and are 'SPECTRUM' compliant, continues to be an ongoing challenge. We will be required to report our progress in respect of this issue as part of our next accreditation return.

N.B SPECTRUM is the internationally recognised standard for the management of museum collections.

6. Partnerships and External Organisations

Partnerships

The museum's partnership with the Portable Antiquities Service for the North West and National Museums Liverpool remains strong. The quarterly 'Finds Days' resumed during 2021-2022 and have been well attended.

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
 - 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

7. Volunteers

We are pleased to report that a number of our volunteers returned during the 2021-22 reporting year, with others joined them during the current year. It is reassuring to see so many familiar faces and a number of new ones actively participating in the work of the museum. Our volunteers have always had an important role to play in the museum's effectiveness. Its success has been built upon their extensive commitment to providing Congleton with an important and valued visitor attraction.

The work undertaken by our front of house volunteers in making our visitors welcome ensures there is a continual flow of donations to support the museum. The friendly, helpful approach of these volunteers makes sure the visitor experience we offer is even more rewarding and their explanation of the importance of donations to our existence continues to encourage generous gifts. This will be of increasing importance as we face the challenge of ever-increasing costs. The comments in the visitor's book continue to bear witness to their valuable work.

We say this every year in the annual report, but cannot emphasise enough the value of the considerable amount of work undertaken by our volunteers. It would not be possible, within our limited financial resources, for the museum to purchase the breadth and quality of expertise to be found amongst them.

Heartbeat bookmark by Berisford's



Year	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Hours	9371	9410	8928	8445	1815	3713
Days	1242	1255	1190	1126	242	495
Value	£186,300	188,250	£178.500	£168,900	£36,300	£74,250

The financial equivalent of the contribution made by volunteers (including trustees) continues to be considerable. There was an understandable reduction in volunteer hours to the equivalent of 242 working days during 2020-21; the majority of this time was devoted to online activity and ensuring the collections remained safe and secure during our extended period of closure. During 2021-22 the number of hours

doubled to 3713, the equivalent of 495 working days, which at an average cost of £150 per day made a contribution in kind of £74.250, towards the work of the museum. Although the figure of 2021-22 is well below that of 2019-20, it remains not an inconsiderable sum.

It is also important to re-iterate our acknowledgement of the work undertaken by those volunteers involved in curatorial management, research, exhibition development and activity delivery. The development of new displays and activities contributes considerably to our ability to attract new visitors and encourages return visits. This requires a considerable amount of unseen work by these 'backroom' volunteers who are continuing to develop that detailed knowledge about the artefacts we hold, their condition, where they are located and how they can be used.

Work undertaken by our volunteers continues to include:

- ensuring the museum is a 'visitor first' organisation by the way in which customers are welcomed;
- selling items through the shop;
- ensuring a positive visitor experience by providing information about the museum, its exhibits and the stories they tell;
- inputting information into the collections database;
- accessioning items into the collection;
- the preparation and delivery of temporary exhibitions;
- filing newspaper cuttings and articles;
- scanning photographs;
- administrative tasks;
- writing publications;
- working with the Evacuee Activity Leader and Collections Manager to support school visits.

Collectively the work of all our volunteers is crucial to developing and sustaining the museum's reputation and the trustees are very grateful for their support.

It is with great sadness that we bear testimony to the work of one person who during his time as a volunteer made such valuable contribution to the work of the museum.

Mr. William Pegley

During the year the museum lost one of its most ardent supporters and volunteers with the passing of Mr William (Bill) Pegley in February. A native of London, Bill relocated to Congleton on his retirement and immediately joined our team of museum volunteers. He touched the lives of so many of us, not only museum friends and volunteers but also museum visitors, who he welcomed so enthusiastically, and those hundreds of children he held spell bound with his reminiscences of his London childhood during the blitz, and his family's involvement in the development of Colossus, the first wartime computer. He worked so effectively with Sue Dorman, Karen Stratford, Jean Westbrook and Linda Ward, in developing the museum's evacuee experience in to a widely recognised educational activity. The museum also benefitted from Bill's expertise as a craftsman. When we were running short of display space in reception, it was Bill who designed and constructed the additional display units, and when we were creating the museum store in the basement, it was Bill with Mike Warke who crawled around the floor to bolt together shelving units. We have so much to be grateful to him for. He is sadly missed.



8. Financial Statement

Registered number: 02214293

**CONGLETON MUSEUM TRUST
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

TaxAssist Accountants

**Congleton Museum Trust
Unaudited Financial Statements
For The Year Ended 31 March 2022**

Contents

	Page
Company Information	1
Accountant's Report	2
Income and Expenditure Account	3
Balance Sheet	4
The following pages do not form part of the statutory accounts:	
Detailed Income and Expenditure Account	5—6

**Congleton Museum Trust
Company Information
For The Year Ended 31 March 2022**

Directors

I Doughty
M Laurence
A Gubbins
L Hulse
A Morrison
P Wesley
S Firkin
P Lane

Company Number

02214293

Registered Office

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Market Square
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Cheshire
CW12 1ET

Accountants

TaxAssist Accountants
5 High Street
Congleton
Cheshire
CW12 1BN

**Congleton Museum Trust
Accountant's Report
For The Year Ended 31 March 2022**

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 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.

Signed

19/09/2022

TaxAssist Accountants
5 High Street
Congleton
Cheshire
CW12 1BN

Congleton Museum Trust
Income and Expenditure Account
For The Year Ended 31 March 2022

	2022	2021
	£	£
TURNOVER	42,604	97,770
Other income	2	2
Cost of raw materials and consumables	(13,048)	(41,962)
Staff costs	(8,361)	(5,442)
Depreciation and other amounts written off assets	(318)	(156)
Other charges	(13,451)	(13,895)
	<hr/>	<hr/>
NET SURPLUS	<u>7,428</u>	<u>36,317</u>

Congleton Museum Trust
Balance Sheet
As at 31 March 2022

	2022	2021
	£	£
Fixed assets	-	318
Current assets	75,296	72,608
Prepayments and accrued income	548	2,132
Creditors: Amounts Falling Due Within One Year	(10,050)	(16,734)
NET CURRENT ASSETS	65,794	58,006
TOTAL ASSETS LESS CURRENT LIABILITIES	65,794	58,324
Accruals and deferred income	(1,763)	(1,721)
NET ASSETS	64,031	56,603
RESERVES	64,031	56,603

Notes

1. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 1 (2021: 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 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

I Doughty

Director

19/09/2022

Congleton Museum Trust
Detailed Income and Expenditure Account
For The Year Ended 31 March 2022

	2022		2021	
	£	£	£	£
TURNOVER				
Donations	4,949		1,028	
Membership subs	1,189		940	
Other sales	-		45	
Revenue grants	21,705		54,430	
Restricted grants	6,684		39,000	
Shop income	2,540		490	
Gift aid and Vat Reclaim	4,285		906	
Publishing income	590		931	
Education project revenue	258		-	
Walks and Talks	404		-	
		42,604		97,770
OTHER INCOME				
Interest receivable and similar income		2		2
		42,606		97,772
COST OF RAW MATERIALS AND CONSUMABLES				
Opening stock - finished goods	1,265		1,265	
Shop purchases	768		99	
Additions to Collections	2,671		2,863	
Restricted grant expenditure	9,406		39,000	
Collections Expenditure	379		-	
Closing stock - finished goods	(1,441)		(1,265)	
		(13,048)		(41,962)
STAFF COSTS				
Salaries	8,361		5,442	
		(8,361)		(5,442)
DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS				
Depreciation	318		156	
		(318)		(156)
OTHER CHARGES				
<i>Premises expenses:</i>				
Utilities Electricity	3,500		3,485	
Utilities water	354		366	
Household and cleaning	2,007		1,298	
Security and safety	1,306		821	
Covid costs	-		2,472	
	7,167		8,442	
<i>General administration costs:</i>				
IT software and hardware	234		194	
Insurance	2,204		2,340	
Publishing and printing	-		344	

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Congleton Museum Trust
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 March 2022

Utilities telephone and broadband	1,350	1,405
Outside subscriptions	297	219
Office consumables	552	313
Sundry expenses	437	-
Equipment rental Support and Usage	1,210	638
	<u>6,284</u>	<u>5,453</u>
	(13,451)	(13,895)
NET SURPLUS	<u><u>7,428</u></u>	<u><u>36,317</u></u>



Congleton
museum

Preserving the past. Recording the present. Educating the future

Company Registration Number 02214293

Charity Registration Number 701430

Congleton Museum Trust
Financial Statements
For the Year Ended 31 March 2022

Congleton Museum Trust

Company Information

For the Year Ended 31 March 2022

Directors	I Doughty
	M Laurence
	A Gubbins
	L Hulse
	A Morrison
	P Wesley
	S Firkin
	P Lane
Company Number	02214293
Charity Number	701430
Registered Office	Market Chambers
	Market Square
	Congleton
	Cheshire
	CW12 1BN
Independent Examiner	D Bales
	6 Rowan Close
	Biddulph Moor
	Stoke on Trent

Congleton Museum Trust
Statement of Financial Activities for the year ending 31 March 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds £
Income from:				
Donations and Legacies	30,939	-	30,939	95,364
Charitable Activities	1,853	-	1,853	987
Other Trading Activities	3,130	-	3,130	1,421
Investments	-	-	-	-
Other	-	-	-	-
Total	35,922	-	35,922	97,772
Expenditure on:				
Raising Funds	-	-	-	-
Charitable Activities	28,494	6,684	35,178	61,455
Other	-	-	-	-
Total	28,494	6,684	35,178	61,455
Net Gains/(losses) on Investments	-	-	-	-
Net Income/(Expenditure)	7,428	-6,684	744	36,317
Transfers between Funds	-	-	-	-
Other Recognised Gains/(Losses)				
Gains/(Losses) on Revaluation of fixed assets	-	-	-	-
Actuarial gains/(losses) on defined benefit pension schemes	-	-	-	-
Deferred income release	-	16,734	16,734	-
Net movement in funds	7,428	10,050	17,478	36,317
Reconciliation of funds				
Total funds brought forward	56,603	-	56,603	20,286
Total funds carried forward	64,031	10,050	74,081	56,603

Notes:

	Bradshaw			
	House £	Peover Hoard £	UofM IT Grant £	Total £
1. Restricted funds summary				
Balances b/f (released from deferred income)	8,700	2,534	5,500	16,734
Expenditure in year	-	1,184	5,500	6,684
Balances c/f	8,700	1,350	-	10,050

2. Related Party Transactions

There were no transactions during the year involving the directors/trustees or related parties.

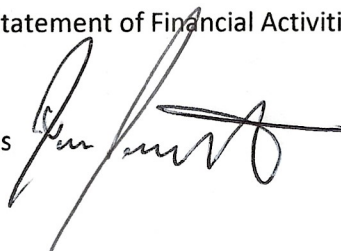
Congleton Museum Trust
Balance Sheet for the year ending 31 March 2022

	Total Funds £	Prior Year Funds £
Fixed Assets:		
Intangible assets	-	-
Tangible assets	-	318
Heritage assets	-	-
Investments	-	-
<i>Total fixed assets</i>	-	318
Current assets:		
Stocks	1,441	1,271
Debtors	5,417	2,132
Investments	-	-
Cash at bank and in hand	68,986	71,337
<i>Total current assets</i>	75,844	74,740
Liabilities:		
Creditors: Amounts falling due within one year	1,763	18,455
Net current assets or liabilities	74,081	56,285
<i>Total assets less current liabilities</i>	74,081	56,603
Creditors: Amounts falling due after more than one year	-	-
Provisions for liabilities	-	-
<i>Net asset or liabilities excluding pension asset or liability</i>	74,081	56,603
Defined benefit pension scheme asset or liability	-	-
Total net assets or liabilities	74,081	56,603
The Funds of the charity:		
Endowment funds	-	-
Restricted income funds	10,050	-
Unrestricted funds	64,031	56,603
Revaluation reserve	-	-
Pension reserve	-	-
<i>Total unrestricted funds</i>	64,031	56,603
Total charity funds	74,081	56,603

The above Balance Sheet and attached Statement of Financial Activities were approved by the Trustees on 20 March 2023.

Signed on behalf of the Board of Trustees

Dated 20/03/2023



Congleton Museum Trust
Year ended 31 March 2022

Notes and Summary of significant accounting policies

(a) General information and basis of preparation

The Congleton Museum Trust is a Charity registered in England (no. 701430). The registered address of the Charity is Market Square, Congleton, Cheshire CW12 1ET.

The charity constitutes a public benefit entity as defined by FRS 102. The attached Statement of Financial Activities and Balance Sheet have been prepared in accordance with 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 issued in October 2019. the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

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

The significant accounting policies applied in the preparation of these financial statements are set out below.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income and the amount can be measured reliably.

No amount is included in the financial statements for volunteer time in line with the SORP.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

(e) Fixed Assets

Fixed assets are included in the accounts at cost less accumulated depreciation and are depreciated over their expected useful lives.

(f) Stocks

Stocks are included in the accounts at the lower of cost and net realisable value.

(g) Debtors and creditors receivable / payable within one year

Debtors and creditors receivable or payable within one year are recorded at transaction price.

Congleton Museum Trust
Year ended 31 March 2022

Notes and Summary of significant accounting policies (continued)

(g) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(h) Judgements and key sources of estimation uncertainty

It has been judged that there are no future events or matters which would affect the figures shown in the current financial statements.

(i) Average number of Employees

Average number of employees, including directors, during the year was: 1 (2021: 1)

Congleton Museum Trust

(No. 701430)

Year ended 31 March 2022

Independent examiner's report to the trustees of The Congleton Museum Trust (the Company)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the 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 material matters have come to my attention in connection with the examination giving me cause to believe that:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the relevant 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 Statement of Financial Activities and attached Balance Sheet have not been prepared in accordance with the Charities SORP (FRS102).

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

Signed: *D. Bales*

Name: David Bales

Address: 6 Rowan Close, Biddulph Moor, Stoke on Trent.

Date: 21 / 03 / 2023