



Elstree and Borehamwood Museum

Annual Report

April 2019 – March 2020



Contents:

- 1. A message from the Chairman**
- 2. A Review of the Year**
- 3. Exhibitions**
- 4. Events**
- 5. Learning and Outreach**
- 6. Friends and Volunteers**
- 7. Visitors**
- 8. Trustees**
- 9. Collections**
- 10. Finance**

1. A message from the Chairman

Below you will find a comprehensive report compiled by our wonderful Museum Officer which takes you through pretty much everything that our fantastic group of volunteers achieved in the year from April 2019 through to the end of March 2020.

Our museum has no paid staff and I think what we achieve is exceptional. I heartily congratulate every one involved and just hope that the high standard they set can be maintained moving forward once the Covid-19 emergency is done and dusted once and for all. It is sad that because of the location and layout of our museum we are likely to be one of the last to be able to reopen safely, but there are plans afoot to bring you more interesting and attractive exhibitions as soon as we are able.

2. Review of the Year

2019 started on a successful note as the Museum found out it had been awarded full Accredited Status. A well earned culmination of all the hard work and planning of Museum Manager Dave Armitage and the team of Museum volunteers.



April saw the opening of the first of our two successful exhibitions this year, with a look back to the 1960s and the



Lynx Club in Borehamwood. This was picked up by Three Counties Radio on their Treasure Quest Programme who sent their 'Treasure Quest' reporter, Danny Fullbrook, to the Museum on Saturday 18th May. Because the Museum was the final answer (i.e. The Treasure!), he only just made it before the midday deadline. He even tried on one of the Beatle wigs and moustaches and played the guitar on the Lynx stage.

The Reminiscence group meetings continued to be a great success with a regular, steady group of attendees of around 20-26 members. Dave set a new theme; 'It's My Life' which involves individual members of the group providing him with 30 photos of their life in Elstree and Borehamwood and he creates them a slide show, which they then present to the group. This has proved to be very popular.

Richard Hardy sent a donation of £100 from Canada in acknowledgement of the Museum continuing to be custodian of the family's archive collection. He thanked the Friends for regularly sending the Newsletter and praised its content. His donation was put towards digitising a collection of 8mm movie footage of Borehamwood in the 1960s, which had been given to the Museum's collection.

As mentioned, the Newsletter continues to be an excellent read and well put together by volunteer Simon Gee.

October saw the preparations put in place for the forthcoming Year of Culture in 2020. Dave Armitage attended a special forum meeting of Hertsmere groups, on behalf of the Museum, to discuss ideas and plans for involvement in the exciting activities.

Hertfordshire
2020
Year of Culture



October was also when the launch of the second successful exhibition of the year took place: *Holby City at 20: Go Behind the Surgical Mask*. One of the popular programme's cast, Bob Barrett (aka Sacha Levy), came to open the exhibition and his endorsement on Facebook set off an avalanche of new members and interest in the Museum.

Bob appeared again in December for the annual Christmas Lights Switch On. The Museum opened specially for the occasion and received 83 visitors in an hour!



At the beginning of December, Dave Armitage joined Trustees Elaine and Clive Butchins in Peterborough for a new event organised by SHARE Museums East for Trustee Training. This was attended by a range of Museums from around the region. Elstree and Borehamwood Museum was ahead of the crowd in terms of good practice and achievement. Well done all.

3. Exhibitions



Good Vibrations! A look back at the 1960s in Borehamwood.

May – October 2019

Instigated and led by Simon Gee, the volunteers excelled themselves in transforming the Museum into a recreation of the 1960s

local youth club and music venue called The Lynx. Original artwork and designs from the Club were used to reproduce the Lynx. A large screen showing footage of bands playing at the time, added to the atmosphere. Not content with this, the volunteers built a record shop complete with a record player, racks of vinyl and a listening booth. This was a fantastic exhibition and linked with some fun school visits and a Lynx reunion event in September.



Holby City at 20: Go Behind the Surgical Mask

October 2019 – April 2020

Following over a year of discussions and planning with the BBC, the exhibition finally became a reality in October. A team of BBC production members from Holby came over and installed the exhibition over two weeks. As agreed, the exhibition took over the entire museum with a view to recreating one of the show's actual operating theatres. A few gory lifelike

exhibits were included but detail is all; even down to the costumes, the instruments and the surgical masks.

The exhibition proved immensely popular, with visitors coming from far and wide and fans even coming to spend their birthdays at the Museum. Museum volunteers John Woolston and Simon Gee co-ordinated making up some birthday cards to mark the occasion, which were then presented to these guests when they arrived.



4. Events

The Museum participated in the Town Festival Flower Festival with a display called Good Vibrations for the 'Celebrations' theme.



The Annual History Walk took place on a hot Sunday in June around Elstree.

Dave Armitage led the walk, assisted by John Woolston and the pair had carried out much research on the village. They were joined by 29 walkers who learned about the fascinating history on their two-hour walk.



Families Day in Meadow Park took place on the hottest day of the year! The Museum's theme was the 1960s, in line with the *Good Vibrations* exhibition. A few

people turned up to play Twister, but it was too hot to dress up in the 60s clothes provided.

The Lynx Club reunion evening was held on a Saturday night in September, in conjunction with the *Good Vibrations* exhibition. It promised a look back at the 60s with an evening of sixties clothes, sixties food and sixties sounds. It wasn't a disappointment. The event was so popular with those who spent time at the Lynx in the 60s (and also those who didn't!) that we were asked if this could be a regular event. The event raised £218 and there are plans for a repeat in 2020.



Dave Armitage gave a talk to the Borehamwood W.I. and one other to the Radlett U3A History Group.



In November, the Museum remembered the men of Elstree and Borehamwood in All Saints Church with a display commemorating the 75th anniversary of the D Day Landings. The panels contained details researched from materials provided by the British Legion.

The wreath was laid on Armistice Day by Paul Welsh on behalf of the Museum.

Saturday January 25th – A Year in Photos display at All Saints Church. This was the first of this year's regular coffee mornings, organised by Elstree and Borehamwood Town Council and an Exhibition of community organisations presenting *2019 A Year in Photographs*.



5. Learning and Outreach

In October 2019, Parkside School visited bringing Thirty-five 7 year olds. They enjoyed Sixties themed activities, including designing their own record sleeve.

The Jewish Primary School were given a presentation in early February 2020 to 60 children.

The following month, St Teresa's school was back again, this time for two visits with a total of 59 children.

6. Friends and Volunteers



At the beginning of December, the Friends of the Museum held a special Evening to celebrate the exhibition, *Holby City At 20*. The guest speaker was the chief medical adviser to the programme, Dr Shyam Kolvekar. His main 'job' is being the Consultant Cardiothoracic Surgeon at St Barts Hospital, but he has been the *Holby* adviser since the show began, making sure that all the medical terms and scenarios are completely accurate. He has also worked on medical documentaries and wherever his expertise is called for.

Christmas Party: Once again held at Schopwick Place. A good time was had by all, as this photo illustrates! Thanks must go to Norman and Ann Shuker for hosting and to Betty and Helen for organising.



On Monday 27th January, Communities First held a Volunteering Exhibition at which all the local charities prepared stalls to advertise their organisations and try to attract new volunteers. In the rear hall of 96 Shenley Road the Museum valiantly displayed our recent activities for the last year hoping to gain a few new helpers. Unfortunately, the flow-through of interested viewers was rather slow.

Volunteer meetings

These were held on six occasions during the year and gave the volunteers a chance to ask questions about museum operations and inform them of forthcoming events. It was also a chance to celebrate the achievements carried out during the preceding two months. The total volunteer hours for the period covered by this report amount to: 4,278 (to end of Feb 2020)

Total number of volunteer hours from 2012 up to January 2020: 40,039

7. Visitors

Total visitor figures for the period covered by this report are: 2,787 (to 17th March 2020)

In addition, total outreach figures for the period are: 503 (to 17th March 2020)

Due to exceptional circumstances of the Coronavirus, the Museum took the decision to close on Tuesday 17th March for the foreseeable future. This will of course have an effect on visitor numbers and volunteer hours.

8. Trustees



The annual AGM was held in May 2019. Trustees and Volunteers were updated on the Museum's achievements from the past year and on recent activities, exhibitions, finances and future projects. Dave Armitage gave a comprehensive progress report.

Trustees standing down and offering themselves for re-election were:

Clive Butchins
Ann Lawrence
Pat Strack

Thus the Board of Trustees as of 24th May 2019 after the AGM were:

Clive Butchins: Chair
Cynthia Barker: Vice Chair
Elaine Butchins – Secretary
Paul Welsh
Ann Lawrence
Pat Strack
Norman Shuker
Betty Chandler
Mary Hanson and Alan Lawrence remained as Honorary Patrons.

Sadly Mary Hanson died in February 2020. She was a most valuable and long- standing servant of the museum with her comprehensive knowledge of the history of the area. She is already sorely missed.

9. Collections



The 'Award Winning' MODES Collections and Exhibitions team is still working together on Fridays, going through every item in the collection housed at the Museum and Museum Store. To date, over 5,000 items have been added to the MODES database. The aim of having all items available to view on a touchscreen database in the Museum, is getting closer to a reality.

10. Finance

Elstree & Borehamwood Museum

Trustees Report and Financial Statements

31 December 2019

Registered number 1157770

Elstree & Borehamwood Museum
Report and financial statements
Contents

| | Page |
|-----------------------------------|-------------|
| Charity information | 3 |
| Trustees Report | 4 |
| Statement of Financial Activities | 5 |
| Balance Sheet | 6 |
| Notes to the financial statements | 7 |

Elstree & Borehamwood Museum Charity Information

Charity Trustees

Ann Lawrence
Betty Chandler
Clive Butchins
Cythia Barker
Paul Welsh
Norman Shuker
Pat Strack
Elaine Butchins

Museum Curator

Dave Armitage

Finance

Ken Custance

Museum officer Hertsmere Borough council

Ruth Stratton

Principal Address

96 Shenly Road
Borehamwood
Herts
WD6 1EB

Website: www.elstree-museum.org.uk

Registered number

1157770

Principal Activities & Objectives

The Charitable objects are to advance education for the public benefit, in particular in the subject of Elstree and Borehamwood, its history and heritage.

Chairman's Report

1st January 2019 - 31st December 2019

What a year we have enjoyed! Looking back to the beginning of 2018 we started with the wonderful exhibition about 150 years of the arrival of the Railway to our town, which was such a major influence on its subsequent development both in terms of population growth but also in the development of the Film and then TV industries.

The next exhibition recorded the successful fight, led by Paul Welsh MBE, to save Elstree Studios from developers. This ran until April this year. Dave will be elaborating on the detail in his report.

Our Friends of the Museum scheme goes from strength to strength. If you haven't already joined, please do so to receive your regular comprehensive newsletter and invitations to our events.

Financially we appear to be on a sound footing, but we still await a contract from the County Council that we feel able to sign which has resulted in the large contingent liability that we would very much like to be resolved. Thanks go to Tesco for the funding they have donated as part of their scheme for local charities, and from Tried and Trusted magazine which continues to provide valuable financial support.

Since the year end the main news is that we are now officially accredited, with all the benefits – and the obligations – that that entails. Well done everyone on a really successful year. Elstree & Borehamwood Museum is really punching well above its weight. I extend a really big thank you to everyone who has made a contribution, however small or large, to this success.

- To all the volunteers who set up and take down the exhibitions and those who keep the museum running by being there during opening hours to help visitors
 - To Ken for keeping the books and Jayshree for preparing the accounts
 - To my fellow trustees for all their contributions and for putting up with me chairing their meetings
 - But it is certain none of this would be possible without the support of Hertsmere Borough Council, both financially and through the services of our Museums Officer, Ruth Stratton and
 - Last and most importantly our Museum Manager, Dave Armitage, who works tirelessly not only running the museum, but carrying out sessions for schools and other groups, both as outreach and in the museum.
- Thank you all.

Approved by the trustees on 31 July 2020 and signed on their behalf by



Clive Butchins
Chairman, Elstree & Borehamwood Museum

**Elstree & Borehamwood Museum
Statement of Financial Activities
for the year ended 31 December 2019**

| | Note | 2019 £ | 2018 £ |
|-----------------------------------|-------------|------------------------|------------------------|
| Income from: | | | |
| Donations | 2 | 13,520 | 16,295 |
| Charitable activities | 3 | 479 | 1,146 |
| Investments | 4 | <u>210</u> | <u>127</u> |
| Total income | | <u>14,209</u> | <u>17,568</u> |
| Expenditure on: | | | |
| Charitable activities | 5 | <u>(12,649)</u> | <u>(16,303)</u> |
| Total expenditure | | <u>(12,649)</u> | <u>(16,303)</u> |
| Net movement in funds | | 1,560 | 1,265 |
| Total funds at 1 January | | 2,700 | 1,435 |
| Total funds at 31 December | | <u>4,260</u> | <u>2,700</u> |

Elstree & Borehamwood Museum
Registered number: 1157770
Balance Sheet
as at 31 December 2019

| | Note | 2019 £ | 2018 £ |
|---|-------------|-------------------------|-------------------------|
| Current assets | | | |
| Stocks | 6 | 1,019 | 1,168 |
| Debtors | 7 | 12 | 76 |
| Cash at bank and in hand | 8 | <u>68,328</u> | <u>63,055</u> |
| | | 69,359 | 64,299 |
| Creditors: amounts falling due within one year | 9 | <u>(5,500)</u> | <u>(5,500)</u> |
| Net current assets | | 63,859 | 58,799 |
| Total assets less current liabilities | | <u>63,859</u> | <u>58,799</u> |
| Provisions for liabilities | 10 | (59,599) | (56,099) |
| Net assets | | <u>4,260</u> | <u>2,700</u> |
| Represented by: | | | |
| Unrestricted funds | 11,12 | 4,260 | 2,700 |
| Total funds | | <u>4,260</u> | <u>2,700</u> |

These financial statements were approved by the trustees on 31 July 2020 and signed on their behalf by:

Clive Butchins

Norman Shuker

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2019

1 Accounting policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Charities Act 2011.

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, it is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income from charitable activities.

Income from interest

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Stocks

Goods provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2019

| 2 Income from donations | 2019 | 2018 |
|--------------------------------|---------------|---------------|
| | £ | £ |
| Donations and gifts | 1,970 | 2,795 |
| General grants | 11,550 | 13,500 |
| | <u>13,520</u> | <u>16,295</u> |

All of the above relates to unrestricted funds.

| 3 Income from charitable activities | 2019 | 2018 |
|--|-------------|--------------|
| | £ | £ |
| Membership subscriptions | 628 | 600 |
| Retail profit/(loss) | (149) | 546 |
| | <u>479</u> | <u>1,146</u> |

All of the above relates to unrestricted funds.

| 4 Investment income | 2019 | 2018 |
|----------------------------|-------------|-------------|
| | £ | £ |
| Bank interest | <u>210</u> | <u>127</u> |

All of the above relates to unrestricted funds.

| 5 Analysis of expenditure on charitable activities | 2019 | 2018 |
|---|-----------------|-----------------|
| | £ | £ |
| Exhibitions | (7,410) | (3,318) |
| Education and events | (234) | (486) |
| Insurance | (1,365) | (1,210) |
| IT and equipment expenses | (555) | (8,450) |
| Premises and associated costs | (209) | - |
| Printing, postage & stationery | (2,187) | (1,627) |
| Other | (689) | (1,212) |
| | <u>(12,649)</u> | <u>(16,303)</u> |

| 6 Stock | 2019 | 2018 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Charitable activities: | | |
| Opening stock as at 1 January | 1,168 | 400 |
| Change in the year | <u>(149)</u> | <u>768</u> |
| Closing stock as at 31 December | <u>1,019</u> | <u>1,168</u> |

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2019

| | | |
|--|-------------|-------------|
| 7 Debtors | 2019 | 2018 |
| | £ | £ |
| Prepayments | 12 | 76 |
| | <hr/> | <hr/> |
| 8 Cash at bank and in hand | 2019 | 2018 |
| | £ | £ |
| Cash at bank and in hand | 68,328 | 63,055 |
| | <hr/> | <hr/> |
| 9 Creditors: amounts falling due within one year | 2019 | 2018 |
| | £ | £ |
| Deferred income | 5,500 | 5,500 |
| | <hr/> | <hr/> |
| <i>Movement in deferred income:</i> | | |
| Balance at 1 January | 5,500 | 5,500 |
| Amounts added in the year | 5,500 | 5,500 |
| Amounts released to income from prior year | (5,500) | (5,500) |
| Balance at 31 December | 5,500 | 5,500 |
| | <hr/> | <hr/> |
| 10 Provisions for liabilities and charges | 2019 | 2018 |
| | £ | £ |
| Balance at 1 January | 56,099 | 56,099 |
| Increase in provision | 3,500 | |
| Balance at 31 December | 59,599 | 56,099 |
| | <hr/> | <hr/> |
| Provisions include £3,500 (2018: Nil) provision for exhibition removal costs, £46,099 (2018: £46,099) of historic premises costs which are awaiting assessment by the landlord, and £10,000 (2018: £10,000) which is reserved for acquisition of storage space for exhibition materials. The timing of both of the latter two outflows is uncertain. | | |
| 11 Unrestricted income funds | 2019 | 2018 |
| | £ | £ |
| Balance at 1 January | 2,700 | 1,435 |
| Incoming resources | 14,209 | 17,568 |
| Outgoing resources | (12,649) | (16,303) |
| Balance at 31 December | 4,260 | 2,700 |
| | <hr/> | <hr/> |

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2019

12 Analysis of net assets between funds

| | Net | | |
|---------------------------|----------------|-------------------|--------------|
| | Current | | |
| | assets | Provisions | Total |
| | £ | £ | £ |
| Unrestricted income funds | <u>63,859</u> | <u>(59,599)</u> | <u>4,260</u> |

13 Other information

Elstree & Borehamwood Museum is a charitable incorporated organisation and is registered with the Charity Commission. It is not required to register with the Companies House as a company. It has limited liability so that its members and trustees do not need to contribute in the event of the charity being wound up.

Elstree & Borehamwood Museum
Detailed Statement of Financial Activities
for the year ended 31 December 2019

This schedule does not form part of the submitted financial statements

| | 2019 | 2018 |
|--|------------------------|------------------------|
| | £ | £ |
| Income from: | | |
| Donations: | | |
| Grants Received | 11,550 | 13,500 |
| Sales, donations and presentations | <u>1,970</u> | <u>2,795</u> |
| | 13,520 | 16,295 |
| Charitable activities | | |
| Friends subscriptions | 628 | 600 |
| Fund raising | - | - |
| Retail | <u>(149)</u> | <u>546</u> |
| | 479 | 1,146 |
| Investments | | |
| Bank interest earned | <u>210</u> | <u>127</u> |
| Total income | <u>14,209</u> | <u>17,568</u> |
| Expenditure on charitable activities: | | |
| Temp Exhibition Design & Print | (7,410) | (3,318) |
| Education and events | (234) | (486) |
| Insurance | (1,365) | (1,210) |
| IT and equipment expenses | (555) | (8,450) |
| Premises and associated costs | (209) | 0 |
| Printing, postage & stationery | (2,187) | (1,627) |
| Other | | |
| Annual subscriptions and renewals | (311) | (346) |
| Bank charges | 45 | 105 |
| Consumables | (45) | (110) |
| Friends Expenses | (227) | (436) |
| Increase in accruals | 0 | 0 |
| Sundry | (77) | (370) |
| Travel | <u>(74)</u> | <u>(55)</u> |
| | (689) | (1,212) |
| Total expenditure | <u>(12,649)</u> | <u>(16,303)</u> |
| Net movement in funds | 1,560 | 1,265 |
| Total funds at 1 January | 2,700 | 1,435 |
| Total funds at 31 December | <u>4,260</u> | <u>2,700</u> |