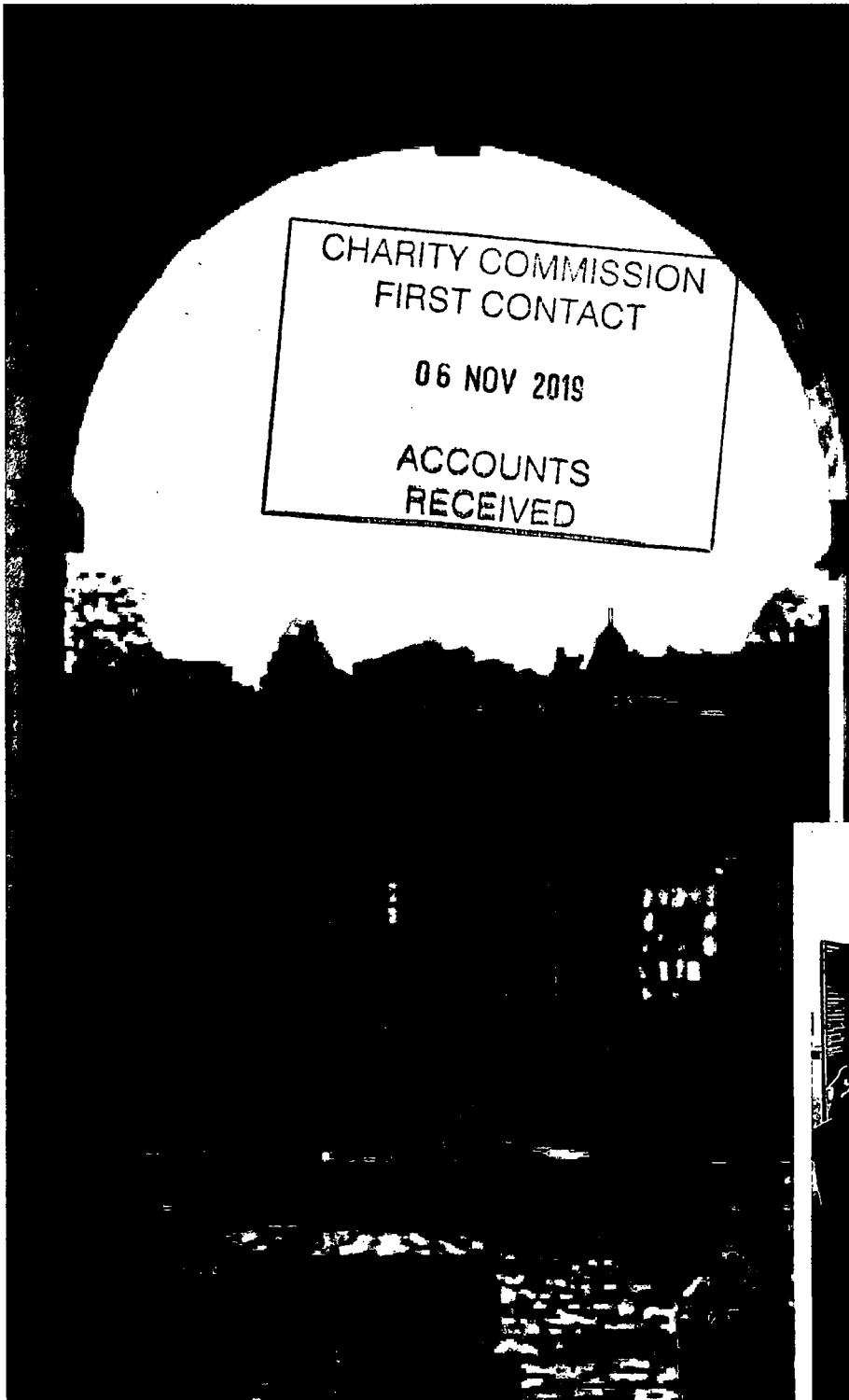


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Torfaen Museum Trust (Ltd)

31 MAR 2019

Ymddiriedolaeth Amgueddfa Torfaen (Cwmni Cyfyngedig)



Annual Report with Financial Statements

1 April 2018 – 31 March 2019

Adroddiad Blynnyddol gyda Datganiad Ariannol

1 Ebrill 2018 – 31 Mawrth 2019

Annual Report with Financial Statements
1 April 2018 – 31 March 2019
Adroddiad Blynyddol gyda Datganiad Ariannol
1 Ebrill 2018 – 31 Mawrth 2019

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Front cover:

Left:

Amgueddfa Torfaen Museum (formerly Amgueddfa Pontypool Museum)

Right from top:

- Presentation to the museum Trust of the Pontypool RFC memorabilia collection & cheque for £1,250 to help with its preservation by former PRFC 100 Club
- Artist Bev Harris with Hon Nick Thomas-Symonds MP at the Private View of Bev's 'A Pot Pourri of Paintings & Puzzles' exhibition, February 2019
- Kathleen Lapping, Head Receptionist, who retired March 2019
- Culture Minister, Lord Elis-Thomas flies virtually over Paris in the 'Generation Games' exhibition assisted by Mr Andrew Deathe, National Museum Wales / Amgueddfa Cymru
- On War Service – part of 'The Great War, The Terrible War 1914-1918' exhibition

Preliminary

The Executive Board of the Trustees presents its report and the financial statements for the year ended 31 March 2019, which have been independently examined by Baldwins (formerly MHA Broomfield & Alexander), Chartered Accountants. In preparing the report the Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Trust aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The Trustees are committed to providing the cultural services of the Trust to the public at as low a charge as possible in order to comply with the Charity Commission guidance on public benefit.

The Trust currently leases the site of Torfaen Museum at Park Buildings on a long term lease from Torfaen County Borough Council (*to September 2039*).

The Trust's Mission Statement

'To preserve, interpret, disseminate and celebrate local culture and bring the culture of other communities to the communities of Torfaen and beyond'

The collections that Torfaen Museum Trust collect, safeguard and make accessible are the material culture and associated ephemera and information relating to the history, archaeology, geology, social and industrial histories, art, craft and ecology of the County Borough of Torfaen and adjacent districts, from early prehistory to contemporary times.

Curator's Report

Technically a week before the financial year started, but so important for the museum, was the VIP opening of the 'Generation Games' exhibition by the Welsh Government Minister for Culture, Lord Dafydd Elis-Thomas. This fantastic exhibition ran until November 2018.

This day also celebrated the fortieth anniversary of the Torfaen Museum Trust since its inception in 1978 and since which date the museum Trust has: raised more than £2.5 million in investment in exhibitions, events and Projects; mounted 100s of exhibitions from tattoo art to Picasso and David Hockney; trained and given skills and experience to over 500 volunteers and had over 1 million visitors to view the history and culture of our Eastern Valley of Wales.

Trust Staff 2018 - 19:

Full-time:

Curator	Deborah Wildgust
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Part-time:

Trust Administrator	Susan Allford
Head Receptionist	Kathleen Lapping
Conservation Housekeeper	Karen Hewitt
Weekend Receptionists/ Site Assistants	Andrea Touhig, Donna Sweeting, Gill Topham, Brianna Gay
Exhibition & Maintenance Technician	Peter Sweeting
Accounts Supervisor	John Jones
Consultant Accounts Clerk	Thirza Holden

Regular volunteers (excluding Trustees) 2017 - 18:

Hon. Librarian	Marion Williams
Librarians & Library Researchers	Janet McAllister, Roger Purbrick, Maggie Evans, Christine Flynn, Barry White, Robert Agg, Mike Tanner
Trust Membership Secretary	Ian Meyrick
Education workshops volunteer	Kath Lapping
Curatorial Assistants	Gill Topham, Ann Gill, Lindsay Prosser
Receptionists & Events Site Assistants	Donna Sweeting, Eileen Parker, Ann Gill, Myra Middleton, Madeleine Jones, Bex Allford
	Linda Brown

Exhibitions including Generation Games

Gardening & handywork

Events volunteers

Les Boag, Dave Standing, Rohan Hill, Jamie Sweeting

Andrew Deathe, Samuel Anstee

Jeff Adams

Rhisiart Morcant, yr Hyddgen Theatre Group

Exhibitions, Events, Training & Projects 1 April 2018– 31 March 2019

Date/s	venue	Exhibition / event / special day / Project / training
2018		
<i>Fri 23 Mar</i>	<i>OBG museum</i>	<i>Opening of the Generation Games exhibition by Lord Dafydd Elis-Thomas, Minister for Culture, Tourism & Welsh Language plus... Celebration of 40 years of Torfaen Museum Trust</i>
Tues 3 April	schoolroom	Pontypool Local History Society lecture
Wed 11 April	schoolroom	Executive Board meeting
Tues 17 April	Oriel Barker	Cllr Crick collected Jennifer Daniels Landen bequest of Japanware from solicitors in London
Fri 20 April	museum	Special donation of a collection of Welshcrest China figurines, made in Cwmbran's Welshcrest Factory during the 1970s
Wed 25 April	museum	Federation of M&GW small grant application submitted Quote for storage systems in stores 13 & OBG
Tues 1 May	schoolroom Tearoom	Pontypool Local History Society AGM Café Art change – new show of Vision Arts
Tues 1 & Wed 2 May	Brecon	Curator at Welsh Government, AIM & Federation sponsored Museum Sector leadership seminars
Wed 2 May	Widdershins	Trust Administrator on course re GDPR
Fri 4 May	Room 13	Friday Team re-packing stores in 13
Tues 8 May	museum OBG	Tracey, National Museum Wales re Gaming shop stock Monmouth Prep School Visit to Generation Games exhibition
Wed 9 May	schoolroom	meeting with Cllr Jones & Chairman re proposed funding cuts
Wed 23 May	museum	pictures and bunting given to Panteg Pensioners for WW1 dinner
Thurs 24 May	Tearoom Office	artREGEN meeting re en Plein Air 2018 feedback session to Welsh Museums Festival organizers
Fri 25 May	Room 13	Friday Team re-packing stores in 13
Wed 30 May	museum	Fundraising Morning for the Welsh Starlight Dance Team
Thurs 31 May	schoolroom	sub-Board, signed copies of all Policies for Welsh Government
Tues 5 June	Trust Office	new Trustee joined from TCBC, Cllr Neil Waite
Wed 6 June	schoolroom	Executive Board of the Trustees
Tues 12 June	Tearoom	Meeting with Cllr Crick, Sarah Cutting, Engagement Officer & Officers of the St John Cymru re the exhibition
Wed 13 June	Pontypool Park & museum Museum	1 st day of the Painting in Pontypool Park en plein air 2018 Competition Accreditation Inspection by MALD Officer on behalf of ACE
Thurs 14 June	Pontypool Park & museum schoolroom	2 nd day of the Painting in Pontypool Park en plein air 2018 Competition Funding & Fundraising sub-Board meeting re funding cuts
Fri 15 June	Pontypool Park & museum	3 rd day of the Painting in Pontypool Park en plein air 2018 Competition
Sat 16 June	Museum & park Tearoom schoolroom	Main 'Painting in Pontypool Park Competition 2017' day Tea with Pontypool CC Chairman, Cllr M Ford & Mrs Ford Hanging of all Competition entries 6-8 pm in show
Sun 17 June	schoolroom	Judging of all Competition paintings Prize giving & launch of Competition Show by Hon Nick Thomas-Symonds MP
Mon 18 June	Offices	Weston Grant application in for showcases and storage systems
Tues 19 June	tearoom	Interview with potential new Workshop Tutor

Date/s	venue	Exhibition / event / special day / Project / training continued
2018		
Thurs 28 June	Trust Office	meeting with consultant A Deathe re. Federation grant aided Consultancy for a Review of the Generation Games exhibition
Fri 29 June	Room 13	Friday Team re-packing stores in 13 & St John display
Mon 2 July	Weston-super-Mare	Trust Members trip to Weston Museum & Weston-super-Mare
Wed 4 July	Tea room	Meeting with Mrs J Webb & colleague from former Welshcrest China factory in Cwmbran
Thurs 9 July	museum	Presentation of pocket watch & associated research by Nicholas Ward & Keith Watkins
Sun 8 July	schoolroom	<i>museum closed due to the Velothon</i>
Thurs 12 July	schoolroom	<ul style="list-style-type: none"> Executive Board of the Trustees decide to change museum name & rebrand as Torfaen Museum Appointment of Project Manager for MALD Capital works AWARD OF FULL MUSEUM ACCREDITATION (ACE)
Fri 13 July	Museum, c'yard & entranceway	Put up gazebos, banners, stall, tables, chairs & ready for opening of St John Cymru display & Trash & Treasure Day
Sat 14 July	museum Pontypool Park	Opening of the St John Cymru display by Hon N Thomas-Symonds MP + 'Trash & Treasure' Fundraising Day TCBC Party in the Park
Fri 20 July	Room 13	Friday Team re-packing stores in 13
Wed 25 July	Gen Games exhib	Free Family Fun #1 (during school holidays each Wed 10-1)
Thurs 26 July	schoolroom	Funding & Fundraising sub-Board introduction of Project Manager, Mr Kim Rogers
Tues 31 July	Trust Office	Sustainability meeting
Wed 1 August	Pontypool Market Gen Games	Staff & volunteers in the market for fundraising & membership #2 Free Family Fun
Mon 6 Aug	car park	PCC work team re-painting parking lines
Wed 8 August	Gen Games	#3 Free Family Fun
Thurs 9 August	schoolroom	Executive Board of the Trustees
Fri 10 August	museum schoolroom	Dragon F & S check all alarms & emergency lights Friday Team put WW1 exhibition back up
Wed 15 August	Gen Games	#4 Free Family Fun
Wed 22 August	courtyard Tea room Trust Office	#5 Free Family Fun - Yr Hyddgen group perform an Iron Age experience morning en plein air meeting with artREGEN (accounts for 2018) tender opening with Chairman & Project manager re. MALD works
Thurs 23 Aug	Schoolroom museum	Funding & Fundraising sub-Board with Tendering processes & discussions VisitWales Accredited Attraction mystery Inspection
Tues 28 Aug – Tues 11 Sept	Outside @29 fire exit	Long running water leak farce @ the water meter in Park Buildings
Wed 29 Aug	Tearoom Trust Office	Decisions & review of all tenders successful & unsuccessful tenders all emailed with decisions
Wed 29 August	Gen Games	#6 Free Family Fun
Thurs 30 Aug	Trust Office Tearoom	meeting with Meg G & Gill H re 1 st PLHS lecture for season – on Bard, Myfanwy Haycock artREGEN meeting
Fri 31 Aug	Tearoom	new Café Art – Bamboo Studio Chinese Brush painting
Tues 4 Sept	schoolroom	1 st Pontypool LHS lecture of season on Myfanwy Haycock meeting called afterwards re. future of PLHS and asking for volunteer committee

Date/s	venue	Exhibition / event / special day / Project / training continued
2018		
Sat 8 Sept	online	articles on BBC Wales & UK News re Generation Games exhibition
Tues 11 Sept	Tearoom	meeting staff, Mproject manager & heating contractor, MALD Capital grant
Wed 12 Sept	museum	Meeting with architect re. MALD Capital grant Design Brief
Thurs 13 Sept	Tearoom	Meeting with new Chief Officer, RJ & HO, AT re. funding
Fri 14 Sept	Trust Office	with Project manager, MALD Capital grant re possible underspend
Tues 18 Sept	East Wing	c. midnight – lead stolen off all of East Wing roofs of the museum
Wed 19 Sept	museum	inform police, look at CCTV footage, find stolen bike etc... no police attend. TCBC insurance get Clerk of Works to look at urgent repair
Thurs 20 Sept	East Wing	tropical hurricane storm & water pouring in 29, Cat Office & stairs, Curator attends early hours
Fri 21 Sept	Cat Room	emergency Friday Team evacuate Cat Room items & mop & clean up
Thurs 27 Sept	schoolroom courtyard	Executive Board of the Trustees yr Hyddgen with Cwmbran school for Iron age experience
Fri 28 Sept	courtyard	and archway cleared and cleaned for contractors, MALD Capital grant Project start
Tues 2 Oct	schoolroom	PLHS lecture – Lorna Pearson ‘A Little Bit of Pontypool Flannel’
Mon 8 October	museum	Plumbers & Electricians start MALD Capital grant works to upgrade heating, lighting & other facilities of the museum. Staff & volunteers’ new rota introduced (to ensure workmen access Mon-Fri 9-5 for next 3 months).
Thurs 11 Oct	Garndiffaith	Pontypool Community Council grants award evening Chairman & Mrs Davies in attendance
Fri 12 Oct	schoolroom	Pest Management course for staff & volunteers all museums
Wed 17 Oct	Big Pit	Curator on training & networking re. Dementia & museums
Thurs 18 Oct	museum	Museum Open Evening for Councillors of Torfaen Borough & Community & Town Councils
Fri 19 Oct	schoolroom	Visit, tea & talks after Pontypool Park trip for Welsh Historic Gardens Trust
Wed 24 Oct	Tearoom	2019 en plein air Committee meeting with artREGEN
Thurs 25 Oct	Tearoom	Meeting with Mamiko Markham re. possible Pontypool Japan links and events
Fri 26 Oct	front of building	Quinns Builders (TCBC contractors) have to come to sweep & drain clear behind scaffolding - it is so bad & drains are blocking
Wed 31 Oct	Oriel Barker	Special Generation Games Halloween with Sam Anstee free all day
Fri 2 Nov	Pooler Room	Friday Team empty out & re-display showcases & Pooler Room – ready to take Generation games units on Monday
Sat 3 Nov+	museum	artists bring in art works for Winter Art show
Sun 4 Nov	front of building	flooding where scaffolding covers drains outside 29 and kitchen – DAW & FTW clear and sweep behind scaffolding
Mon 5 Nov	Café Art Oriel Barker Pooler Room	take down Bamboo Studio / hang 50/50 fundraising art show take down & pack up Generation Games exhibition move GG consoles temporarily into Pooler Room for storage
Tues 6 Nov	office schoolroom museum	TCBC re quarterly SLA Pontypool LHS film ‘A Trip Down Memory Lane’ with Clive Davies Dragon F&S remove redundant alarms & move others for refurbishment of Reception as well as new heating locations
Thurs 8 Nov	Pontypool Park Tearoom	Opening of artREGEN’s refurbished Hospital Memorial refreshments to follow opening
Fri 9 Nov	Oriel Barker	Friday Team hang Winter Art 2018 show Workmen help bring ICI table back to OBG from basement stores
Sat 10 Nov	schoolroom	First World War poetry afternoon

Date/s	venue	Exhibition / event / special day / Project / training continued
2018		
Fri 16 Nov	Tearoom	Meeting with Hon Nick Thomas-Symonds & Community Council Leaders re funding of the museum
Tues 20 Nov	schoolroom	Free RAF100 workshops for 2 x local school groups
Wed 21 Nov	Pontypool Indoor Market	Museum in the Market #1
Thurs 22 Nov	schoolroom	Trustees Funding & Fundraising sub-Board with Project updates on MALD Capital works
Sat 24 Nov	schoolroom Oriol Barker	AGM of Torfaen Museum Trust Private View of Winter Art 2018 with Hon Nick Thomas-Symonds
Wed 28 Nov	Indoor Market	Museum in the Market #2
Thurs 29 Nov	schoolroom	Executive Board of the Trust meeting
Fri 30 Nov	museum	Friday Team put up all Christmas decorations
Tues 4 Dec	Oriol Barker Tearoom	Pontypool LHS film 'Another Trip Down Memory Lane' with Clive Davies followed by Christmas Tea for PLHS Members
Tues 11 Dec	Trust Office	Meeting with Kim Rogers, Project Manager & John Jones, Accounts Supervisor, MALD grant claim #3 in + all changes in specs and permissions to Welsh Government for approval
Thurs 20 Dec	museum Oriol Barker	Noon – museum closed to public for Xmas / New Year season Christmas Party for staff & volunteers
<i>Fri 21 Dec</i>		<i>Rota of checklisting keyholders starts for 2 weeks – (each staff member who is a keyholder has 2 weeks paid leave but is on the daily rota for checking the museum)</i>
2019		
Thurs 3 Jan	museum	Re-open to the public after seasonal closure
Fri 4 Jan	schoolroom	National Training #1 with Jane Henderson, Cardiff University 'Understanding Objects & Basic Preventive Conservation' Trust staff & volunteers & from other museums in Wales. Grant aided by the Federation of Museums & Galleries of Wales
Thurs 10 Jan	museum	U3A visit & tea afterwards
Fri 11 January	schoolroom	National Training #2 with Jane Henderson, Cardiff University 'Handling, Packing & Cleaning Artefacts' Trust staff & volunteers & from other museums in Wales. Grant aided by the Federation of Museums & Galleries of Wales
Tues 15 Jan	schoolroom	Funding & Fundraising sub-Board of the Trustees – end quarter of MALD Transformation Capital Grant Project
Tues 22 Jan	Tearoom	Meeting with Denise & Jen from Torfaen Art Factory offering help for <i>en plein air</i> Painting in Pontypool Park Competition 2019
Thurs 24 Jan	schoolroom	Executive Board of the Trustees meeting
Sun 27 Jan	Tearoom	Baby Shower booking with Mary Mahabir Tearoom, Monmouth
Fri 1 Feb	museum	Friday Team starting to return displays and storage items towards end of MALD TCG Project
Tues 5 Feb	OB Art Gallery schoolroom	Winter Art show demounted Pontypool LHS lecture 'Tredegar House & the National Trust'
Wed 6 Feb	Tearoom	Meeting with Curator & Trustee of Regimental Museum of the Royal Welsh, Brecon (MT & DAW) re partnership exhibition in summer
Thurs 7 Feb	Trust Office OB Art Gallery	SLA meeting with Torfaen CBC Peter & Bev Harris bring in all paintings for Bev's exhibition
Fri 8 Feb	OB Art Gallery	Hanging of Bev Harris exhibition paintings
Tues 12 – Fri 15 Feb	OB Art Gallery	Labels, posters, lighting and arrangement of Bev Harris exhibition 'A Pot Pourri of Paintings & Puzzles'
Sat 16 Feb	OB Art Gallery	Private View of Bev Harris's exhibition 'A Pot Pourri of Paintings & Puzzles' & opening by museum Vice President, Hon Nick Thomas-Symonds MP

Date/s	venue	Exhibition / event / special day / Project / training continued
Wed 20 Feb – Fri 22 Feb	Museum from Reception to Pooler!	Museum closed to the public – for removal of old pipe heating systems by plumbers for MALD TCG Project
Tues 26 Feb	Reception	New volunteer Bex Allford
Thurs 28 Feb	Reception	New volunteer Linda Brown
Tues 5 March	schoolroom	Pontypool LHS lecture ‘What Lies Beneath Pontypool’
Fri 8 March	galleries	Friday Team: Dragon F&S test all emergency lights
Tues 12 March	Trust Office	Shortlist of applicants for 2 x Reception / Site Assistant posts
Tues 19 March	museum	Work experience x 8 days with Sommer Lewis, doing her postgraduate Teaching qualification
Wed 20 March	Civic Centre	Trustees meet with Torfaen CBC re funding
Tues 26 March	schoolroom	Interviews for 2 x Reception / Site Assistant posts
Thurs 28 March	Schoolroom Little Crown, Wainfelin	Executive Board of the Trustees meeting Retirement party for Head Receptionist, Kath Lapping
Fri 29 March	Museum galleries	Friday team start putting back Corner Room & other displays as work finishes on MALD TCG Project

Having achieved so much this year (as in the last 40 years) it has been heartbreaking news for everyone at the museum to learn that Torfaen CBC intend to further cut the museum’s funding from the current £76,700 pa right down to £50,000 by 2022 – which means the whole future of the museum Trust could be in jeopardy.

Since 2011 when the museum had 4 x professional, full-time members of staff, £110,000 in core funding from Torfaen CBC (which represented 80% of the museum’s annual turnover), the funding has been threatened to fall to c. 40% of total turnover, with increase in costs and overheads but staff reduced to 1 x full-time and 1 x part time professional staff. It may be that within the next two years if these cuts are implemented there will be 1 x part-time professional member of staff and a severe restriction on the events, exhibitions, service, facilities and Projects that the museum Trust can provide, if at all.

The Trustees / Directors of the Trust now have to look at lobbying further and to sourcing other financial and funding streams to try and ensure that the Trust may continue for another 2-3 years let alone another 40 years.

However, there was some good news on the horizon – the Trust learnt in May 2018 that they had been successful in their bid to the Welsh Government for a Transformational Capital Grant. This was £99,000 towards a £110,000 Project to upgrade and update most of the museum building internal problems and needs: old, ineffective and expensive heating; old, lagged water tanks for hot water; access and insulation of loft spaces; controlling and upgraded environmental conditions in the small object stores; and sustainable, low-energy lighting in all the galleries and offices. To ensure that the grant went towards future planning for the museum, it also included the fees for a professional architect to draw up realistic and relevant plans for the better and more sustainable use of the building. It is hoped that later in 2019 the museum Trustees will present those drawn up plans and start their way forward towards a large funded Project to ensure the future of the Trust with more sustainable ways of working within the Park Buildings.

The building works, plumbing and electrical works all took place between October 2018 and into the New Year of 2019. Final snaggings and finances are being sorted during April 2019 and a programme of returning gallery displays and decorating has now begun.

As part of the move forward, the Trustees also decided to rename the museum the Torfaen Museum not only to reiterate the fact that we collect, preserve and display artefacts from the whole of the Eastern Valley but also in honour of our President, Lord Paul Murphy of Torfaen.

The museum was also rewarded for its hard work by achieving the next round of Accreditation in July. This means that the museum has met all National Standards with the care of its collections, facilities, policies and services. The next inspection for these standards will be in 2023.

Saturday 14 July was a museum celebration and fundraising event organized by volunteers, particularly Maggie, Marion & Janet with Kath & Donna. Starting in the morning with the opening of the St John Cymru displays by our Vice President, Hon. Nick Thomas-Symonds MP, the day progressed with fundraising stalls, teas, coconut shy, the WW1 replica St John ambulance and many other activities for fundraising, alongside the Pontypool Party in the Park. Over £1,000 was raised for the Trust!

Some sad news this year with the passing of some lovely people, the first of whom was our long-term friend and supporter, Mr David Wynn Williams, youngest son of the late poet, Myfanwy Haycock. Like his mother, he passed away at far too young an age but the museum will always be grateful to him for his donations of artefacts, time and help in our recent exhibitions and after his passing, all his late Aunt Gwladys' collection of family photographs, portraits, pictures, diaries and scrap books.

Last summer the Penygarn-born actor, Jennifer Daniels Landen died in her 80s. Jennifer starred in many British movies and television series, including 'The Bride of Dracula' for Hammer House of Horror in the 1960s. She was married to the famous British actor Dinsdale Landen. Jennifer remembered the museum in her will by leaving the Trust some beautiful and delicate pieces of Japanware.

In July one of our keen volunteers and Secretary of the Pontypool Local History Society, Ruth Agg passed away. She is much missed for her sense of humour and prior to her illness, her very sunny and laughing presence. The Trust's condolences went to her husband Robert, also a volunteer and Chairman of the Pontypool LHS, who himself is now unwell.

By September there were no active committee members of the Pontypool LHS and so, to ensure the Society's continuation, the museum staff took over booking in speakers, marketing the PLHS and asking for volunteers for the committee. I am pleased to report that as we go into the late spring of 2019, some enthusiastic volunteers have stepped forward and the Pontypool LHS will hold an AGM within the next few weeks to also move forward into the future.

In September thieves stole the lead off the East Wing roof (again) and although photographed by members of the public in the act, no-one was ever caught. Worst of all was that the following night, before the essential repairs were carried out, a storm forced much of the rain through the roof and into the Catalogue Room and 29 storage area. Luckily the Friday Team members were all on hand to come out and move the contents of the Catalogue Room to safety!

At the time of writing the report, the full replacement of the stolen lead has not been finished and the scaffolding is still up around the building (under Torfaen CBC building insurance). This has also led to much controversy with local residents and parking problems outside the building (as the double yellow lines are within the scaffolding and fenced off area).

February saw two big events at the museum:

First was the Private View and opening of the exhibition '*A Pot Pourri of Paintings & Puzzles*' by celebrated local artist, Bev Harris. The exhibition was opened by our own Vice President, Hon. Nick Thomas-Symonds MP who also purchased one of Bev's local scenes for his office. Bev's show has a medley of stunning local scenes, Cornish landscapes, reproduction old masters, puzzles and prints and the exhibition will continue into the summer. An exhibition not to be missed!

Secondly, the Trust was presented with the legal ownership of the Pontypool RFC Memorabilia collection and also with a cheque for £1,250 to help towards its cataloguing & preservation by the former Committee of the PRFC 100 Club. This money will be used to matchfund a future Project grant for complete refurbishing and digitizing of the collection.

At the end of March, Kath Lapping, the museum's Head Receptionist for 7 years, retired to spend more time with her family. Kath started at the museum in the late 1990s as a weekend site assistant and has since become an integral part of the museum Team. The museum hosted a farewell party for Kath at

the Little Crown in Wainfelin and all the staff and volunteers came to wish her well in her future life of leisure!

Due to funding cuts, it has been decided by the Trustees that Kath's post will be lost and instead the museum will have two new site assistants to work part time week day and weekend hours between them.

So, as we move forward into 2019-20 there are highs and lows to be expected; lows of no longer having any full-time staff, highs of plans to possibly turn around the museum building and consequently the museum Trust. We continue to hope...

Deborah Wildgust

Curator

April 2019

Annual Visitor Figures 2018 – 2019

The figures (*below*) are recorded from the daily sheets completed each day and compiled at the end of each month as a record of all service users; the figures below highlight the wide of range of services provided as a museum venue and as the County Borough museum for Torfaen:

TORFAEN MUSEUM TRUST 2018-19 VISITOR FIGURES														
	WEEKDAYS			WEEKENDS			Free Users		Members	Schs	Gen	OUT	TOTAL	www.
	Paid Admissions			FREE	PAID		Indiv	Events			Enq.	REACH		f.book
	Adt	Con	Chld	PCC	Sat	Sun								twitter
Apr	98	47	121	96	28	11	602	54	112	0	619	1106	2894	12890
May	36	29	20	76	12	10	555	82	32	48	703	1107	2710	14529
Jne	13	31	4	43	10	19	453	282	15	0	624	1164	2658	12660
Jly	45	48	19	30	5	20	370	329	4	0	850	1406	3126	9165
Aug	54	51	66	61	11	50	438	294	5	0	714	1837	3581	8865
Sept	28	34	29	117	10	29	415	71	10	40	403	1409	2595	10710
Oct	44	25	59	35	23	44	457	141	8	0	477	1388	2701	5728
Nov	10	15	10	41	6	12	446	139	5	33	512	1644	2873	13219
Dec	3	3	2	29	0	13	318	15	0	0	340	1584	2307	10800
Jan	0	0	0	14	0	31	257	79	6	0	507	1609	2503	9116
Feb	0	0	0	3	0	8	317	162	4	0	497	1605	2596	10472
Mar	0	0	0	48	5	50	358	42	2	0	389	1607	2501	13194
Total	331	283	330	593	110	297	4986	1690	203	121	6635	17466	33045	131348

Free entry for some of the period work being carried out in the main corridors & exhibitions covered up)

General Enquiries incl.		Social Media		Facebk	www.	Thi
Library Collections		www.	Facebook.reach	Engage	Twitter	
Apr	9 4	5166	11123	7120	498	106
May	6 114	4837	22677	9250	335	107
Jun	8 21	5091	28931	7063	342	164
Jul	7 168	4597	16749	3499	963	106
Aug	4 118	4090	22052	3495	1168	112
Sep	12 2	5410	28990	4046	1145	109
Oct	4 29	3067	10194	1768	805	88
Nov	4 11	5842	15988	6025	1208	144
Dec	6 0	5503	18128	3633	1580	84
Jan	9 21	6241	12650	2448	318	109
Feb	12 14	6995	9700	2968	404	105
Mar	10 26	9061	8852	3676	350	107
	91 528	65900	206034	54991	9116	1341

Social media total includes website, facebook and twitter

Overall 2018-19 annual figures for Visitors & Museums Users were encouraging compared to the previous year.

In yet another year of cuts in core-funding from TCBC, Pontypool CC & very little support from some other community councils, the museum had to reduce its opening times and staff accepted shorter working hours; even so, staff & volunteers continued to provide the full service of exhibitions, displays & activities and with some exhibitions, many extra hours late into the evenings & weekends. The loss of grant money to cover free entry on Saturdays for Pontypool residents will be felt next year because it was successful (particularly with low-income families with children able to enjoy the range of activities together).

The Generation Games exhibition proved a large draw, targeting people of all ages and was very popular. Supported by a grant from the Federation of Museums & Galleries of Wales and in collaboration with the National Waterfront Museum at Swansea, the Trust gained good press coverage – including the BBC - and it shows in overall numbers visiting in that period.

The Library & Archive service had a wide variety of enquiries and we continued to take in donations relevant to the Collections: general outreach has been successful with the use of the Pontypool Community Council window for a selection of wonderfully themed displays promoting the museum & as a great presence in the town itself (thanks to volunteers Maggie & Marion for their window designs, display and graphics).

Sue Allford
Trust Administrator
April 2019

Report of the Trustees

The Trustees present their report and accounts for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity'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)

Financial Review

The incoming resources for the year were £211,318 (2017-18: £111,174) and outgoing resources were £112,885 (2017-18: £124,419). The incoming resources include a grant from the Museums, Archives and Libraries Division (MALD) of the Welsh Government of £98,963 together with other grants and donations totalling £3,460 towards the building works to improve the sustainability of the museum. Of these sums £86,529 has been used in 2018-19 while the remainder has been carried forward in Restricted Funds to meet the expenditure in 2019-20. Excluding these capital grants the incoming resources become £108,895.

If depreciation is excluded the outgoing resources become £107,210 (2017-18: £116,854). The figures excluding depreciation and capital funding give a surplus of £1,685.

The amount added to the general reserves for 2018-19 was £1,518 (2017-18 = deficit, £846) bringing the accumulated total of reserves to £24,337 (2016-17: was £22,819).

The Trust's general reserve, built up from surpluses accumulated over time, is used to finance any annual deficit that may arise. There are also designated funds and restricted funds; the purposes of these are outlined in the Notes to the Accounts. In recent years the Trust has used its reserves as contribution towards the extensive repairs and renovation of the Park Buildings and it is now the aim of the Executive Board of the Trustees to raise their reserve fund to the minimum of 3-6 months operating costs (this would currently be £25,000 - £50,000) to allow both time for the Board of the Trustees to find alternative funds if necessary or to allow them to meet the Trust's contractual obligations to staff and creditors, and in line with national and Charity Commission recommendations.

The Trust wishes to thank the many individuals and organisations who have made financial and other donations (*please see Appendices A, B, C & D*) and in particular Torfaen County Borough Council, as without their core funding (albeit at a considerably reduced level) the Trust would be unable to maintain the Borough's museum services and to such high standards.

Risk management

The Trustees have a Priority Risks & Actions strategy which comprises of the main priorities that face the Trust and the Trustees, the Torfaen Museum building and the Borough collections.

This strategy has been reviewed annually since 2006 and highlights the current risks and uncertainties that the Trust faces and proposed actions to minimize and mitigate those risks.

This exercise has highlighted that the principal risk over the last 4 years to the Trust, its building, collections and the services it thus provides, has been financial risk. The Trust has taken steps to minimize the imposition of cutbacks and their consequences by budgeting each year within its framework, cutting opening and working hours and some free services, by successfully applying for Project grants and by the lobbying of funding bodies.

Reserves Policy

The majority of the Trust's income is through grant assistance and core-funding from local authorities with funds raised also from entrance fees, Membership, gift aid and revenue from art, gift shop and Tearoom sales and donations. In the current economic climate and for the previous four years, due to a total 30% cut in core-funding from the local authority, the Trust's annual income previously often failed to meet its annual expenditure. In the years when a surplus income is made, such as this year, those monies are transferred to the Trust Reserves Fund and in the years when the Trust runs at a loss, such as the previous years, the Reserves Fund is used to allow debtors to be paid.

It is the aim of the Trustees to raise their reserve fund to 3-6 months operating costs (this would currently be £25,000 - £50,000) to allow both time for the Executive Board of the Trustees to find alternative funds if necessary or to allow them to meet the Trust's contractual obligations to staff and creditors, as recommended by the Charity Commission. Currently the Reserves Fund stands at £24,337 therefore budget cuts including salaries costs have been implemented in order to increase reserves to safeguard the Trust.

Structure, Governance and Management

Method of appointment or election of Board of Management

The management of the charity is the responsibility of the Executive Board of Trustees, the directors of which are elected, nominated from local authorities and co-opted under the terms of the Trust's Articles of Association. The Nominated Members listed above are selected by their respective local authorities. The Appointed Members are appointed at the Annual General Meeting of the Trust, while the Board co-opts Members during the year from those showing an interest in the museum.

Policies adopted for the induction and training of the Executive Board

New Executive Board Members are given a file of papers to study and retain including the Charity Commission's Trustees responsibilities, conflicts of interest and Trustee benefits document, Governing Independent Museums (Association of Independent Museums) document and are supported through the first few months of office.

Organisational structure and decision making

The organisation of the charity is primarily the responsibility of the Executive Board. The Executive Board carries out the management of the charity and may exercise all such powers of the charity.

The Senior Officers of the Trust (currently the Curator and Trust Administrator) make decisions on the daily running of the museum. The Officers allocate amounts of money for the daily running costs that have already been approved or within the budget and apply for grant funds and assistance.

Pay policy for staff

The Trustee / Directors and the Senior Officers comprise the key management of the charity in charge of directing, running and operating the Trust on a daily basis.

All Trustee / Directors give of their time freely and no Trustee / Director received remuneration during the year.

The key personnel / Senior Staff currently comprise of the full-time Curator and part-time Trust Administrator and their pay is reviewed on an annual basis and bench-marked with comparable posts in the Welsh local authority museum and administrative sectors.

Reference and administrative information

Torfaen Museum Trust Limited is a registered charity, number 507419 (England and Wales), incorporated under the Companies Act 2006 as a company limited by guarantee number 1358444.

It is also an Accredited Museum under the Arts Council of England (ACE) Accreditation Scheme Round 2 and previously Accredited (Round 1, 2006, M&GC) and was registered with both Phases I & II (registration number 298) under the forerunner to Accreditation, the museum Registration Scheme. This ensures that the Trust adheres to recommended national standards of visitor satisfaction, collections care and collections interpretation.

The museum is also an Accredited Attraction under the Welsh Government's VisitWales VAQAS (Visitor Attraction Quality Assurance) standards.

Honorary positions, Officers and Members of the Executive Board of Trustees 2018 - 19:

President:	Rt Hon Lord Paul Murphy of Torfaen
Vice Presidents:	Lord Treharne of Islwyn & Glansychan Ms Lynn Neagle AM Hon Nick Thomas-Symonds MP
Chairperson:	Mr G Ivor Davies MBE (ex-Officio)
Vice-Chairperson:	Mr Michael Tanner
Hon Treasurer & Co Sec:	Mr Lyndon Bishop (ex-Officio)
Nominated Members:	Cllr Leighton Johnston (<i>Cwmbran CC</i>); Cllr Gwyn Jenkins & Cllr Neil Waite (<i>Torfaen CBC</i>); Cllr Colin Crick (<i>Croesyceiliog & Llanyrafon CC</i>); Cllr Barry Taylor (<i>Pontypool CC</i>); vacant all year (<i>Ponther CC</i>); vacant all year (<i>Henllys CC</i>); Cllr Jac Denley-Jones (<i>Blaenavon Town Council</i>)
Appointed Members:	Professor Ray Howell; District Judge Geoff Sandercock; Ms Sue Johnson; Dr Jack Hanbury-Tenison; His Honour Judge David Morris; Mr Michael Tanner
Co-opted Members:	Cllr Lewis Evans, Mr T J Winter
Registered Office:	Park Buildings, Pontypool, Torfaen NP4 6JH
Independent Examiners:	Broomfield & Alexander MHA (from 2019 Baldwins), Waters Lane, Newport
Bankers:	Barclays Bank PLC, PO Box 19, Newport

Trustees' Responsibilities in relation to the Financial Statements

The Trustees (who are also Directors of Torfaen Museum Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They 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 irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Related Party Transactions

A number of the Trustees are members of the councils by which they are appointed—see page 13.

These councils make grants to the Trust. As stated in note 9 to the accounts no Trustees receive remuneration or reimbursement of expenses. The Trustees did not engage in any transactions with the Trust other than as members of the general public - this is in line with principle 2d of the Charity Commission guidance on public benefit.

**Approved by order of the Executive Board of the Trustees on 26 September 2019
and signed on their behalf by:**

Signed:



**Mr G I Davies MBE,
Chairman**



**Mr Lyndon Bishop
Honorary Treasurer & Company Secretary**

Independent Examiner's Report to the Trustees of Torfaen Museum Trust Limited

I report on the accounts of the Trust for the year ended 31 March 2018, which are set out on pages 16 to 25 of this report.

Respective responsibilities of Trustees and Examiner

The Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination it is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.


Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matter set out in the statement below.

Independent Examiner's Report:

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015) have been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Sarah Case FCA DChA
 Independent Examiner
Baldwins Audit Services
 Waters Lane Chambers
 Waters Lane
 NEWPORT
 NP20 1LA

date: 26/9/19

Independent Examiner's Report to the Trustees of Torfaen Museum Trust Limited

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2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sarah Case FCA DChA
 Independent Examiner
Broomfield & Alexander Ltd
 Waters Lane Chambers
 Waters Lane
 NEWPORT
 NP20 1LA

date:

Torfaen Museum Trust Limited

Statement of Financial Activities for the Year Ended 31 March 2019
incorporating the Income and Expenditure Account

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
Income and donations from:		£	£	£	£
Donations and legacies	2	5,092	-	5,092	1,823
Charitable activities	3	172,335	17,919	190,254	96,240
Other trading activities	4	5,455	-	5,455	5,861
Investments	5	-	-	-	36
Other Income	6	10,517	-	10,517	7,214
Total income and endowments		193,399	17,919	211,318	111,174
Resources Expended					
Raising funds	7	2,726	-	2,726	2,813
Charitable activities	8	107,898	2,261	110,159	121,606
Total expenditure		110,624	2,261	112,885	124,419
Net income (expenditure)		82,775	15,658	98,433	(13,245)
Transfers between funds		(236)	236	-	-
Net Movement in Funds		82,539	15,894	98,433	(13,245)
Reconciliation of Funds					
Balances brought forward	16,17	44,853	428	45,281	58,526
Balances carried forward	16,17	127,392	16,322	143,714	45,281

All incoming resources and resources expended derive from continuing activities

The statement of financial activities includes all gains and losses recognised in the year

The notes on pages 18 – 25 form part of the Financial Statements

Torfaen Museum Trust Ltd
Balance Sheet as at 31 March 2019

	NOTES	2019	2018
		£	£
FIXED ASSETS			
Tangible assets	11	109,324	22,700
CURRENT ASSETS			
Stock		2,447	2,208
Debtors	12	3,062	3,800
Cash at bank and in hand		<u>33,523</u>	<u>20,628</u>
		39,032	26,636
Creditors falling due within one year	13	(4,642)	(4,055)
NET CURRENT ASSETS		<u>34,390</u>	<u>22,581</u>
TOTAL NET ASSETS		<u>143,714</u>	<u>45,281</u>
RESERVES			
Restricted	14	16,322	428
Unrestricted - general fund	15	24,337	22,819
Unrestricted - designated fund	15	<u>103,055</u>	<u>22,034</u>
Total reserves		<u>143,714</u>	<u>45,281</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

For the financial year ended 31 March 2016, the company was entitled to exemption from audit under the Companies Act 2006, s. 477 relating to small companies and the members have not required the company to obtain an audit of its accounts for the year in question in accordance with s. 476. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

.....

Hon. Treasurer / Director
Mr. Lyndon Bishop

.....

Chairman / Director
Mr. G I Davies MBE

Company no. 1358444 (England and Wales)

The notes on pages 18 – 25 form part of the Financial Statements

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019

1. Accounting Policies

Charity information

Torfaen Museum Trust Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Torfaen Museum, Park Buildings, Pontypool, Torfaen, NP4 6JH.

Accounting convention The accounts have been prepared in accordance with the charity's governing document, 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). The charity is a Public Benefit Entity as defined by FRS 102. The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

Cash Flow Statement The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

Incoming Resources:

Voluntary Income Voluntary Income (such as donations) represents amounts received during the year.

Grants These comprise amounts receivable during the year for all grants including grants received for the purpose of purchasing fixed assets. Grants received are split between restricted and unrestricted funds depending upon the offer letter accompanying the grant receipt.

Investment Income Investment Income is credited to income when it is actually received.

Voluntary Help No monetary value has been put on the help received by volunteers during the year.

Resources Expended:

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Charitable Activities This includes all costs relating to the furtherance of the Charity's objectives.

Governance Costs This includes the costs of independent examination.

Irrecoverable VAT The Charity suffers from irrecoverable VAT due to the fact that it is on a partial exemption scheme and not all input VAT is recoverable. This is written off to the Statement of Financial Activities in the period in which it arises.

Netting Off of Income and Expenditure Income and expenditure are stated gross.

Fixed Assets

Fixed assets are capitalised where they are considered significant or material within the context of the charity's operations, and are included at historical cost less accumulated depreciation. The Trust's collection of objects, books, specimens, photographs, documents, maps and other materials acquired for preservation are held under Trust and on its winding-up would become the property of Torfaen County Borough Council under the provisions of an agreement between the Trust and the council's predecessor authority dated 12 June 1979. They have therefore been written off in the year of collection or acquisition. Depreciation is taken at 25% of the written-down value of fixed assets except for collections etc... as noted above.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019

Funds Structure

The Charity's funds are split into general funds designated general funds and restricted funds.

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.

Designated General Funds These funds are set up where grants have been received for the purchase or construction of fixed assets, and are transferred to the general fund in step with the depreciation charges on the related assets.

Unrestricted General Funds These funds are available for the general purposes of the Charity, to be used in accordance with the charitable objects at the discretion of the Trustees

Operating leases Payments made in respect of operating leases are charged to the accounts in the year in which they are paid

Rounding Figures contained in the financial statements have been rounded to the nearest pound

Presentation of the accounts as a going concern The Charity reported a net inflow of £1,685 for the year. This Charity has sufficient free reserves and is monitoring results on a frequent basis. The Trustees are of the view that on this basis the charity is a going concern and there are no material uncertainties about the charity's ability to continue as a going concern.

Cash and cash equivalent Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Financial instruments The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Basic financial assets

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Basic financial liabilities

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Liabilities policy

Liabilities are recognised in the Statement of Financial Activities as they become payable.

Taxation As a registered charity, the charity is entitled to the exemption from taxation in respect of income and capital gains received within sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

Critical Accounting Estimates and Judgements

In the application of charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019

2 Income from Donations and Legacies	Unrestricted	Restricted	Total	Total
	Funds	Funds	2019	2018
	£	£	£	£
Miscellaneous Donations	5,092	-	5,092	1,823
3 Income from Charitable Activities	Unrestricted	Restricted	Total	Total
	Funds	Funds	2019	2018
	£	£	£	£
Grants				
Torfaen County Borough Council	76,700	-	76,700	76,640
Croesyceiliog & Llanyrafon Community Council	1,000	-	1,000	1,000
Pontypool Community Council	3,000	-	3,000	5,500
Cwmbran Community Council	1,350	-	1,350	1,315
Restricted grants	-			
Torfaen County Borough Council	-	-	-	425
Welsh Government (MALD)	-	15,894	15,894	-
Federation of Museums & Galleries Wales	-	2,025	2,025	7,043
Association of Independent Museums	-	-	-	1,100
Subscriptions	3,757	-	3,757	3,217
Total revenue grants	85,807	17,919	103,725	96,240
Capital grants				
(transferred to designated funds when spent)	86,529	-	86,529	-
Total grants for the year	172,335	17,919	190,254	96,240
4 Income from Other Trading Activities	Unrestricted	Restricted	Total	Total
	Funds	Funds	2019	2018
	£	£	£	£
Commission on Art Sales	298	-	298	493
Trading and Publications - Sales	5,157	-	5,157	5,368
	5,455	-	5,455	5,861
5 Income from Investments	Unrestricted	Restricted	Total	Total
	Funds	Funds	2019	2018
	£	£	£	£
Bank interest		-	-	36
6 Income from Other Sources	Unrestricted	Restricted	Total	Total
	Funds	Funds	2019	2018
	£	£	£	£
Sundry Income	6,906	-	6,906	4,138
Site Income	3,611	-	3,611	3,076
	10,517	-	10,517	7,214

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019

7 Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Shop costs	2,726	-	2,726	2,813

8 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Direct Costs				
Salaries, NI	68,985	-	68,985	65,996
Book-keeping	4,145	-	4,145	3,845
Training	72	-	72	1,043
Travelling and Subsistence	-	-	-	20
Temporary Exhibitions	817	-	817	351
Supplies and Equipment	126	-	126	701
Federation of Museums & Galleries Wales	-	2,261	2,261	7,564
Association of Independent Museums	-	-	-	6,000
Acquisitions	-	-	-	54
Total Direct Costs	74,145	2,261	76,406	85,574
Indirect Costs				
Energy	5,638	-	5,638	5,427
Telephone and Postage	2,700	-	2,700	2,555
Printing and Stationery	3,254	-	3,254	3,532
Maintenance	3,964	-	3,964	5,849
Cleaning	619	-	619	561
Security	2,279	-	2,279	1,494
Website Development	90	-	90	-
Subscriptions	365	-	365	469
Insurance	3,518	-	3,518	3,299
Miscellaneous Expenses	3,101	-	3,101	2,761
Bank Charges	325	-	325	320
Depreciation	5,675	-	5,675	7,565
Independent examination	2,225	-	2,225	2,200
Total Indirect costs	33,753	-	33,753	36,032
Total	107,898	2,261	110,159	121,606

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019 (continued)

9 Staff Costs	2019	2018
	£	£
Wages and salaries	64,160	62,248
Social security	1,104	1,173
Pension costs	<u>511</u>	<u>257</u>
	<u>65,775</u>	<u>63,678</u>

No employee earned more than £60,000 and the Directors / Trustees do not receive any remuneration or reimbursement of expenses.

The average numbers of staff were:

	2019	2018
Full-time	1.0	1.0
Part-time	8.0	8.5
Total full-time equivalents	3.1	3.1

10 Independent Examination fees	2019	2018
	£	£
Fees to independent examiner	<u>2,225</u>	<u>2,200</u>

11 Tangible Fixed Assets

	Building Adaptations	Fixtures & Fittings	Computers & Equipment	Totals £
Cost				
At 1 April 2018	455,576	16,007	134,646	606,229
Additions during year	92,299	-	-	92,299
Disposals during year	-	(7,750)	(15,828)	(23,578)
At 31 March 2019	<u>547,875</u>	<u>8,257</u>	<u>118,818</u>	<u>674,950</u>
Accumulated Depreciation				
At 1 April 2018	438,383	15,583	129,563	583,529
Additions during year	-	-	-	-
Disposals during year	-	(7,750)	(15,828)	(23,578)
Charge for year	<u>4,298</u>	<u>106</u>	<u>1,271</u>	<u>5,675</u>
At 31 March 2019	<u>442,681</u>	<u>7,939</u>	<u>115,006</u>	<u>565,626</u>
Net Book Value				
At 31 March 2019	<u>105,194</u>	<u>318</u>	<u>3,812</u>	<u>109,324</u>
At 31 March 2018	<u>17,193</u>	<u>424</u>	<u>5,083</u>	<u>22,700</u>

12 Debtors: Amounts falling due within one year

	2019	2018
	£	£
VAT	465	995
Other Debtors	821	858
Prepayments	<u>1,776</u>	<u>1,947</u>
	<u>3,062</u>	<u>3,800</u>

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019 (continued)

13 Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade and other creditors	3,268	1,684
Accruals and income in advance	1,374	2,371
	<u>4,642</u>	<u>4,055</u>

14 Restricted Funds

	At 1 April				At 31 March
	2018	Income	Expenditure	Transfers	2019
	£	£	£	£	£
Accessions and Development Fund	428	-	-	-	428
Federation small grants	-	2,025	(2,261)	236	-
Transformational Grant Welsh Government (MALD)	-	15,894	-	-	15,894
	<u>428</u>	<u>17,919</u>	<u>(2,261)</u>	<u>236</u>	<u>16,322</u>

Accessions and Development Fund: This is used to fund the acquisition of artefacts and to provide match funding for grant-aided projects

Federation of Museums & Galleries of Wales: These grants are given on a competitive basis for museum & gallery projects and purchases for under £3,000

Association of Independent Museum (AIM): AIM gives grants for various museum Projects & Procedures including governance and sustainability for up to c. £5,000

Previous year

	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Accessions and Development fund	482	-	(54)	-	428
Federation small grants	-	1,408	(1,969)	561	-
Review for our Future (AIM & TCBC)	5,000	1,000	(6,000)	-	-
Federation Grant – Generation Games)	-	5,035	(5,595)	560	-
	<u>5,482</u>	<u>7,443</u>	<u>(13,618)</u>	<u>1,121</u>	<u>428</u>

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019 (continued)

15 Unrestricted funds

	At 1 April 2018 £	Income £	Expenditure £	Transfers £	At 31 March 2019 £
Designated funds	22,034	86,528	-	(5,507)	103,055
General funds	22,819	106,871	(110,624)	5,271	24,337
	<u>44,853</u>	<u>193,399</u>	<u>(110,624)</u>	<u>(236)</u>	<u>127,392</u>

Previous year

	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Designated funds	29,379	-	-	(7,345)	22,034
General funds	23,665	103,731	(110,801)	6,224	22,819
	<u>53,044</u>	<u>103,731</u>	<u>(110,801)</u>	<u>(1,121)</u>	<u>44,853</u>

16 Analysis of Balance Sheet

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	109,324	-	109,324
Net assets	<u>18,068</u>	16,322	<u>34,390</u>
Total Net Assets	<u>127,392</u>	<u>16,322</u>	<u>143,714</u>

Previous year

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Tangible fixed assets	22,700	-	22,700
Net assets	<u>22,153</u>	<u>428</u>	<u>22,581</u>
Total Net Assets	<u>44,853</u>	<u>428</u>	<u>45,281</u>

Torfaen Museum Trust Limited

Notes to the Accounts for the year ended 31 March 2019 (continued)

17. Comparative Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2018
Income and donations from:	£	£	£
Donations and legacies	1,823	-	1,823
Charitable activities	88,797	7,443	96,240
Other trading activities	5,861	-	5,861
Investments	36	-	36
Other Income	7,214	-	7,214
Total income and endowments	103,731	7,443	111,174
Resources Expended			
Raising funds	2,813	-	2,813
Charitable activities	107,988	13,618	121,606
Total expenditure	110,801	13,618	124,419
 Net income (expenditure)	 (7,070)	 (6,175)	 (13,245)
 Transfers between funds	 (1,121)	 1,121	 -
Net Movement in Funds	(8,191)	(5,054)	(13,245)
Reconciliation of Funds			
Balances brought forward	53,044	5,482	58,526
Balances carried forward	44,853	428	45,281

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS
ON THE UNAUDITED FINANCIAL STATEMENTS OF
TORFAEN MUSEUM TRUST LIMITED
FOR THE YEAR ENDED 31 MARCH 2019**

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company for the year ended 31 March 2018 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the Balance Sheet as at 31 March 2019 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



Baldwins
Chartered Accountants
Waters Lane Chambers
1-3 Waters Lane
Newport
NP20 1LA

Date 26/9/19

Appendix A

Grants & Donations 2018-19 (other than regular funding)

Sincere thanks from the Trust to the following people and organizations that generously gave this year:

With finances and funds:

- Welsh Government (Museums, Archives & Libraries Division)
- Torfaen County Borough Council
- Pontypool Community Council
- Cwmbran Community Council
- Croesyceiliog & Llanyrafon Community Council
- Federation of Museums & Galleries of Wales / MALD small grant scheme
- Mr G I Davies MBE & Mrs F Davies
- HH Judge David Morris
- Mr Michael Tanner & Mrs Lynne Tanner MBE
- Cllr Gaynor James, Pontypool CC
- Cllr Barry Taylor, PCC
- Dr Jack Hanbury-Tenison
- **Matchfunding of the MALD Transformation Capital Grant came from:** Torfaen CBC, Blaenavon Town Council, Cllr Neil Waite (TCBC), Cllr Barry Taylor (PCC), Cllr Nick Byrne (PCC), Cllr Gaynor James (TCBC & PCC), Mr Mike Tanner, Cllr Gwyn Jenkins (TCBC), Mr Gwyn Tilley & Mr Clive Davies and Corporate Member, CATS
- Tesco Stores (Pontypool)
- Ms Jantien Powell, Chapel Cottage Studios

Appendix A

Also for partnership help, time, support & advice:

- Rt Hon Lord Paul Murphy of Torfaen
- Hon Nick Thomas-Symonds MP
- Cllr Anthony Hunt, Leader, TCBC
- Ms Rachel Jowitt, Chief Officer, Neighbourhoods, Planning & Public Protection Services, TCBC
- Volunteers Mrs Marion Williams, Mrs Janet McAllister, Mrs Maggie Evans
- The Free Press & South Wales Argus newspapers
- Members of the artREGEN Committee, Pontypool
- Gwent Archives
- Mr Samuel Anstee & the Anstee family
- Mr Andrew Deathe
- Mr Graham Price
- Mr Arthur Crane
- Mr Robin Williams
- Pontypool Park Estates
- Cllr Alan S Jones, Forces Champion, Torfaen CBC
- The many local artists who have donated their art works to raise funds
- Mrs Ann Mansell & Mrs Carol Whittaker, Welsh Government
- Amgueddfa Cymru / National Museum Wales especially the Exhibition Team of the National Waterfront Museum, Swansea
- en plein air Judges: Mrs Mary James, Mrs Jill Hobbs & Ms Louella Gwillim
- The Federation of Museums & Galleries of Wales
- Llantarnam Grange Arts Centre
- Meg Gurney
- Bev & Gill Harris
- Lorna Pearson
- Clive Davies & Gwyn Tilley
- The National Trust at Tredegar House

Appendix B

Corporate Members & Sponsors of the Torfaen Museum Trust:

Dragon Fire & Security, Cardiff	Torfaen Art Factory
Companion & Telecaring Services, Penygarn	Sight Support, Bradbury House
Pontypool & District Art Club	Pontypool Local History Society
Phil Anslow & Sons, Coach Hire, Garndiffaith	Pontypool MIND
Pontnewynydd History Society	Pontypool Glazing
Viv Lewis @Salon 68	Vision Arts

Appendix C

Additions to the Torfaen Trust Collections April 2018 - March 2019

As compiled by Gill Topham & Ann Gill, April 2019

235 items in total donated to the museum this year:

(Please note some donors do not wish to be identified and are listed as anonymous)

Item	Donor
• Welsh flannel shawl	E Green
• St John Ambulance collection of pictures, uniforms, bags & medals	various via Cllr C Crick
• 2 x Japanware trays & 2 x candlesticks	the estate of Jennifer Daniels Landen
• Myfany & Gwladys Haycock collection	the estate of David Wynn Williams
• Welshcrest China (Cwmbran) Figurines & Flowers (45 items)	Julie Jones, Barnham
• Russian Costume Doll	anon
• Glass bottles, binoculars & telescope	M Barnes, Cwmbran
• St John medals, defence medal	Carl Nutt, Pontymoile
• Handkerchief & crochet collar	Ann Richards, Nantyglo
• Commemorative brass plaque	Gwent Archives, Ebbw Vale
• Trophy Cup, West Mon School	S Watkins, Leigh-on-Sea
• Scarves & ties, West Mon School	Peter Sweeting, Varteg
• 4 x Welshcrest Figurines	
• Various domestic & commemorative items	Mrs Sweeting, Blaenavon
• Composing stick	D Holloway, Ebbw Vale
• 2 x pharmacy bottles	K Hobbs, New Inn
• Slipper bed pan	J Hirons, Pontypool
• Hoover 'Dustette' vacuum	anon
• Rocking Horse	Mrs G Carnell, Pontypool
• Welshcrest Figurine	Janet Webb, Griffithstown
• Pocket watch	Mr K Watkins, Cowbridge
• Men's grooming kit	Mrs F Tottle, Pontypool
• Household tins & other objects	J Smith, Cwmbran
• St John Fellowship tabard	anon
• 2 x items Royal Doulton 'Bunnykins' china	G Topham, Pontypool
• Pencil sketch, Gorsedd stones, artist Bill Hart	anon
• Silver Jubilee teapot stand	G Vann, Rhosemor
• Asstd household items & medals	Brenda Robinson, Nantyderry
• 'Folly Tower' watercolour painting	Lyn Bishop, Griffithstown
• Commemorative China cup	John Jones, Croesyceiliog
• Cut throat razor	Mrs Gill Harris, Abersychan
• Victorian Mantel Clock	Mr Phil Evans, Pontnewynydd
restored to working order by Andrews Jewellers, Pontypool	
• 2 x watercolour paintings with local connections	
1 x Henllys landscape 1920s, 1 x landscape by local artist Arthur Trevethin Nowell, 1898	
transferred from the collections of Leighton House Museum, London	
• metal sign (Valley Initiative Scheme)	anon

Appendix C

Additions to the Torfaen Trust Collections April 2018 - March 2019 (continued)

Item	Donor
<i>(Please note some donors do not wish to be identified and are listed as anonymous)</i>	
• Brass nozzles for fire hose, allegedly for John Worton fire engine	Mr Savini-Jones, Newport
• stoneware hot water bottles	Simon Vann, Mold
• C19th sleeve ironing board	Heather Woodward, Croesyceiliog
• doll & doll's pram	Mrs I House, Caldicot
• Japanware tray, china plate	Mr J Moore, Pontypool
• haberdashery items	Mrs S Bailey, Cwmbran
• ceramic figurine	anon
• Toy sewing machine	anon
• apron clip	anon
• Big Edge Hill street sign	B Higgs, Talywain
• 3 x items of commemorative china	anon
• cigarette packets	J Wilkinson, Abersychan
• baby reins	R Hutchins, Abersychan
• bowling club t-shirt	anon
• Edwardian petticoats & saddle blanket	L Prosser, Cwmbran
• Japanware tray	M Williams, Pontypool
• Commemorative mug	anon
• Commemorative Investiture items	A May, New Inn
• petticoat	B Matthews, Garndiffaith
• painting 'Panteg Church from New Inn'	Mr C May, Pontypool
• glasses & pince-nez	D Jenkins, Newport
• Local pool & darts trophies	Meg Gurney
• scarf & 5 x ties	J Gulliford, Griffithstown
• paraffin lamp, 2 pairs baby shoes	J Coslett, Pontypool

Appendix D

Donations to the Dobell-Moseley Library & Archive April 2018– March 2019

As compiled by Marion Williams, April 2019

(Please note some donors do not wish to be identified and are listed as anonymous)

Description, Author, Title	Year Pub	Donor
• various Greetings Cards	1906	Mr L Bishop
• poster	1930	ex-Pontymoile School
• Morning & Evening Prayer book, Idris Hitchens, teacher	1970	St James Church
• 11 photographs of Ironworks, 1970s		anon
• Information ephemera on Charles Hanbury-Williams		anon
• b & w photograph of St James Church Boys Brigade	1896	Alec Bowen
• photo of Talywain Cricket Club	1923	anon
• theatre programmes	1920s	anon
• 180 collectors cigarette cards	1930s?	Sue Newbury
• season ticket & other items, Royal National Eisteddfod, Pontypool	1924	A Richards
• Poster for the Coliseum, Blaenavon	1919	anon
• Books from George Street School	1970s	T Wood
• Postcards & photographs of local scenes –including Pontypool Hospital & Pontnewynydd	C20th	P Barrett
• Welsh Crest China, Cwmbran	1970s	J Jones
• Various guide books, Carnival programmes, stamps	C20th	J Hirons
• Wedding invitation		A Mayo
• Pontypool & Pontymoile books / booklets		E Jones

(Please note some donors do not wish to be identified and are listed as anonymous)

Description, Author, Title	Year Pub	Donor
• Wartime Recipes	2009	anon
• 86 x asstd birthday & Christmas cards	early C20th	M Hern
• Caution notification to the public (selling beer in houses)	1851	G Duggan
• photographs of Savini's Ice Cream in Crane St Pontypool & ice cream vans & other Crane St related documents	1811-1968	Anita Savini-Jones
• Notes & publications on the Morgans of Llantarnam	2018	David Standing
• Various maps of local area	1974-95	M Williams
• Various guides & sports programmes	1970s	P Sweeting
• Video – VE DAY 'A Town Remembers'	1995	Thirza Holden
• Folder of information on Herbert Stanley Watkins of Penygarn, volunteer in Boer War, South Africa, 1870s	C19th	K Watkins
• Posters, manual & recipe book	1960s	J Smith
• Collection of slides & negatives, including Saunders Valve	C20th	Mr Richardson-Brand
• Mamhilad Sunday School book 'Mother's Holiday'	1910	anon
• 'Arthur Trevethin Nowell, The Non-Conformist painter' (b. Garndiffaith, 1862) by Christopher Mosley,	2007	purchase
• Photographs, Pontypool Royal national Eisteddfod	1924	Frank Olding
• Copies of 'The Dragon Magazine', PGGS & teaching aids for display	1930s	Heather Woodward
• various photographs	C19 th & C20th	J Moore
• Collection of colour photographs from inside St Lukes Church & All Saints Church, Pontnewynydd	1980s	G Barts
• petrol coupons	1970s	V Sharley
• The Wainfelin & Tranch Inn mine & other papers		A McDougall
• b & w photographs of workers at ROF Glascoed		anon
• Various documents including membership cards, meetings & sports programmes	1980+	S Vann
• DVD re Henry Morgan	2019	P Jeffries
• Rolled photograph of PGGS, The College	1935	G Grisbrook
• Book 'William Hazell's Gleaming Vision 1890-1964' by A Burge	2014	J Jones
• Artwork pieces from Trevethin Community School		TVA
• Book: 'The Phenomenon of Welshness vol II' By S Jobbins	2013	John Jones
• various local history books	various	L Shorthouse
• Visitors guide to the Battlefields of the Somme		anon
• Talywain, Garndiffaith, Varteg 1900 – 1939	1939	anon

Also thank you to the following for their loans of artefacts:

For Glantorfaen House, geological specimens & items from the National collection of Japanware, thank you to Amgueddfa Cymru / National Museums Wales

For the First World War display, thank you to Mrs Janet McAllister & family, Mr David Standing, Ms Valerie Wiltshire, Mr Paul Seabourne, Mrs Hazel Waters and Dr Edith Price

For our Japanware Gallery our thanks to Mr Robin Williams, Llanfoist, who has kindly loaned some items from his private collection.

For loans for the First World War and the Rorke's Drift displays, thank you to Vice Chairman of the Trust, Mr Michael Tanner.

Special thanks to Mr Samuel Anstee and the Anstee family for all their work with the museum Trust and with Amgueddfa Cymru to produce the wonderful 'Generation Games' exhibition and their loan of all the items in its display this year.



Annual Report with Financial Statements
 1 April 2018 – 31 March 2019
 Adroddiad Blynyddol gyda Datganiad Ariannol
 1 Ebrill 2018 – 31 Mawrth 2019

