



Elstree and Borehamwood Museum

Annual Report

April 2018 – March 2019



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Review of the Year

Apart from experiencing the hottest summer in 40 years, this year has also been dominated by all things Railway related. In January, the hugely successful *All Change!* exhibition, celebrating 150 years of the railway's arrival in Borehamwood, enticed visitors from far and wide. It was so popular, the exhibition was extended to run until the beginning of October. In addition, many associated events and activities were held throughout the year.



On Monday 13th July 1868, the new Elstree Station opened its doors for the first time. 150 years later, on Sunday 15th July 2018, First Impressions, who worked in partnership with the Museum on the *All Change!* exhibition, hosted a gala event at the railway station in honour of this prestigious anniversary. Representatives from the Town Council, Hertsmere Borough Council, Elstree Screen

Heritage, Elstree and Borehamwood Museum and Hertfordshire County Council gathered to celebrate with music from Borehamwood Brass, presentations and a cream tea at Allum Hall. As part of the celebrations, a brand new heritage plaque was unveiled.

Much of the year was also spent in preparation for application for Full Accreditation for the Museum. Ruth Stratton, the Heritage and Museums Officer and the Museum's official Mentor, worked closely with the volunteers to prepare the policies and plans required for the application. This culminated in a visit by an Accreditation Assessor in February 2019 who inspected the Museum and the way the collection was looked after and catalogued. She also went through the policies and strategies to ensure they met with the Accreditation standard. At time of writing, the Museum is awaiting the Accreditation Board's final decision.

Following an application to the Tesco Bags for Life scheme, the Museum was awarded £4k towards a new display case dedicated to Paul Welsh and his extensive personal film and television collection. The display will be a changing one, highlighting the film and television heritage of the area and showing off Paul's large range of interesting items. The case was installed in October to coincide with the opening of the Save Our Studios exhibition.



In May 2018, the new General Data Protection Regulations (GDPR) came into force. The early part of the year was spent writing privacy policies and other documentation which complied with the new rules.

Volunteer Simon Gee continued to be prolific with managing the Blog, the website, merchandise stock and sales and writing and producing the Museum's Newsletter.

To this list he added setting up a Trip Advisor account. Simon worked with Dave and Ruth to select a new range of merchandise for sale and these goodies were given their own illuminated display case for maximum eye catching.

The Reminiscence group meetings continued to be a great success with a regular, steady group of attendees.

In October, the new website was launched. Immediately there was a spike in visitor numbers to the site. The Museum was also voted number one on Trip Advisor for things to do in Borehamwood.

On Friday 16th November 2018, the Museum celebrated its 5th birthday with a party at Schopwick House. Everyone toasted the museum with wine and cake and Manager Dave Armitage gave food for thought in the way of some statistics since the Museum opened in November 2013.

Volunteer Hours: 25,000

Visitors: 19,650

Events and Presentations: 70

Reminiscence Meetings: 43

Schools: 32 visits

Volunteer Meetings: 30



Haven't they done well!

Exhibitions

All Change! 150 Years of Railways in Borehamwood

January – October 2018

One of the most ambitious projects to date came to fruition in January 2018 with the opening of this exhibition. Much work had been going on behind the scenes for a year in advance with applying for Heritage Lottery Funding, appointing an Exhibition Co-ordinator in the form of designer Mike Rollins and a whole host of celebratory events planned by Bob Redman from Elstree Screen Heritage. It was certainly a



memorable year and the exhibition was so successful, its run had to be extended by 3 months.

The Museum volunteers did a sterling job, as ever, in creating a replica steam carriage, complete with hooter, and building the set of an old station together with a waiting room. Visits by children to this exhibition were up by 43%.

Save Our Studios!

October 2018 – April 2019

In 1988, the long campaign to Save Elstree Studios, drew to a successful close. To commemorate this event, the Museum staged an exhibition looking at what might have been if Paul Welsh and his campaigners had not worked tirelessly to ensure the Studios were saved. This exhibition nicely introduced the new display case showing some of Paul's personal film and television heritage collection.



Events

There were two **Model Railway Days** held this year. The first, in April 2018 encouraged local enthusiasts to bring their own model railways and gave them the opportunity to set these up in the hall at 96 Shenley Road. Then in July, another day was organised between Bob Redman of Elstree Screen Heritage and Bushey Model Railway group. Both events were a huge success.



In May, Bob Redman again teamed up with John Cartledge, of Teddy's Trails fame, to run the **New Railway Trail**. This tour was repeated in August, due to popular demand.

Families Day was also railway themed on 30th June. This event was organised by Helen Stamp. The Museum had two stalls this time, one of which displayed local railway enthusiast Tony Deswarte's amazing model of Elstree Station in 1900. Also hugely popular were the free steam train rides.



The **Annual History Walk** on Sunday 1st July was completed in a sweltering heat wave. Dave Armitage was joined by John Cartledge as they led a group of 26 around north Borehamwood.



In January 2019, Helen Stamp organised a Museum stand at

the **All Saints Coffee Morning**. This event was held to show people in Elstree and Borehamwood the many activities, clubs and entertainments that are available to get involved with. The Museum's contribution was *A Year in Photographs*.

Learning and Outreach

It has been an extremely busy year for school visits.

March 2018 – St Teresa's Primary School

A class of Year 3 pupils came to see the *All Change!* Exhibition.

The children had fun involving a range of differing activities, from following a museum trail, dressing up as passengers and railway staff, to exploring local maps and making their own steam powered wind turbines.

"The children had a fantastic time", said Ms K Ayres, the Year 3 class teacher.

June 2018 Woodlands School

Twenty-eight Year 5 children participated in a number of activities including, map reading, and looking at the growth of Borehamwood since the coming of the railway.



November 2018 Monksmead School



This time in conjunction with the SOS exhibition, the Museum welcomed 27 pupils from Year One of Monksmead School. With the help of Dave and Helen, the pupils engaged in three activities. Firstly they looked at 'Traditional Toys', from before the Ipad and tablet era. Amongst these were the Diablo, the Yo-Yo and the Skipping Rope. Then the pupils dressed up as characters from *The Railway Children* film, which was

made in Elstree. They did this against the background of a scene from the film, giving them the impression of being in the film itself.

Finally the students worked with Dave, to create 'flip books'. These were the traditional way of making animated cells before the advent of CGI. Dave allowed them to handle 8mm film, and showed them how 'still' pictures become a movie.

All of our young visitors thoroughly enjoyed their day. A number of them reported it was the '*best morning ever*'!

November 2018 Monksmead School visit 2

The second visit by Monksmead pupils, this time Year Two, following much the same programme as previously with an additional talk by new Learning Officer Matt Caro, who explained how old-fashioned toys entertained 'pre-tablet' generations of children!

February 2019 Hertsmere Jewish Primary School

Dave and Matt spoke to students at Hertsmere Jewish Primary School about changes in Elstree and Borehamwood over the past eighty years. The talk was well received and met with some challenging, but fascinating questions.

March 2019 Haberdashers' Aske's Boys School

The Museum was delighted to welcome twenty-four Year Twelve students from the local Haberdashers' Aske's Boys' School. The boys listened to an excellent presentation by Dave Armitage, Museum Manager, and then had the opportunity to interview some of our local residents about the changes that they have seen during their time in Elstree and Borehamwood.

March 2019 St Teresa's Primary School

The class of Year 3 pupils had chance to explore old fashioned toys and to make their own animated flip books.

March 2019 Yavneh College

Museum Manager Dave Armitage gave a presentation to a class of Yavneh College Sixth Formers. He explained the history of Elstree and Borehamwood since the 1930s and discussed social changes. The talk was well received and prompted some excellent questions from the students.

Thanks must be noted to Dave Armitage for all the hours of hard work he has put into creating the flip books and developing interesting presentations for the schools.

November 2018 Talk to Shenley Fellowship

Dave Armitage gave one of his fascinating talks to the Shenley Fellowship, focussing on The History of North West Borehamwood, Dave expanded on his themes in the recent History Walk to explain the particular details of this area.



Friends and Volunteers

The Friends group met in April for a 'sell-out' talk by retired engine driver Bill Davies entitled '**On and Off the Footplate**'. Bill had been a driver along the 'Bed-Pan' line and entertained with stories of Dr Beeching, adventures in King's Cross, the demise

of steam, confusing the public, and the occasional near mishap. A fascinating insight into life behind the driver's handle, accompanied by many photos for train lovers, and many amusing anecdotes. The group was then treated to a quiz by Tevi Corman based around films and trains, right back to 1903!



In August, the Friends of the Museum gathered for a tour of **Haberdashers' Aske's Boys' School** in Aldenham. The Friends split into three groups and were taken through the original house, the home of Lord Aldenham, and out to see the original courtyards, the old BBC building – so called because the BBC had requisitioned the house in the war – and then back via the splendid new Medburn Centre for sports, and the large library and hall, followed by tea and cake.

December's Friends talk was an evening with **Paul Welsh**, in conjunction with the Save Our Studios exhibition. Paul recounted fascinating stories of how the campaign started and of all the stars he had met over the years.



In March 2019, the Friends were treated to a talk by **John Schooneraad** who worked for many years in the film industry creating body parts for special effects. John related how he began work at Elstree Studios 40 years ago creating 'lifecasts' – or casts of limbs to be used in stunts. John brought a 'new born baby', which he had created with silicon, to pass around the group.

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. As well as this it was 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: 4,610, a considerable amount for such a small museum

Visitors

This year saw the arrival of our 20,000th visitor

Total visitor figures for the period covered by this report are: 2,596

In addition, total outreach figures for the period are: 1,050

Trustees

The annual AGM was held in May 2018. 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.

Norman Shuker, Paul Welsh and Betty Chandler all stood down. All were re-elected. Cynthia Barker stood down as Chair. Clive Butchins was proposed and seconded. Cynthia Barker proposed as Vice Chair. Mary Hanson and Alan Lawrence remain Honorary Patrons.

The Board of Trustees as of 25th May 2018 are:

Clive Butchins: Chair
Cynthia Barker: Vice Chair
Elaine Butchins – Secretary
Paul Welsh
Ann Lawrence
Pat Strack
Norman Shuker
Betty Chandler

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. The team are cataloguing, photographing and marking the objects to required Accreditation standard.

In February 2019, an Accreditation Assessor from the Arts Council visited the Museum and the store, to check on how the collection is being documented, packed and cared for. She has recommended completion of backlog in accessioning objects by 31st March 2021.

Registered number
1157770

Elstree & Borehamwood Museum
Trustees Report and Financial Statements
31 December 2018

Elstree & Borehamwood Museum
Report and financial statements
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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 Hersmere 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.

Elstree & Borehamwood Museum

Registered number:

1157770

Report of the Trustees

1st January 2018 - 31st December 2018

The Elstree & Borehamwood Museum continues to strive to provide members of the public with historical information and experiences designed to educate and at the same time entertain members of the public, as well as being a hub for enquiries about local items of interest.

Finance is primarily provided by Hertsmere Borough Council, with additional charitable donations coming from local organisations and members of the public.

The major items of expenditure are incurred in creating our exhibition displays, along with a new display cabinet installed this year with special lighting. Since the year end we are very proud to have been awarded Full Accreditation under the Arts Council Scheme.

From the Chair

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. 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 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 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 24 May 2019 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 2018

	Note	2018 £	2017 £
Income from:			
Donations	2	16,295	11,880
Charitable activities	3	1,146	3,436
Investments	4	<u>127</u>	<u>59</u>
Total income		<u>17,568</u>	<u>15,375</u>
Expenditure on:			
Charitable activities	5	<u>(16,303)</u>	<u>(14,835)</u>
Total expenditure		<u>(16,303)</u>	<u>(14,835)</u>
Net movement in funds		1,265	540
Total funds at 1 January		1,435	895
Total funds at 31 December		<u>2,700</u>	<u>1,435</u>

Elstree & Borehamwood Museum
Registered number: 1157770
Balance Sheet
as at 31 December 2018

	Note	2018 £	2017 £
Current assets			
Stocks	6	1,168	400
Debtors	7	76	-
Cash at bank and in hand	8	<u>63,055</u>	<u>62,634</u>
		64,299	63,034
Creditors: amounts falling due within one year	9	<u>(5,500)</u>	<u>(5,500)</u>
Net current assets		58,799	57,534
Total assets less current liabilities		<u>58,799</u>	<u>57,534</u>
Provisions for liabilities	10	(56,099)	(56,099)
Net assets		<u>2,700</u>	<u>1,435</u>
Represented by:			
Unrestricted funds	11,12	2,700	1,435
Total funds		<u>2,700</u>	<u>1,435</u>

These financial statements were approved by the trustees on 24 May 2019 and signed on their behalf by:

Clive Butchins

Norman Shuker

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2018

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 2018

2 Income from donations	2018	2017
	£	£
Donations and gifts	2,795	1,380
General grants	13,500	10,500
	<u>16,295</u>	<u>11,880</u>

All of the above relates to unrestricted funds.

3 Income from charitable activities	2018	2017
	£	£
Fund raising	-	3,437
Membership subscriptions	600	561
Retail profit/(loss)	546	(562)
	<u>1,146</u>	<u>3,436</u>

All of the above relates to unrestricted funds.

4 Investment income	2018	2017
	£	£
Bank interest	<u>127</u>	<u>59</u>

All of the above relates to unrestricted funds.

5 Analysis of expenditure on charitable activities	2018	2017
	£	£
Exhibitions	(3,318)	(4,597)
Education and events	(486)	(345)
Insurance	(1,210)	(1,158)
IT and equipment expenses	(8,450)	(1,736)
Premises and associated costs	0	(5,000)
Printing, postage & stationery	(1,627)	(897)
Other	(1,212)	(1,102)
	<u>(16,303)</u>	<u>(14,835)</u>

6 Stock	2018	2017
	£	£
Charitable activities:		
Opening stock as at 1 January	400	-
Added in the year	<u>768</u>	<u>400</u>
Closing stock as at 31 December	<u>1,168</u>	<u>400</u>

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2018

7 Debtors	2018	2017
	£	£
Prepayments	<u>76</u>	<u>-</u>

8 Cash at bank and in hand	2018	2017
	£	£
Cash at bank and in hand	<u>63,055</u>	<u>62,634</u>

9 Creditors: amounts falling due within one year	2018	2017
	£	£
Deferred income	<u>5,500</u>	<u>5,500</u>
<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	<u>5,500</u>	<u>5,500</u>

10 Provisions for liabilities and charges	2018	2017
	£	£
Balance at 1 January	56,099	51,099
Amount added in the current year	-	5,000
Balance at 31 December	<u>56,099</u>	<u>56,099</u>

Provisions include £46,099 (2017: £46,099) of historic premises costs which are awaiting assessment by the landlord, and £10,000 (2017: £10,000) which is reserved for acquisition of storage space for exhibition materials. The timing of both outflows is uncertain.

11 Unrestricted income funds	2018	2017
	£	£
Balance at 1 January	1,435	895
Incoming resources	17,568	15,375
Outgoing resources	(16,303)	(14,835)
Balance at 31 December	<u>2,700</u>	<u>1,435</u>

Elstree & Borehamwood Museum
Notes to the financial statements
for the year ended 31 December 2018

12 Analysis of net assets between funds

	Net Current assets £	Provisions £	Total £
Unrestricted income funds	<u>58,799</u>	<u>(56,099)</u>	<u>2,700</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 2018

This schedule does not form part of the submitted financial statements

	2018 £	2017 £
Income from:		
Donations:		
Grants Received	13,500	10,500
Sales, donations and presentations	<u>2,795</u>	<u>1,380</u>
	16,295	11,880
Charitable activities		
Friends subscriptions	600	561
Fund raising	-	3,437
Retail	<u>546</u>	<u>(562)</u>
	1,146	3,436
Investments		
Bank interest earned	<u>127</u>	<u>59</u>
Total income	<u>17,568</u>	<u>15,375</u>
 Expenditure on charitable activities:		
Temp Exhibition Design & Print	(3,318)	(4,597)
Education and events	(486)	(345)
Insurance	(1,210)	(1,158)
IT and equipment expenses	(8,450)	(1,736)
Premises and associated costs	0	(5,000)
Printing, postage & stationery	(1,627)	(897)
Other		
Annual subscriptions and renewals	(346)	(330)
Bank charges	105	(40)
Consumables	(110)	(136)
Friends Expenses	(436)	(270)
Increase in accruals	0	0
Sundry	(370)	(187)
Travel	<u>(55)</u>	<u>(139)</u>
	(1,212)	(1,102)
Total expenditure	<u>(16,303)</u>	<u>(14,835)</u>
Net movement in funds	1,265	540
Total funds at 1 January	1,435	895
Total funds at 31 December	<u>2,700</u>	<u>1,435</u>