Company Registered Number 01950221

Charity Number 292807

Buckingham Old Gaol Trust
Report and Accounts
31 March 2019

Buckingham Old Gaol Trust Legal & Administrative Information

Trustees

Mr Terence Bloomfield

Mr David Fell

Mrs Helene Hill

Ms Lauren Hutton

Ms Danielle Little

Miss Kay Meadows

Mr Matthew Parker

Mr Michael Smith

Ms Natasha Thiebaut

Mr Warren Whyte

Mr Michael Wisbach

Chairman

Mrs Helene Hill

Secretary

Mr Michael Smith

Treasurer

Mr Terence Bloomfield

Accountants

BirchCooper Accounting Services Ltd Suite 6b, Newman House 4 High Street Buckingham MK18 1NP

Registered Office

The Old Gaol Market Hill Buckingham MK18 1JX

Company Number

01950221

Charity Number

292807

Trustee's Report

The Trustees present their Annual report along with financial statements for the year ended 31 March 2019.

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 25 September 1985 and registered as a charity on 25 October 1985. The Charity changed its name from Buckingham Heritage Trust to Buckingham Old Gaol Trust on 29 February 2012.

The Charity was created with a Memorandum of Association which establishes the objects and powers of the company. It is governed by its Articles of Association. Under these Articles, one third of the Trustees shall retire by rotation at each Annual General Meeting, but shall be eligible for re-election.

Last year saw the retirement of Mr David Fell, Ms Beverley Kelly and Miss Kay Meadows, with Mr Fell and Miss Meadows offering themselves for re-election; and Ms Danielle Little, Ms Lauren Hutton and Ms Natasha Thiebaut were also elected as Trustees.

One third of Trustees stand down each year but are eligible for re-election. This year, Lauren Hutton will stand down and, due to pressure of work, will not seek re-election. Danielle Little has now completed her studies at the University of Buckingham, will be moving away from the area and so will be unable to continue as a Trustee. Terry Bloomfield is also standing down as a Trustee but will remain as Treasurer. There remain eight Trustee vacancies.

The Trustees meet regularly to progress the formal work of the Charity, and in addition met for a "strategy day" to consider the Trust Board's future activities in respect of the Museum. Additional "strategy days" are planned. To help all Trustees play a part, Trust Board meetings alternate between morning and evening meetings, thereby giving all Trustees the opportunity to attend with reasonable frequency and contributing to the work of the Charity around their other commitments. Day to day management of the Charity and its assets between Trust Board meetings is undertaken by the Chairman, Secretary and Treasurer.

Related Parties

There are no related parties.

Risk Management

The Trustees examine the major risks that the Charity faces each financial year when reviewing their policies and updating their strategic plan. The Trust Board has developed systems to monitor and control potential risks in order to mitigate any impact they may have on the Charity in the future.

Objectives and Activities

The objectives of the Charity, as set out in the Memorandum of Association, are to restore and maintain the building known as Buckingham Old Gaol as a Grade 2* listed building of historical interest; and develop the same as a heritage centre museum and gallery for the benefit of the people of Buckingham and Buckinghamshire.

Trustee's Report

Achievements and Performance

The Tourist Information Centre (TIC), now managed by Buckingham Town Council for over a year, continues to enjoy a growing number of enquirers from the locality and further afield. It provides the Trust with valuable administrative support, as part of its Memorandum of Agreement occupancy terms, which includes the relating of telephone messages and dealing with initial hire enquiries by Emma Churchill and her team.

The Trust continues to enjoy an excellent relationship with *Giltswan* (Mr Russell Cross), who occupies the rear shop. Mr Cross provides valuable assistance to those requiring access to the building via the wheelchair lift, adds to the overall security of the building by being an additional person in the premises during open hours, and frequently assists with setting out the Exercise Yard with chairs and tables for events.

The lower ground floor front office continues to be rented by *Skyline Taxis*, although they have yet to occupy their premises. The un-serviced space formerly occupied by *Western Power* has now been let to Buckingham Town Council for storage.

Other than minor routine maintenance issues, the fabric of the building has required little attention during the year. There are still signs of minor water ingress via the glazed Exercise Yard roof after heavy rain, but this has defied many attempts to totally prevent it. The front stairwell ceiling and upper wall requires some redecoration now that it has thoroughly dried out following last year's roof repairs to Keepers Cottage (the front curved section of the building) and this is in hand.

Although no major issues have arisen, there is evidence of stonework repairs/dressing being required around the main entrance, and at the rear corner of the building which has been "grazed" by traffic on several occasions.

The Trust is now a member of *The Listed Property Owners' Club*, which provides valuable assistance and information about listed building repair and maintenance.

During the year, the Trust were pleased to receive a SWOT (strengths, weaknesses, opportunities and threats) Analyses conducted by University of Buckingham students, which gives a useful insight to wear future efforts might be concentrated.

The Trust Board also held the first of a series of planned Strategy Days, organised by Trustee Natasha Thiebaut and designed to identify where its future efforts might be most usefully concentrated.

Trustees were (and remain) frustrated that the court case in respect of the July 2017 misappropriation of artefacts was again deferred.

Trustee's Report

Private hire bookings of the Exercise Yard continued to supplement Trust income, but at a slower rate than in previous years. Trustees have, however, continued to secure an almost permanent presence of temporary exhibitions (with free public admission – see **Museum Report** below); and we continue to offer the mezzanine for short-notice *ad-hoc* meetings etc.

Occasional talks with guest speakers have continued, including *The Queen Who Saved the Monarchy* by former Trustee Bev Kelly.

The Trust continues to support local charitable events, usually by provision of a family admission ticket and a copy of the booklet *Buckingham Old Gaol – Its Place in Buckingham Then and Now* as a raffle prize.

Trust membership remains disappointingly low, however, despite every opportunity being taken to encourage people to join.

Museum Report

During the year work continued on the audit of all museum artefacts and objects, their subsequent input to the *Modes* database, and the checking of manuscript records against the computerised records. The audit moved into the store room during the winter, and stored Items are being sorted into possible museum exhibits, or "hands-on" objects for school visits or outreach projects such as Dementia boxes. Lots of ephemera like town guides containing many adverts, souvenir programmes and photographs, when properly listed, would be useful for local history research. This work has still been time consuming, leaving little time for other work in the museum.

We have been informed that our re-accreditation will now be due in 2021, so the backlog of documentation should be cleared by then.

The courtyard exhibitions during the financial year started with a display on the *History of the Village of Fringford*, curated by Fringford Village History Group, and comprising their village interpretation boards and their banner on the Flora Thompson connection; which Trustee Kay Meadows illustrated with Flora and village themed artefacts from the museum.

This was followed by the *Buckingham Lodge of the Oddfellows* providing a selection of ceremonial regalia, photographs, portraits and historical records illustrating not only the history of the Lodge but also the varied charitable and social work that continue to carry out. The most impressive object was the processional banner, possibly dating from the inception of the Lodge, as there are pictures of it been paraded round the town.

The summer exhibition was *Dippers, Drunks and Poachers, Prison Life in Buckingham Gaol*. Our Honorary Historian Ed Grimsdale provided the research and Trustee Mike Wisbach created some illustrations and wrote up the stories. The Friends of Buckingham Old Gaol Museum (the Friends) provided prison-related children's activities and a very enjoyable day where four of the prisoners' tales were acted-out by volunteers.

Trustee's Report

Three short exhibitions followed:

- o 100 years of Nichols Amusements charting their time running the town's Charter Fairs
- o The British Army in Italy 1917-18 the last in our WWI series about local regiments
- o Well-remembered Toys appropriate for the Christmas and the New Year period.

Finally, *Mighty Women* was a debut exhibition curated by Trustee Lauren Hutton, profiling some of the local women who have played a role in Buckingham's history, which proved very popular.

The four illustrated stories of prisoners are now displayed in the Museum on some of the cell doors, and have also been condensed onto postcards for sale in the Museum Shop and to give to groups of school children taking part in the Museum's Crime and Punishment tours.

Two new branded ranges were introducing into the Museum Shop stock - leather key rings, coasters and bookmarks; and pens, pencils and rulers from local supplier Trevor King. Local interest books are added as published or reordered if popular.

Trustee Mike Wisbach has worked up several themed tours to offer to schools to fit in with the national curriculum and has successfully tried out several. He and fellow Trustee Natasha Thiebaut are working with the County Museum on an outreach project funded by the Rothschild Foundation. Trustee Danielle Little and fellow students from The University of Buckingham have made valuable contributions to the work in the museum.

It is also worth noting that Trustees, apart from donating generous amounts of their time in a voluntary capacity, also contribute in monetary terms from time to time. Of note this year are donations of £495.00 (Lauren Hutton), £113.17 (Mike Smith) and £23.00 (Matt Parker).

The support of the Friends in providing volunteers for the shop and arranging children's activities throughout the year, and especially the Christmas Grotto, is greatly appreciated.

Visitor numbers have remained much the same as in previous years, although entry to the (free) exhibitions is gaining popularity. Exhibition visitors are now offered an admission discount if they return within a month to visit the Museum.

Staffing

The building, Museum and Museum Shop continue to be looked after on a wholly voluntary basis by the Trustees and Friends, with valuable day-to-day assistance being provided by the TIC staff. Although more help would always be welcomed, the Trustees are pleased to report that this arrangement continues to work well, although its limitations do prevent the speed of progress in certain areas that we would like to see.

Financial Review

The net incoming resources for the year amount to £4819 after depreciation. The balance of unrestricted funds (those monies which were not donated for a specific purpose) at 31 March 2019 stood at £76014.

Trustee's Report

Trustee Responsibilities In Relation to Financial Statements

The Trustees remain resolved to:

- o Maintain our accreditation status, including fulfilling all outstanding items identified by the accreditation body
- o Continue to make improvements to the Museum, including extending or improving displays as time and resources allow; such improvements to include replacing display cases to better protect and preserve existing artefacts and objects and to allow more to be added

Trustee Responsibilities in Relation to Financial Statements (continued)

- o Continue careful management of Museum Shop stock, to both reflect the historic building and the Museum content, and to maximise income
- o Encourage more effective deployment of volunteers
- o Grow the Buckingham Old Gaol Trust membership
- Work to fill Trustee vacancies

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other regularities.

Accounts

A resolution proposing the reappointment of *BirchCooper Accounting Services Ltd* as Buckingham Old Gaol Trust's Independent Examiner will be tabled at the Annual General Meeting.

This report was presented to the Trustees at its Trust Board meeting on Wednesday 11 September 2019, in draft form, and formally approved by them on that date.

Mrs Helene M N Hill (Chairman)

Buckingham Old Gaol Trust Accountants' Report

Accountants' report to the trustees' Buckingham Old Gaol Trust

You consider that the company is exempt from an audit for the year ended 31 March 2019. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

Based on our work, nothing has come to our attention to refute the trustees' confirmation that in accordance with the Companies Act 2006 the accounts give a true and fair view of the state of the Company's affairs as at the above date.

BirchCooper Accounting Services Limited Incorporated Accountants

Suite 6b Newman House 4 High Street Buckingham

MK18 1NT

11 September 2019

Buckingham Old Gaol Trust Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted funds	Restricted funds	2019 Total £	2018 £
Incoming resources Incoming resources from generated funds					
Voluntary income Activities for generating funds	3	4,947	-	4,947	2,538
funds	4	21,274	_	21,274	20,678
Investment income	5	322	-	322	398
Incoming resources from					
charitable activities	6	5,950	-	5,950	3,942
Other incoming resources	7	3,000	-	3,000	2,100
Total incoming resources		35,493		35,493	29,656
Resources expended					
Costs of generating funds					
Costs of generating voluntary income Fundraising trading: Cost of goods sold	8	502	-	502	1,030
and other costs	9	1,461	_	1,461	3,032
<u> </u>	_	.,		•	,
Charitable activities	10	21,782	6,183	27,965	34,756
Governance costs	11	746	-	746	1,568
Total resources expended		24,491	6,183	30,674	40,386
Net incoming (outgoing) resources befor	e transfers	11,002	(6,183)	4,819	(10,730)
Gross transfers	18	-	-	-	-
Net incoming (outgoing) resources		11,002	(6,183)	4,819	(10,730)
Fund balances brought forward		65,012	217,857	282,869	293,599
Fund balances carried forward		76,014	211,674	287,688	282,869

Buckingham Old Gaol Trust Balance Sheet as at 31 March 2019

	Notes		2019 £		2018 £
Fixed assets					
Tangible assets	13		200,360		207,648
Investments					
Investments	15		-		-
Current assets					
Stocks		4,652		4,025	
Debtors	16	-,,,,,,,		-	
Cash at bank and in hand		83,372		71,892	
		88,024	•	75,917	
Carditors, property follows due					
Creditors: amounts falling due within one year	17	(696)		(696)	
Net current assets	17	(090)	87,328	(080)	75,221
Hot dandlic addoca			0.,020		
Total assets less current		•	007.000	_	202.000
liabilities			287,688	-	282,869
The funds of the charity					
Monator tempe	40				
Restricted funds	18				
Fixed assets					
Contingency and building repair			211,674		217,857
Unrestricted funds	18				
Designated funds	,0				
Fixed assets			-		
General fund			76,014		65,012
			287,688		282,869
			201,000	-	

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Trustee

Approved by the board of trustees on 11 September 2019

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 2006. In common with many other businesses of our size and nature we use our accountants to assist us with the preparation of the financial statements.

Cashflow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

Incoming resources

Charitable Trading Activities

Income from museum admissions, lettings and rents is included in incoming resources in the period to which it relates.

Commercial Trading Activities

Income from commercial activities (museum shop and tourist information centre) is included in the period in which the group is entitled to receipt.

Donations and Grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:-

- When donors specify that donations and grants given to the charity must be used in future accounting periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions are met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, this income is included in incoming resources of restricted funds when receivable.

Interest Receivable

Interest is included when receivable by the charity.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Tangible fixed assets

Tangible Fixed Assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Freehold Buildings Restoration and Refurbishment (2% Fixtures and Fittings 5%-50% Furniture and Equipment 20%

Stocks

Stock is valued at the lower of cost and net realisable value.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated Funds

These are funds set aside by the trustees out of unrestricted general funds for specific future projects.

Restricted Funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

3 Voluntary income

	Unrestricted funds	Restricted funds	2019 Total	2018
	£	£	£	£
Donations & gifts - Friends	1,000	-	1,000	1,300
Donations & gifts - Other	3,126	-	3,126	396
Membership subscription	821	-	821	842
	4,947		4,947	2,538

4 Activities for generating income

	Unrestricted funds	Restricted funds	2019 Total	2018
	£	£	£	£
Collection & Entry Fees	10,091	-	10,091	9,689
Events	2,670	-	2,670	2,523
Cell income rent	3,000	-	3,000	3,000
Shop income	3,638	-	3,638	3,150
Museum Shop & TIC sales	1,875	-	1,875	2,316
·	21,274		21,274	20,678

5 Investment income

	To be a set	Unrestricted funds £	Restricted funds	2019 Total £	2018 £
	Interest	322	-	322	398
	Dividend	322		322	398
		322		322	
6	Incoming resources from charit	able activities			
		Unrestricted funds	Restricted funds	2019 Total	2018
		£	£	£	£
	Rent receivable	5,950	_	5,950	3,942
	Tone reservable	5,950		5,950	3,942
7	Other incoming resources				
		Unrestricted	Restricted	2019	2018
		funds	funds	Total	_
		£	£	£	£
	Drapers grant	-	-	-	-
	Other income	-	-	-	-
	Buckingham Town Council	3,000	-	3,000	-
	Lenborough hoard	-	-	-	-
	Coin case	-	-	-	2,100
	Lighting project	-	-	-	-
	Milton Keynes Heritage Assocn.			-	
		3,000		3,000	2,100

The grant from Buckingham Town Council was awarded to assist with the running of the Trust.

8 Costs of generating voluntary income

	Unrestricted funds £	Restricted funds £	2019 Total £	2018 £
Advertising and Promotion	-	-	-	_
Event and Volunteer Expenses	502	-	502	922
Sundries	-	-	-	108
	502		502	1,030

9 Fundraising trading: Cost of goods sold and other costs

		Unrestricted funds	Restricted funds £	2019 Total £	2018 £
	Museum shop & TIC Cost of sales Museum shop & TIC Admin costs	1,461 -	-	1,461 -	3,032
	·	1,461		1,461	3,032
10	Charitable activities				
		Unrestricted	Restricted	2019	2018
		funds	funds	Total	
		£	£	£	£
	Bank Charges	-	_	_	_
	Cleaning	1,721	-	1,721	1,438
	Consumables	-	_	· -	· -
	Depreciation : Fixtures & Fittings				
		-	-	-	2,727
	Depreciation : Furniture &				
	Equipment	1,105	6,183	- 7,288	7,288
	Depreciation : Restoration Exhibit facilities	1,105	0,103	1,288 1,279	7,200
	Modes input	644	-	644	930
	Insurance	4,697	_	4,697	4,809
	Printing, Postage & Stationery	1,233	-	1,233	1,573
	Rates and utilities	4,661	-	4,661	4,362
	Repairs (including conservation)	3,799	-	3,799	8,464
	Software	226	-	226	887
	Staff training & welfare	29	-	29	-
	Subscriptions	140	-	140	147
	Telephone	2,248		2,248	2,131
		21,782	6,183	27,965	34,756
11	Governance costs				
		Unrestricted	Restricted	2019	2018
		funds	funds	Total	
		£	£	£	£
	Accountancy	746	-	746	908
	Consultancy	-			-
	Legal & profesional	-	-	-	660
	-	746	-	746_	1,568

12	Movement in total funds for the	year		2019 £	2018 £
	This is stated after charging:			_	-
	Depreciation: Restoration & refurb	pishment costs		7,288	7,288
	Depreciation: Furniture & equipme	ent		-	-
	Depreciation: Fixtures & fittings			-	2,727
	Accountants remuneration			746	908
	During the year no trustee receive	d any remuneratio	n (2017 : £Nil)		
13	Tangible fixed assets	Restoration & refurb Costs	Fixtures & fittings	Furniture & equip	Total
	Cost	£	£	£	£
	At 1 April 2018 Additions Surplus on revaluation Disposals At 31 March 2019	364,402 - - - - 364,402	193,804 - - - - 193,804	30,844 - - - - 30,844	589,050 - - - - 589,050
	Depreciation At 1 April 2018 Charge for the year Surplus on revaluation On disposals At 31 March 2019	156,754 7,288 - - 164,042	193,804 - - - - 193,804	30,844	381,402 7,288 - - - 388,690
	Net book value At 31 March 2019 At 31 March 2018	200,360 207,648	<u>-</u>	<u>-</u> -	200,360 207,648
15	Investments			2019 £	2018 £
	Investment in subsidiary undertak	ıng	_		

16	Debtors				
				2019	2018
				£	£
	Amounts due from Buckingham Her	itage i rust			
	(Enterprises) Ltd. Other debtors			-	-
	Other debtors		•		
17	Creditors				
				2019	2018
				£	£
	Amounts falling due within one years	:			
	Trade creditors		*	-	<u>-</u>
	Other creditors			696	666
	Other taxes and social security				
				696_	666
18	Funds	D-1		T	Delenee
		Balance	Movement	Transfers	Balance
		at 31.03.18	_	c	at 31.03.19 £
	Dandatata di Sanada	£	£	£	L
	Restricted funds	247 057	/C 102\		211,674
	Fixed assets	217,857	(6,183)	-	211,074
	Restoration & repairs contingency & building repair			_	_
	& building repair	217,857	(6,183)		211,674
	•	217,007	(0,103)		211,014
	Unrestricted funds				
	Designated funds - fixed assets	-	-	-	_
	General fund	65,012	11,002	-	76,014
		65,012	11,002		76,014

19 Related parties

There were no related party transactions during the year

Buckingham Old Gaol Trust Detailed profit and loss account for the year ended 31 March 2019

	2019 £	2018 £
Income		
Amazon donation	15	_
Bank interest	-	398
Bookshop	_	-
Cell income rent	3,000	3,000
Collections and entry fees	10,091	9,689
Coin case		2,100
Donations & gifts	4,111	1,696
Grants	3,000	-,000
Interest receivable	322	_
Other income	-	_
Rent received	5,950	3,942
Subscriptions	3,930 821	842
Shop income	3,638	3,150
Talks	223	390
Events	20	207
TIC	1,875	2,316
Venue hire	2,427	1,926
	35,493	29,656
Expenditure		
Audit & accountancy	746	908
Cleaning	1,721	1,438
Cost of sales	1,461	3,032
Event & volunteer expenses	502	922
Exhibit facilities	1,279	-
Graphic design	-	-
Insurance	4,697	4,809
Legal & professional	•	660
Modes input	644	930
Printing, postage & stationary	1,233	1,573
Rates	348	265
Repairs & renewals	3,799	8,464
Staff training & welfare	29	-,
Subscriptions	140	147
Software	226	887
Sundries		108
Telephone	2,248	2,131
Utilities	4,313	4,097
o in the second	23,386	30,371
Surplus before depreciation	12,107	(715)
•		· · · ·
Depreciation Restoration	7 200	7 200
	7,288	7,288
Furniture	-	- 0 707
Fixttures & fittings	7 200	2,727
	7,288	10,015
(Deficit)/Surplus	4,819	(10,730)