



## Congleton Museum



Nathaniel Maxey Pattison

# Report of the Board of Trustees 2022-23

To be considered at the Annual Meeting to be held on  
27th November 2023  
in the Bridestones Suite of Congleton Town Hall.

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1972 Charter Year Medal

## 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 2022 to 31st March 2023, the first full year of operation since the covid 19 pandemic.

During the year we have been trying to address two underlying concerns - how to:

- re-engage the public with the museum and its services; and
- continue to ensure financial viability within an increasingly hostile economic environment.

In the 2021-22 report and at the subsequent annual meeting, we identified that 2022-23 could be a challenging year and expressed the hope that it might end with a balanced set of accounts. It is therefore, pleasing to note that the operational deficit for the year is only £1,335.

To end 2022-23 in such a strong financial position, with such a challenging economic environment, is a testimony to the hard work and commitment of all our volunteers, upon whom the success of the museum depends.

Our visitors' book effectively records their experiences of the museum and how they are welcomed, emphasising the important role our volunteers have in ensuring Congleton Museum continues to deliver a first-class visitor experience.



## 2. Governance and Management

### Board of Trustees

The museum continues to be managed by the Board of Trustees, which meets, in person, on a bi-monthly basis.

#### Trustees holding office between April 2022 and March 2023

Two members of the board were appointed by external organisations:

Cllr Suzy Firkin was re-appointed to represent Congleton Town Council at its 2022 Annual Meeting.

Mrs Linda Hulse continued to represent the Congleton History Society.

The following trustees were re-elected at the Annual General Meeting, held on Monday 12th December 2022:

Mr Ian Doughty      Chair of Trustees  
Mrs Anne Gubbins  
Mr Peter Lane  
Mr Mike Laurence    Company Secretary  
Cllr Kay Wesley



Congleton Golden Jubilee  
Medal 2022

At the same meeting, Mrs Felicity Whitelock was elected as a new trustee.

In line with its agreed policy of ensuring diversity, inclusion and future sustainability through effective succession planning, the board continues to review the skills and expertise of its membership. The recruitment of new trustees remains 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 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

## Professional Advice and Support

### Curatorial Adviser 2022-2023

The accreditation scheme continues to require those museums without professionally qualified curatorial staff to appoint a 'Museum Mentor'. This service 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 2022-23.



St Peter's vicarage prior to restoration





## **Certifying Examiner 2022-2023**

When submitting the 2021-22 accounts, it became clear that the format did not comply with the Charity Commission's requirements. The accounts needed to be reformatted and subjected to an independent examination. The trust is grateful to Mr. David Bales, a local accountant, for undertaking this work on its behalf.

The trustees subsequently asked Mr Bales, of 6 Rowan Close, Biddulph Moor, Stoke on Trent, to undertake this role in respect of the 2022-2023 accounts.

## **General Data Protection Regulations**

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

## **Museum Accreditation**

The museum's full accredited status remains valid.

The most recent information available from Arts Council England is that the earliest Congleton Museum will be invited to renew its accreditation will be in December 2024 for a submission date of July 2025.

Whilst this may appear to be a long way away, a great deal of preparatory work will need to be undertaken during the intervening months.

Not only will we be required to report progress on the three areas for improvement identified in the 2017 award letter but all our documentation, procedures and processes will need to be reviewed. Without accreditation we will not be able to access the development funding we will require to fulfil our future aspirations.



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 a move to Bradshaw House has ceased to be a possibility, we now need to have a plan in place which clearly identifies our future accommodation aspirations. We also need to secure the future of the museum beyond the terms of the current lease for Market Square, which is due to mature in 2027.



Whilst the issue has already been raised with Congleton Town Council, it is important that we make progress on this during the 2024-25 reporting year.

### **Collections development policy (Archival holding): consider adopting the Archives Service Accreditation Standard.**

The museum's current collecting policy states that: -

'Where archive material is collected there is an expectation that it will support the museum's other collecting fields by providing illustrative material for exhibitions or contextual information for artefacts. Documents which are accessioned have been specifically donated to the museum by organisations or individuals and would not normally be deposited at a national or local archive office. There is a growing collection of documents relating to individuals, local societies, businesses and events which fall within this category. These documents provide valuable illustrative material, which is used to enhance both the main and temporary exhibitions.'



Congleton Savings Bank  
Calendar 1907

This aspect of the museum's collection has continued to grow since this recommendation was made in 2017. However, whilst there may be an increasing imperative to consider adopting the Archive Service Accreditation Standard, this needs to be balanced against the increased workload it would generate for the museum's small management team.

The implications of seeking Archive Service Accreditation are complex and still under active 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 considerable progress has been made in ensuring items listed in the accessions registers are transferred on to the museum's database, COMACS, much still remains to be done to complete associated data fields, such as detailed description, location, condition, keywords, and value. A major, long-term



challenge will be the creation and uploading of images for all items from the collections.

Maintaining our full accredited status remains crucial if Congleton Museum is to continue to be recognised as an effective and efficient organisation by its peers.

## Accessing the museum and its services

2022-23 has been a year of recovery in respect of public engagement, with the promotion of the museum and its services remaining the primary focus.

Year	Visitors/ Contacts	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	85	1,358
2022-23	4,164	21	4,185
2023-24 <sup>1</sup>	3,038	143	3,181

<sup>1</sup> The 2023-24 figures are for the half year 1<sup>st</sup> April to 30<sup>th</sup> September and include 99 contacts at the Green Fayre, walks 100, external talks 173, youth groups 13 and adult visits 270.

Last year we reported that visitor/engagement figures for 2021-22 were encouraging, though well below those for 2019-20, the previous full pre Covid year of operation. It is pleasing to note that for 2022-23 the total number of contacts rose to 4,164, of which 3,798 were museum visitors. The remaining 366 were people attending walks, talks and other museum activities. This is an increase of 230%.

During the year there was a reduction in the number of school contacts from 85 to 21, however, provisional figures for 2023-24 now indicate an increase in this area.

An area of particular success, was the 'Roman Week, a series of activities held during the February 2023 half term, which saw engagement with 187 children and 202 adults.

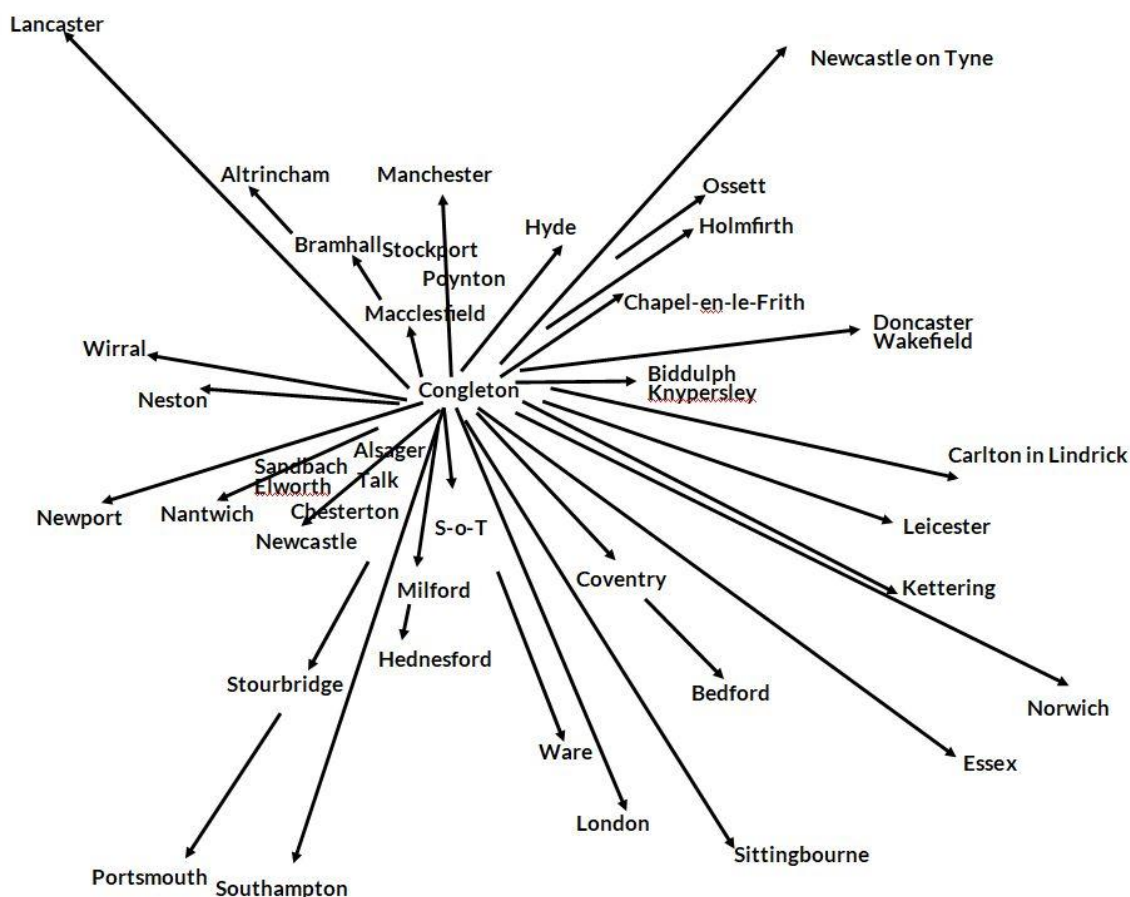


The figures for the first half of the 2023-24 financial year show a consistent rise in engagement in all areas including schools.

Under its grant funding agreement with Museum Development North West, Congleton Museum is obliged to participate in the annual National Museum Survey.

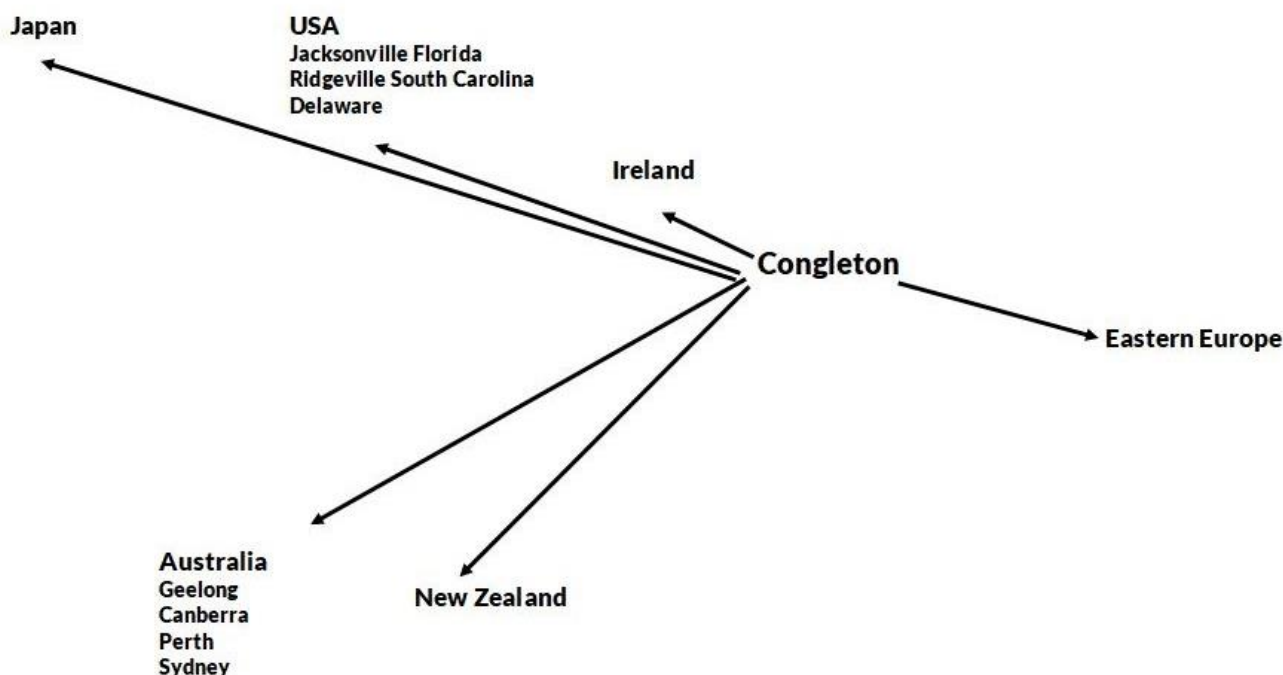
By applying the AIM (Association of Independent Museums) economic impact framework to the 3,798 visitors we recorded for the year, it is possible to calculate that these visitors could have contributed £100,433 to the wider local visitor economy, an increase of £66,770 (198%) on the previous year. This is a very creditable performance for one of the smallest of the North West's museums, when compared to a national average of £233,033 and £331,539 for the North West Region. The visitor figures for the first six months of 2023-24 are already indicating a further substantial increase.

Whilst Congleton may be regarded as a local museum, entries from the visitor's book suggests a considerable national and international reach. The two diagrams below illustrate the extent of this reach and clearly indicate that Congleton is increasingly becoming a tourist (visitor) destination, and that the museum plays a crucial role in supporting visitor 'dwell-time' in the town.



Locations for UK Visitors 2022-23





Locations for International Visitors 2022-23

An initial analysis for 2023-24 already suggests a wider spread of locations for both United Kingdom and international visitors.

### Social media engagement.

In previous reports we noted there was a need to develop further 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.

The appointment (in January 2023) of a member of staff with expertise in social media has made a considerable impact on the museum's profile on social media.



Historically the museum has retained steady engagement across social media, especially on Facebook and Instagram. However, as can be seen below, from January 2023, the museum reached a wider Facebook audience and achieved increased engagement through weekly postings, the promotion of events, and the use of hashtags.



## Facebook Reach



31,535 ↑ 62.5%

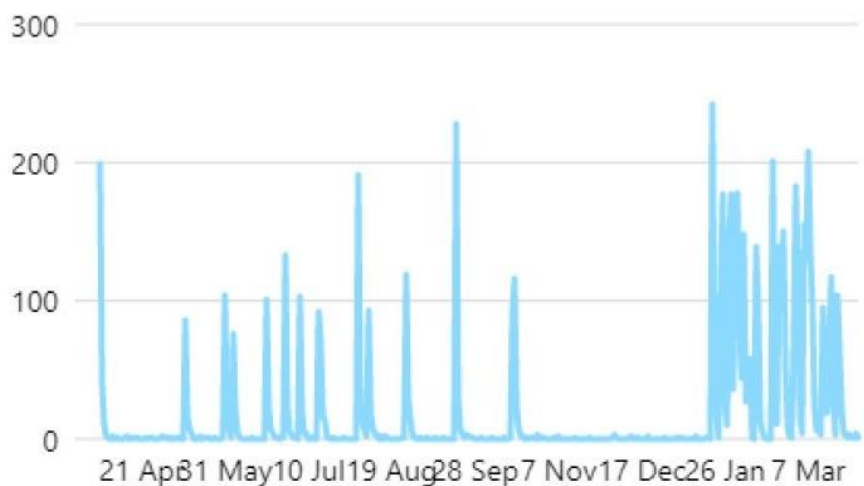


During the reporting year the total reach - the number of individuals who saw or interacted with the museum's Facebook page was 31,535, an increase of 62% on 2021-22. The above graphic shows consistent engagement for the first three quarters of the year, with an upsurge in the final quarter with over 14,000 people accessing the Roman week posts. The museum reached a landmark of 1,000 Facebook followers in January 2023.

## Instagram Reach



699 ↓ 51.3%



On Instagram the total reach was 699, down 51.3%, on the previous year. No messages were posted from October to December. However, there was a substantial increase between January and March, similar to that of Facebook, with new accounts continuing to engage.



The geographical reach for January and February 2023 for both Facebook and Instagram was, as is to be expected, predominately in Congleton. However, for Facebook in January and February, other Cheshire East locations accounted for 8.9%, and 10.5% of contacts respectively and Staffordshire locations for 11.4% and 10.8%. Similarly, for Instagram during the same period Cheshire East locations accounted for 8.75% and 8.9% and Staffordshire 3.7% and 4%.

The museum has also joined TikTok and LinkedIn, and it is hoped that engagement will grow on these two social media accounts over the next financial year.

## Museum Website

Unfortunately, it is not possible to give any analysis for the museum's website in the reporting year as it was no longer fully operational. This was identified as an area of concern and the museum commissioned Joi Polloi, a nationally recognised digital agency with experience of working with museums, to develop a new website.

This is seen as a crucial element in the museum's engagement with wider local, national and international audiences. The limitations of the museum's current premises and the fragile nature of its archaeological collections make it very difficult for the public to have detailed access. The museum sees the new website as a platform upon which many aspects of its collections, currently held in store, and in particular its vast numismatic collections, can be displayed to international audiences. (The new website became operational in July 2023.)



The museum's new website

## Museum Staffing 2022-2023

### Museum Assistant Manager

The museum's administration officer tendered her resignation with effect from 31st March 2022. The trustees took the opportunity to review the role before advertising the post. It was felt that many of the administrative functions could ultimately be undertaken by volunteers and that the future development of the museum would require the appointment of a person who could assume many of the responsibilities currently undertaken by the volunteer Collections Manager. It was therefore agreed to create the post of Assistant Manager.

Following a rigorous selection process, Ms Anna Maluk was appointed and joined the museum on 1st January 2023. Anna has already brought a wealth of knowledge and expertise to the museum, having a B.A. in History, and M.A. in Public History and Heritage, experience of working with the Audience Agency and for the Imperial War Museum (North) and, as already mentioned, considerable expertise in the use and management of social media.

### Evacuee Experience Activity Leader

**Mrs Linda Ward** continued to have responsibility for the organisation and delivery of the museum's Evacuee Experience. (This is a delivery-only contract).



Astbury Church painted in 1888 by Frank Saltfleet





## Cost of Administering the Charity

Costs incurred in administering the charity are:

- the fee paid in respect of the submission of the annual accounts to Companies House;
- £200 paid to the Certifying Examiner.

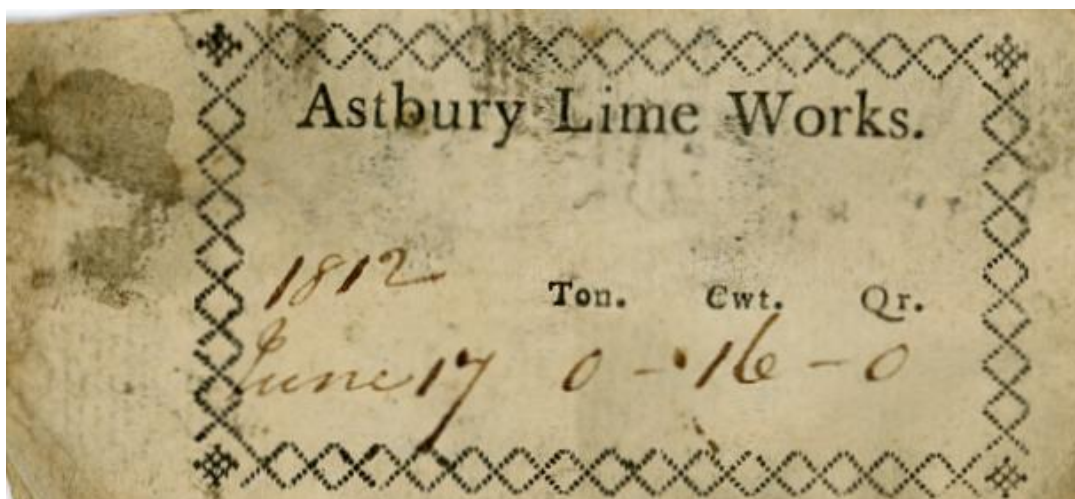
## Financial Risk

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 remains a medium-term risk but there is always the possibility of it being escalated to high-risk in future financial years. Cheshire East Council supports the work of the museum through an annual revenue grant of £5,380. This makes a valuable contribution to the museum's balance sheet; however, it is important to recognise that it cannot be assured from year to year. As local authorities continue to face successive adverse funding settlements and rising costs for the delivery of statutory services, funding from this source may come under threat. (The grant for the 2023-24 financial year has been received.)

The trust acknowledges the support given by Congleton Town Council in providing and maintaining the museum building free of charge, which 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.



Weight ticket for the Astbury Lime works dated 1812



## Addressing the gap between income and expenditure

The museum continues to strive towards the achievement of t an annual trading profit. Last year we noted that it would take time for visitor confidence to return and for the museum to make a profit, and that the Covid support grants we received would be crucial in ensuring the museum's financial viability in the meantime.

The operating deficit for the 2022-23 reporting year was less than we anticipated at £1,335. The museum's balance sheet benefitted from there being no changes in energy unit costs, the existing contract running until 31st March 2023, and that no staffing costs were incurred between 1st April and 31st December 2022. The new energy contract and a full year of staffing costs will have a considerable impact on expenditure for the 2023-24 financial year.



Dial from Johannes Kent's clock of  
pre 1686

Whilst visitor numbers showed signs of recovery, associated donations were £1,654 below those for the previous year. Revenue from all other areas of activity, apart from education project activity (school visits), showed a year-on-year increase.

It is pleasing to report that at the end of the 2022-23 financial year, Congleton Museum remains financially secure, with sufficient balances to withstand any cost-of-living pressures, e.g., energy costs or a reduction in donations income, for 2023-24 and 2024-25.

Taking into account the revised energy and salary costs, the 2023-24 financial year began with a budgeted shortfall of £15,220. By the end of September 2023 income in all areas was above that for the same period in 2021-22 and the projected shortfall had reduced to £4,119.

## Cost of Living Crisis

In the previous report we acknowledged that the current cost of living crisis could have a considerable impact on the museum's financial viability. As a free access museum, we anticipated that our visitor numbers would increase, while our donation income may proportionately decrease, as the level of disposable income within households reduces.

The rising cost of energy continues to be an area of concern. 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 and



humidity levels are maintained. We were fortunate that for duration of the 2022-23 financial year electricity continued to be purchased under the old contract. The new contract began on 1st April 2023. The difference in energy costs between the first quarter of 2021-22 and 2023-24 was £576; if this is repeated across the rest of the year this will account for at least £2,000 of the predicted shortfall.

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

During the reporting year the museum has met its obligations under the provisions of the VAT 33a scheme by ensuring the public has free access to its collections and permanent exhibitions for a minimum of 30 hours per week. The museum's published opening hours are in excess of this minimum at 33 hours. Continuing to secure the relevant VAT exceptions under this provision is crucial to the future financial sustainability of the museum, as costs and consequential VAT charges continue to rise.

### **Business continuity and Succession Planning**

Ensuring business continuity and managing succession planning remain issues the trustees need to address. It is intended that this will form a key element in the museum's new forward plan, which will be developed during 2024-25.



3,5,7,9 and 11 Dane Street prior to demolition in the 1960s





### 3. Objectives and Activities

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 a museum for the benefit of the public
- 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 continuing 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 generated so that they may not be lost to future generations

#### Education and Learning



Paddington by Berisfords

Our programme of Sunday Walks has been well attended during the year. These are crucial events for the museum, as they provide an opportunity to introduce members of the public to Congleton's rich heritage while highlighting the work of the museum, as well as providing a valuable source of revenue.

In November 2022 we ran a series of highly successful 'Behind the Scenes' events which gave museum friends and volunteers an opportunity to access items from the collections they would not normally see.





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The museum continues to offer developmental opportunities to high school students through its documentation transcription programme. Students are transcribing Congleton Corporation's fragile documents from the 18th and early 19th centuries with a view to making them and the information they contain more widely available without damaging the originals. Copies of these transcriptions will be uploaded to our new website on their completion.

There was only one school activity session during the year. This is an area already identified for future development.

## Fund Raising

No specific fundraising activities took place during the 2022-23 reporting year.

## 4. Museum Development

### Planning for the Future

Last year we reported that, during the Strategy and Planning Day held in July 2021, 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

Numbers 1, 3, and 5 were taken forward during the 2022-23 reporting year.

#### **1. Develop and implement a Digital and Digitisation Strategy**

In 2021-22 it was reported that Joi Polloi of Sheffield had been selected to prepare a digital strategy for the museum.

It was agreed the museum's digital mission should include: -

- Giving more people access to Congleton's heritage.



- Raising the profile of Congleton Museum and its collections amongst the public, peer institutions and regional and national bodies e.g., local authority and funding bodies.
- Supporting the economic stability of the museum by generating income.
- Overcoming the physical limitations of the museum, including content and method of display.
- Considering sustainability and making the museum easy to look after, requiring minimal staffing and technical understanding.

The aim will be to appeal to: -

- Local people, who we want to engage repeatedly with the museum.
- Tourists, whether visiting the museum specifically or as part of a general visit to the area
- People who may not be able to visit in person but who are interested in what we do and could contribute through eCommerce.
- Education Groups, who can be encouraged to engage with the museum's heritage assets as part of their curriculum requirements.
- Non-educational groups, who could raise the profile of the museum and provide
- an additional economic benefit.

Key to the delivery of this strategy was appropriate modern branding and an effective, responsive website. To assist in achieving this a co-creation group was established. This met between January and March 2023, initially to help identify the key requirements for both the new branding and the website and then to provide feedback on proposals.

It was agreed that both should provide the museum with a unique identity, using a bright and colourful pallet which would be attractive to a younger audience.



Collective views about the museum's branding and website



There was considerable discussion as to the role ‘the bear’ should play in the museum’s identity. It was noted that a bear logo would not be specific to the museum as bears appeared in different guises throughout the town and represented other communities. It was agreed that a bear motif would continue to have a place but not as the museum’s primary symbol.

We are grateful to both the Congleton Inclosure Trust and Congleton Town Council for providing the funding required to deliver this project.

### 3D Printing

The museum was successful in securing £4,156 of grant funding through Museum Development Northwest for the purchase of a 3D scanner and printer. These have already proved their worth in making reproductions of valuable and fragile items from the collection, in particular making replica coins from the Peover Hoard for use in ‘excavation’ activities during Roman Week.

The museum’s 3D printer



## 2. Develop engagement with local schools

A Documenting History Competition was held as part of the Congleton 750 celebrations in 2022. School students were invited to ‘write about a character from Congleton’s past, create a video tour of our historic town, or capture some of the town’s architecture on paper or imagine an event from medieval times.’ The successful participants received their prizes during the Medieval Council meeting held on 10th November at the Town Hall.

## 3. Clarify the position in respect of the museum’s lease on its current building

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

## Building Maintenance

The systematic programme of internal redecoration has continued. Issues relating to the structure of the building continue to be brought to the attention of our landlord. During the 2022-23 winter storms the museum roof suffered some damage. The town council undertook the appropriate repairs and the building remains watertight.

## 5. Collection Management

### Heritage asset

The declared aims and objectives of the museum continue to be the collection, preservation and interpretation 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 that future generations had a clear understanding of how the town developed and the influence it and its inhabitants had on regional and national events, as well as the contribution they made to industrial innovation. The museum's collecting policy tries to include all aspects of the town's heritage. This places the development of the town and its inhabitants 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 from Malpas, Knutsford and Poole were returned to Congleton in July 2022 and will remain until 2025, when they will transfer to Liverpool Museum for a major exhibition on treasure finds.

### Peover Hoard



Coins from the Peover Hoard





A key activity for a small group of our volunteers, has been the continuing management of the Peover Hoard of 6,956 Roman coins. This has entailed the identification, classification, accessioning, photographing and packing of each coin under the guidance of our MDNW funded Roman numismatic consultant, Mr Matthew Ball, of Lincoln College, Oxford. During the summer of 2022, this project provided a group of five sixth form students from Congleton, Eaton Bank and Alsager High Schools with an opportunity to enhance their personal statements for university applications, by stating that they have successfully worked with and have identified authentic Roman artefacts.

It is anticipated that this project will be completed during the 2023-24 reporting year. We are grateful to all our volunteers who have worked so hard to bring this project to fruition

## 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. These include: -

- a spectacular collection of over 430 postcards, 5 ceramic items, 21 documents and 23 prints relating to Congleton and the surrounding area;
- a considerable collection of documents, pictures, illustrations and artifacts relating to Bossons' Artware and Brook Mills donated by the family;
- papers relating to Hulme's electrical business of Little Street;
- illustrated 'Freedom of the Borough of Congleton' and carved casket awarded to Harry Williams J.P
- a portrait of Dr Charles Bullock
- log books of girl guide hikes from St Audrey's School;
- collections of deeds relating to 21-25 Wagg Street;
- weaving instructions and labels by Berisford's and Brough, Nicholson and Hall;
- installation documents for the Congleton Corporation Electrical Company;
- a conveyance for the Vale Cottages;
- scrapbooks of cuttings and albums of photographs relating to various Congleton Carnivals and celebrations;
- a Congleton Savings Bank passbook.



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. This has included a portrait of Dr Charles Bullock one of Congleton's 19<sup>th</sup> century physicians.



Dr Charles Bullock

There are, however, occasions when it becomes necessary to purchase key items which illustrate specific aspects of Congleton's heritage. During the year we have been able to buy two further longcase clocks by Congleton makers, the first by William Wilkinson, who was apprenticed to John Whitehurst the elder in 1725, for £120 and the second by Edward Drakeford, 1779-1859, for £480. The latter is of particular interest as it represents a clear link between Congleton's clockmaking heritage and silk manufacturing. Drakeford shared a patent with Charles Jeffries of the Havannah Mills for making "a swift and other apparatus thereto belonging for the purpose of winding silk and other fibrous materials".

Two items of art have also been purchased: a water colour of Astbury Church and village green by Yorkshire artist Frank Saltfleet for £106 and a portrait of Nathaniel Maxey Pattison for £1,000. The former is an interesting romantic interpretation of a well-known view of Astbury village. This has been used to produce bespoke greetings cards for sale in the museum. The latter is a well-executed oil painting of one of the owners of the Old Mill, the first large scale industrial enterprise in the town. The acquisition of this painting will enable us to illustrate more fully the origins of that wealth which enabled the Old Mill's construction and describe the impact this man and his family had on the development of the town.

The museum has purchased two archive items: a deed relating to property on Swan Bank belonging to the Radley family for £3.99, and a set of bound maps and a description of the Moss End Estate in Smallwood and of an associated estate, Brassey Hall at Willaston, Nantwich, for £94.56. A donation of £40 was received to offset the cost of this item.

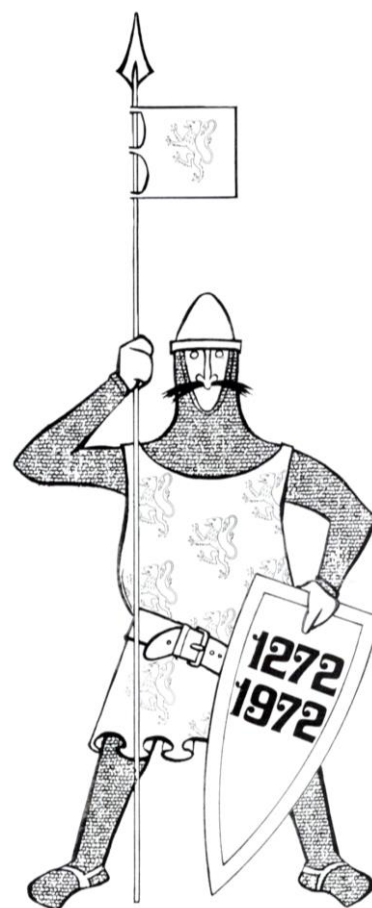


In the past it has been a rare occurrence for the museum to purchase items, preferring, where possible, to increase the collections through donations. However, when important and interesting items relating to the heritage of the town, like those identified above, emerge, it is important we try to secure them, as they may never enter the public domain again.

## Archaeological Archive

Congleton Museum continues to be the only recognised depository for the acceptance of archaeological archives generated by residential and industrial developments within Congleton and the adjacent towns and we continue to be a member of the Cheshire Archaeology Liaison Group. Participation in these meetings means the museum continues to receive advance warning of any potential archaeological archive it may be asked to accept.

As the number of applications for new developments across the area increases, so does the pressure on our limited resources. The acceptance of any 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. During the year we have been notified of the existence of archives, from Congleton, Middlewich, Macclesfield and Crewe. Whilst some will only generate a written report and a minimal number of items, others have the potential to create a considerable physical archive which may be crucial to understanding the wider heritage of the Cheshire East area.



Henry de Lacy, the mascot for 1972 Charter Year, drawn by Mr W R Bossons

## Exhibitions 2022-23

### Roman Cheshire and the Peover Hoard

During the Spring half term, 21st to 25th February 2023, the museum mounted a highly successful Roman Week, with different activities delivered every day. These included artefact handling and an opportunity to meet a team of Roman re-enactors.

In conjunction with Roman Week, a new exhibition on Roman Cheshire and the Peover Hoard was created, to show how our understanding of Roman Cheshire has changed over the past twelve years. This exhibition illustrated how, through recent metal detecting finds, all of which are now housed in Congleton Museum, the emphasis has begun to move from West to East Cheshire. It also provided an overview of the work being undertaken by volunteers on the Peover Hoard and a contextual interpretation of the Brereton Salt Pan.

## Our Story

Contemporary heritage is a growing aspect of the museum's collections. 'Our Story' is an ongoing project led by Congleton Museum and Congleton Pride which began in February 2023. Its aim is to raise awareness by collecting LGBT+ stories and experiences and creating an archive which can be accessed by anyone. This project is the first of its kind in the Congleton area.



Our Story

Collecting has already begun, with many individuals offering their stories during an evening event on 18th February. The museum and Congleton Pride are in continuing discussions about how further stories can be collected, as it is important that donors have the option to remain anonymous due to the sensitive themes of the project.





## Collection Management, Storage and Documentation

### Collections Database

Volunteers have continued to input 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, which is 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. This is one of the issues we will be required to report on in our next accreditation return.

\* 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' held during 2022-2023 were 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 East(CVS)
- Arts Council England (ACE)
- Cheshire Archaeology Liaison Group
- Association of Cultural Enterprise
- Museums Association

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

Our volunteers continue to play an important role 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-rising costs. The comments in the visitor's book continue to bear witness to their valuable work.

We say this in every annual report, but cannot emphasise enough the financial value of the 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.

Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Hours	9410	8928	8445	1815	3713	4,996
Days	1255	1190	1126	242	495	666
Value	188,250	£178,500	£168,900	£36,300	£74,250	£99,900

The financial equivalent of the contribution made by volunteers (including trustees) remains considerable. The number of volunteer hours increased by 1,283 from 3,713 in 2021-22 to 4,996 in 2022-23; the equivalent of 666 working days, which at an average cost of £150 per day made a contribution in kind of £99,900 towards the work of the museum. It is clear that if we had to fund these hours the museum would not be financially sustainable.



Coat hanger from Haddacks Tailors of Congleton

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.

### Keith Heron

We are very sad to report the recent passing of Mr Keith Heron. Keith has been both an active member and volunteer. During his time at the museum, he made a considerable contribution through his IT skills in developing and maintaining our 'Victorian Database' which enabled both the museum and family history researchers to access the census data relating to the town in a far more 'user friendly' way. His expertise with a camera produced the content for many of our modern calendars. The images he took will provide a lasting record of the town during the early 21st century.

### Cllr Kay Wesley

Cllr Wesley retired as a trustee in May 2023. During her four years as a member of the board Kay made a valuable contribution by leading the museum's corporate review and helping to develop the digital strategy. Under her guidance and expertise, we were able to select the most appropriate partner to deliver our new website and corporate branding. Kay was also successful in securing most of the required funding for the project, which will be a lasting testimony to her membership of the Trustee Board.







## 8. Financial Statement

**Company Registration Number 02214293**

**Charity Registration Number 701430**

**Congleton Museum Trust  
Unaudited Financial Statements  
For the Year Ended 31 March 2023**



**Congleton Museum Trust**

**Legal and Administrative Information**

**Board of Management**

**I Doughty**  
**M Laurence**  
**A Gubbins**  
**L Hulse**  
**F Whitelock**  
**S Firkin**  
**P Lane**

**Company Number**

**02214293**

**Charity Number**

**701430**

**Registered Office**

**Market Chambers**  
**Market Square**  
**Congleton**  
**Cheshire**  
**CW12 1ET**

**Independent Examiner**

**D Bales**  
**6 Rowan Close**  
**Biddulph Moor**  
**Stoke on Trent**

**Bankers**

**NatWest**  
**46 High Street**  
**Congleton**  
**Cheshire**



**Congleton Museum Trust**

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## **Congleton Museum Trust**

### **Trustees' Report (including Directors' Report) For the Year Ended 31 March 2023**

The Board of Management present their report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Trust'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)\* (as amended for accounting periods commencing from 1 January 2016).

#### **Objectives and activities**

The primary objective of the Trust is to establish and 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;
- Preserving 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.

#### **Achievements and performance**

For the accounting year 2022-23 Congleton Museum was in a post pandemic recovery stage, where it was anticipated that visitor numbers and associated donation income would take time to recover.

The museum's financial position remains strong with a year on year decrease in total funds of only £2,335.

The operational shortfall of £1,335 was well below that anticipated. The remaining £1,000 was spent on an oil painting of one of Congleton's prominent industrialists of the late 18<sup>th</sup> century.

During the year the museum's funding benefited from there being no changes in energy costs, the existing contract running until 31 March 2023, and no staffing costs were incurred from 1 April to 31 December 2022.

Whilst visitor numbers showed signs of recovery, associated donations were £1,654 below those for the previous year. Revenue from all other areas of activity, apart from education project activity (school visits), reported a year-on-year increase.

At the end of this financial year Congleton Museum remains financially secure with sufficient balances to withstand any cost-of-living pressures, e.g., energy costs or a reduction in donations income, for 2023-24 and 2024-25.

#### **Financial review**

Unrestricted funds at the end of the financial year totalled £70,396 including a designated fund of £7,700. It is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six months' expenditure. The Board of Management considers that reserves of this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Trust's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Board of Management has assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

The Board of Management is satisfied that sufficient funding is available for the Museum to continue operating for the foreseeable future.





## Congleton Museum Trust

### Trustees' Report (including Directors' Report) (continued)

#### For the Year Ended 31 March 2023

##### Structure, governance and management

The Trust is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

The Board of Management, who are also the trustees of the charity and directors for the purpose of company law, and who served during the year and up to the date of the signature of the financial statements were:

I Doughty	
M Laurence	
A Gubbins	
L Hulse	
A Morrison	Resigned 18/07/2022
P Wesley	Resigned 16/05/2023
S Firkin	
P Lane	
F Whitelock	Appointed 12/12/2022

Further details of the management of the Trust and of the activities for the year can be found in the separate document "Report of the Board of Trustees 2022-23".

The Trustees' report was approved by the Board of Management on Monday 20<sup>th</sup> November 2023

**I Doughty**

Chair of the Board of Management

Dated: 20/11/2023



## **Congleton Museum Trust**

### **Statement of Trustees' Responsibilities**

#### **For the Year Ended 31 March 2023**

The Board of Management, who are also the directors of Congleton Museum Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Board of Management are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Trust will continue in operation.

The Board of Management are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**Congleton Museum Trust**

**Year ended 31 March 2023**

**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 2023.

**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 accounts 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 accounts to be reached.

Signed: *D. Bales*

Name: David Bales

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

Date: *23 / 11 / 2023*



**Congleton Museum Trust**

**Statement of Financial Activities for the year ending 31 March 2023**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds £
<b>Income from:</b>						
Donations and Legacies	2	16,460	-	4,156	20,616	30,939
Charitable Activities	3	3,209	-	-	3,209	1,853
Other Trading Activities	4	4,322	-	-	4,322	3,130
Investments		-	-	-	-	-
Other		-	-	-	-	-
<b>Total</b>		<b>23,991</b>	<b>-</b>	<b>4,156</b>	<b>28,147</b>	<b>35,922</b>
<b>Expenditure on:</b>						
Raising Funds	5	643	-	-	643	592
Charitable Activities	6	24,683	1,000	4,156	29,839	34,586
Other		-	-	-	-	-
<b>Total</b>		<b>25,326</b>	<b>1,000</b>	<b>4,156</b>	<b>30,482</b>	<b>35,178</b>
Net Gains/(losses) on Investments		-	-	-	-	-
<b>Net Income/(Expenditure)</b>		<b>-1,335</b>	<b>-1,000</b>	<b>0</b>	<b>-2,335</b>	<b>744</b>
<b>Transfers between Funds</b>		<b>-</b>	<b>8,700</b>	<b>-8,700</b>	<b>-</b>	<b>-</b>
<b>Other Recognised Gains/(Losses)</b>						
Gains/(Losses) on Revaluation of fixed assets		-	-	-	-	-
Actuarial gains/(losses) on defined benefit pension schemes		-	-	-	-	-
Deferred income release		0	0	0	0	16,734
<b>Net movement in funds</b>		<b>-1,335</b>	<b>7,700</b>	<b>-8,700</b>	<b>-2,335</b>	<b>17,478</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		64,031	0	10,050	74,081	56,603
<b>Total funds carried forward</b>		<b>62,696</b>	<b>7,700</b>	<b>1,350</b>	<b>71,746</b>	<b>74,081</b>





**Congleton Museum Trust**  
**Balance Sheet for the year ending 31 March 2023**

	<b>Note</b>	<b>Total Funds £</b>	<b>Prior Year Funds £</b>
<b>Fixed Assets:</b>			
Intangible assets		-	-
Tangible assets		-	-
Heritage assets		-	-
Investments		-	-
<i>Total fixed assets</i>		<u>0</u>	<u>0</u>
<b>Current assets:</b>			
Stocks		1,211	1,441
Debtors		8,168	5,417
Investments		-	-
Cash at bank and in hand		64,401	68,986
<i>Total current assets</i>		<u>73,780</u>	<u>75,844</u>
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year		2,034	1,763
Net current assets or liabilities		<u>71,746</u>	<u>74,081</u>
<i>Total assets less current liabilities</i>		<u>71,746</u>	<u>74,081</u>
Creditors: Amounts falling due after more than one year		-	-
Provisions for liabilities		-	-
<i>Net asset or liabilities excluding pension asset or liability</i>		<u>71,746</u>	<u>74,081</u>
Defined benefit pension scheme asset or liability		-	-
<b>Total net assets or liabilities</b>		<u>71,746</u>	<u>74,081</u>
<b>The Funds of the charity:</b>			
Endowment funds		-	-
Restricted income funds	7	1,350	10,050
Unrestricted funds (general)		62,696	64,031
Unrestricted funds (designated)		7,700	-
Revaluation reserve		-	-
Pension reserve		-	-
<i>Total unrestricted funds</i>		<u>70,396</u>	<u>64,031</u>
<b>Total charity funds</b>		<u>71,746</u>	<u>74,081</u>



**Congleton Museum Trust**

**Balance Sheet (continued)**

**For the Year Ended 31 March 2023**

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 for the year ended 31 March 2023.

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 members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Management on Monday 20<sup>th</sup> November 2023.

I Doughty  
Trustee

Company registration number 02214293



## Congleton Museum Trust

### Notes to the Financial Statements

#### For the Year Ended 31 March 2023

##### 1. Accounting policies

###### Charity information

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

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Trust's Memorandum and Articles of Association, the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities SORP "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 is a Public Benefit Entity as defined by FRS 102.

The Trust has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies followed are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the Board of Management have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. Thus the Board of Management continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Board of Management in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the financial statements.

##### 1.4 Income recognition

All incoming resources are included in the Statement of Financial Activities 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.



## **Congleton Museum Trust**

### **Notes to the Financial Statements (continued)**

#### **For the Year Ended 31 March 2023**

##### **1.5 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 settlement will be required and the amount of the obligation can be measured reliably.

##### **1.6 Fixed assets**

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

##### **1.7 Heritage assets**

Information on the cost or valuation of many of the heritage assets owned by the Trust is not available. Therefore, heritage assets are not shown in the Trust's balance sheet. The Trust has not incorporated a valuation of heritage assets in the financial statements as the benefits of doing so are outweighed by the costs of obtaining such a valuation.

##### **1.8 Stocks**

Stocks are stated at the lower of cost and net realisable value.

##### **1.9 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**  
**Notes to the Financial Statements (continued)**  
**For the Year ended 31 March 2023**

	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Prior Year Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2 Donations and Legacies</b>					
Donations	3,304	0	0	3,304	4,949
Grants	5,380	0	4,156	9,536	21,705
Gift Aid and VAT reclaim	7,776	0	0	7,776	4,285
	<b>16,460</b>	<b>0</b>	<b>4,156</b>	<b>20,616</b>	<b>30,939</b>
<b>3 Charitable Activities (income)</b>					
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Membership subs	1,275	0	0	1,275	1,189
Education project revenue	0	0	0	0	258
Walks and talks	1,567	0	0	1,567	404
Room hire	145	0	0	145	0
Bank interest received	222	0	0	222	2
	<b>3,209</b>	<b>0</b>	<b>0</b>	<b>3,209</b>	<b>1,853</b>
<b>4 Other Trading Activities</b>					
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Shop income	2,945	0	0	2,945	2,540
Publishing income	1,377	0	0	1,377	590
	<b>4,322</b>	<b>0</b>	<b>0</b>	<b>4,322</b>	<b>3,130</b>
<b>5 Cost of Raising Funds</b>					
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cost of shop sales	643	0	0	643	592
	<b>643</b>	<b>0</b>	<b>0</b>	<b>643</b>	<b>592</b>
<b>6 Charitable Activities (expenditure)</b>					
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Additions to collections	898	1,000	0	1,898	2,671
Collections expenditure	2,451	0	0	2,451	379
Events and exhibitions	612	0	0	612	0
Salaries	2,753	0	0	2,753	8,361
Electricity	4,493	0	0	4,493	3,500
Water	322	0	0	322	354
Household and cleaning	465	0	0	465	2,007
Security and safety	1,302	0	0	1,302	1,306
IT software and hardware	3,168	0	4,156	7,324	9,640
Insurance	2,605	0	0	2,605	2,204
Telephone and broadband	1,592	0	0	1,592	1,350
Outside subscriptions	485	0	0	485	297
Office consumables	387	0	0	387	552
Sundry expenses	746	0	0	746	437
Equipment rental, support and usage	2,404	0	0	2,404	1,210
Depreciation	0	0	0	0	318
	<b>24,683</b>	<b>1,000</b>	<b>4,156</b>	<b>29,839</b>	<b>34,586</b>



**Congleton Museum Trust  
Notes to the Financial Statements (continued)  
For the Year ended 31 March 2023**

	<b>Bradshaw House</b>	<b>Peover Hoard</b>	<b>UofM Hands on Project</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>7 Restricted funds summary</b>				
Balances b/f	8,700	1,350		10,050
Transfer to Unrestricted Designated Fund	-8,700			-8,700
	0	1,350		1,350
Income in year			4,156	4,156
Expenditure in year:				
3D Scanner			-4,156	-4,156
Balances c/f	0	1,350	0	1,350

The balance on the Bradshaw House fund was transferred to an Unrestricted Designated fund for future capital acquisitions with the approval of the original donors as it became clear that the aims of the Bradshaw House fund could not be achieved. All donors had been offered a full refund.

**8 Employees**

The average number of employees during the year was 1 (2022: 1).

**9 Related Party Transactions**

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





CM