

Sixty-eighth Annual Report

For the period 1st April 2003 to 31st March 2004

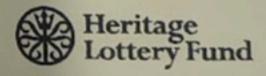
Cambridge & County Folk Museum 2/3 Castle Street Cambridge CB3 OAQ

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The museum is a registered charity (no.311309) which is grant aided by Cambridge City Council and South Cambridgeshire District Council







The Annual General Meeting of the Folk Museum Association will be held at the Castle End Mission Hall, St Peter's Street

on Wednesday 10th November 2004 at 7.30pm

AGENDA

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- 1. Apologies
- Minutes of the 2003 Annual General Meeting
- Matters Arising
- Chairman's Report
- Statement of Accounts and Balance Sheet for the year ended
 31st March 2004 and Treasurer's Report
- 6. Curator's Report
- Report from Chairman of the Friends
- Election of Council of Management according to the Constitution

Prior nominations must be submitted *

- Election of Secretary and Treasurer
- Appointment of Auditors for year ending 31st March 2005
- 11. Date, time and place for 2005 AGM
 Wed 16th Nov. at the Museum

^{*} Please submit nominations by Monday 8th November 2004

Minutes of the Annual General Meeting of the Folk Museum Association held at the Castle End Mission on Wednesday 12th November 2003 at 7.30pm

Chair

Present:

Cllr D White Mr A Brigham Mr S Haben Mr J Goldsmith Ms M Elsev Cllr J Durrant Mrs E Chapman Mr G Curtis Mrs S Baylis Mrs G Bemment Mrs A Bromley Mrs J Brown Mrs R Buffery Mrs Fairbank Mr P Filby Miss M Freestone Mrs M Gates Mr W Heffer Miss E Hodge Mrs P Hodgson Miss M Kev Mrs E Knowles Lady Lane Mrs M Mason Mrs B Ottley Mr P Park Mrs E Sargeant Mr & Mrs Schreiber Miss M Skempton Miss B Wadsworth Mrs A Watson Mr B Woods Mrs A Zeitlyn Mr C Hawke-Smith

Vice-Chair Treasurer County Museums Officer University of Cambridge Friends of the Folk Museum Curator Minutes Secretary

Apologies:

Mr P Kratz
Cllr J Broadway
Dr L Taub
Mr M J Antcliff
Mr R N Barlow-Poole
Ms S Bennett
Mr & Mrs R Bligh

Miss R Proctor

Company Secretary
Cambridgeshire County Council
University of Cambridge
Friends of the Folk Museum

Mrs L Brooklyn Mrs M L Burrows Miss J Claydon Mr & Mrs B J Dench Mr & Mrs M Douse Mrs T Driver Mr B Duncan & Mr R Chapman Miss F M Fildes Mr R Flood Miss P Fry Mr M Gates Miss H Gibson Miss C Gibson Miss J Gimbert Miss C Hartley Mrs E Hipkin Mrs M Hope Mr G Hopkins Miss N E Huck Mrs R Hutchinson Dr C M P Johnson Mr C McLeish Mr J Martin Rev & Mrs G Murray Mr & Mrs J Newnham Mrs R Nightingale Mr C Ottley Mrs E Park Mrs I Dias-Patel Mr C Ratcliff Mr D C E Ridgeon Mr & Mrs Sansom Mr D Stubbings

Friends of the Folk Museum Friends of the Folk Museum

2. MINUTES OF THE 2002 ANNUAL GENERAL MEETING

The minutes of the 2002 meeting were accepted and signed as an accurate record, with one amendment to record that Mrs E Chapman was missed from the list of those present at the meeting.

3. MATTERS ARISING

There were no matters arising.

Mr & Mrs A C Upjohn

4. STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2003 AND TRREASURER'S REPORT

Mr Haben presented his Treasurer's report. The total income for the year was

£115,174, which was mainly derived from local authority funding. The total expenditure for the year was £107,612, which included a rise in staff costs of 12% in staff costs were the biggest expenditure, they were also the museum's biggest asset. There was a surplus of £7,562. This sum has been put towards the Redevelopment funds, so was not a profit as such.

Mr Haben also explained the project costs of £1,044,000. Partnership funding of £261,000 was required, which represented exactly 25% of the total project costs. The museum has available a sum of £247,850. The shortfall of £13,150 will be the museum's fundraising target over the next 18 months. Mr Haben thanked the major contributors to the partnership funding: Cambridge City Council, South Cambridgeshire District Council, individuals and Patrons, WREN, Cambridgeshire County Council and Lloyds TSB.

Mr Haben gave warm thanks to the museum's book-keeper, Mr Malcolm Douse, for continuing to manage the financial side of the museum so ably and carefully. Finally Mr Haben urged Friends to think of what each could do to support the fundraising effort: make individual donations, organise a fundraising activity, or encourage friends or local businesses to become Patrons.

5. CHAIRMAN'S REPORT

Cllr David White spoke of the museum's struggle as a small organisation trying to accomplish a major Redevelopment project in the face of bureaucratic organisations and escalating building costs. The museum has encountered several problems.

As a requirement of the Heritage Lottery Fund (HLF) award, the museum sought a new 30-year lease with the City Council, our landlords. This has been a long drawn-out process, and Cllr White was pleased to announce that it was successfully signed just three hours before the meeting! The museum has also struggled with the issue of VAT. There has been some confusion over the VAT rating for the extensions to the cottage. A subsequent ruling means we will have to demolish all but two walls, to prevent a VAT bill of more than £100,000. HLF have been very supportive on these issues. Despite these problems, the Project Committee should be able to issue contracts very soon.

Cllr White talked of fundraising initiatives during his term as the City's Mayor (since June 2003) as the Folk Museum is one of his two chosen charities. One of the first fundraising events will be a concert of the Cambridge Philharmonic on 6th December 2003, where a collection will be made. A collection will also be made at the Grafton Centre. With regard to other fundraising, Cllr White was pleased to announce that the Howard Foundation have promised a donation of at least £2,000. We are due to hear their final decision very shortly.

Cllr White finished his report by thanking the staff, and gave particular thanks to Mr Hawke-Smith for taking on the enormous burden of managing the redevelopment.

6. CURATOR'S REPORT

As most of the general issues of the year were covered in the Annual Report, Mr Hawke-Smith explained that he would focus on the lighter moments that have compensated for the hard slog of the last year or two.

On staircase up to room 4 there is an inn sign painted by Richard Hopkins Leach for the Hopbine pub, which has recently been cleaned by an oil painting conservator, Julia Nagel. Far more detail is visible now; including a line of men working with their scythes, some at their 'docky' break and the master surveying the work. It is also interesting that it was painted in 1834 when there was rioting in the Cambridgeshire countryside. Not quite the pastoral scene we think it is perhaps? This has some bearing on our function as a museum. It is our duty to display items, guide in their interpretation and allow the public to see them; but it is not our duty to dictate history.

Despite the moments of despair, it is worthwhile to continue when one considers the end result: the presentation of our collection, which will allow our visitors to take away their own interpretation.

7. REPORT FROM FRIENDS OF THE FOLK MUSEUM

Mr Allan Brigham gave his report as Chairman of the Friends. In writing his piece for the Annual Report for year up to March 2003, he was forced to remind himself of what had happened over that period. The AGM being held at the wonderful setting of Castle End Mission, built to serve the poorest area of Cambridge, was in deep contrast to last year's meeting held in Magdalene College Master's Lodge. Further, a previous fundraising event featured Rupert Brooke, which contrasted with this year's Friends event held in October at the Guildhall which featured an 18th century prostitute, Cadilly. What a social range; it was important that the Folk Museum communicated this contrast in Cambridge life and history.

Mr Brigham ended by thanking Mr Hawke-Smith for agonising over the past year. He also thanked the Project Committee members: Mr Haben, Mr Kratz and Cllr White.

8. ELECTION OF OFFICERS OF THE COUNCIL OF MANAGEMENT ACCORDING TO THE CONSTITUTION

Cllr White explained that there was one vacant position on the Trust. One nomination had been received to fill this place for Mr Godfrey Curtis. His nomination to stand as a member of the Trust was given by Mrs Ann Watson and seconded by Mr Peter Watson.

The other trust members were re-elected en bloc.

9. ELECTION OF SECRETARY AND TREASURER OF THE COUNCIL OF MANAGEMENT ACCORDING TO THE CONSTITUTION

Mr Haben was re-elected as Treasurer and Mr Kratz was re-elected as Company Secretary.

Cambridge & County FOLK MUSEUM

Annual Report 2003

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Recent Acquisitions

The Curator's report will detail most of what has been happening during the past year, both with regard to the collection and most particularly with the progress on the rebuilding and refurbishment of the museum. Of course, the year to which we are referring ended on 31 March. I shall refer to various matters that have caught my attention, particularly some of the more recent.

The progress on the rebuilding has exceeded expectations. There were various delays at an early stage but the builders on site have appeared to have made up much of the lost time. We have been most impressed by the quality of our builders and what a pleasant and co-operative team they are. In my view, the appearance of the Folk Museum from Northampton Street is greatly improved and neighbours on the opposite side of the road will have a most attractive and interesting building in the foreground.

I could not believe how large the new building is — it will give us very enhanced storage capacity quite apart from the education room and new offices. When I climbed to the first floor, one of the builders commented that there was enough space for us to have a game of football; he was not far from the truth!

The work on the old part of the museum enables (with the

installation of the lift) enhanced access to the various rooms, especially for the disabled. The strengthening work on all the floors has been an important part of the building work. The installation of new windows on the front elevation greatly improves the appearance of the building on Castle Street.

There have been problems along the way. We still have a longstanding claim against Anglian Water in relation to the sewer that they built below the site of the new building. This has resulted in increased building costs in relation to piling, although Anglian Water had originally stated that the presence of the sewer should not be a problem. This matter is still ongoing.

We also had the much publicised damage to the scaffolding caused by a Dutch lorry driver who decided to do a U-turn at the crossroads. Quite apart from destroying a traffic light, he pulled down all the scaffolding round the building, luckily during the lunch hour when no builders were on it. This incident gave us some press publicity.

More recently we viewed our picture of Hobson after its cleaning. Duncan Robinson of the Fitzwilliam Museum gave us his opinion on its date, probably late 17th century, and the picture has now been sent for some further restoration work. Anglia TV gave us some worthwhile coverage on

what is a most interesting item from our collection.

I was pleased that, as Mayor of Cambridge for the year 2003/4, I was able to nominate the museum as one of my two charities. The musical evening in the Guildhall at which the mini opera 'Cadilly' was performed raised a major proportion of the total from the charity events. However, significant amounts were contributed from the Cambridge Philharmonic's Mayor's Charity Concert and the Christmas collection organised by the Grafton Centre. Thanks to all these efforts the museum received just over £2,800.

During much of the past year, the museum staff has had to work under most difficult conditions. We have been fortunate to obtain a temporary home for the collection in Orwell House, a City Council building on the northern boundary of the city. However, the lack of space makes for uncomfortable accommodation for the museum staff. I want to thank the staff for their very considerable dedication during this year, and particularly Cameron Hawke-Smith, who has had to deal with the many setbacks and problems that a project of this nature suffers. There are also many volunteers on whom the museum relies for its continued existence, members of the very supportive Friends of the Museum. They and members of the Trust have worked extremely hard to ensure the continued existence of

the museum and its development into an even more effective organisation for the future. Their efforts in fundraising have been crucial and we must also thank our patrons and the many organisations and individuals who have provided financial support.

Finally, I wish to pay tribute to our architect and building contractor for all their excellent work; we are now beginning to see exactly what a fine new and improved museum we shall have.

David White Chairman



The demolition of the cottage, March 2004.

The accounts for the year ending March 2004 show that the Museum was able to remain financially stable and use its resources effectively, despite the increased pressure on its funds. This is in no short measure due to the freely given time and talent of Malcolm Douse who continues to provide extensive support and commitment in the day-to-day management of financial matters for the museum.

The Museum continues to receive valuable support from Cambridge City Council and South Cambridgeshire District Council as well as grant aid from Cambridgeshire County Council through the Museums Advisory Committee. This support has allowed the Museum to maintain its collection of social history artefacts and remain open to the public right up until October 2003, when it was necessary to close temporarily for the Redevelopment Project. These bodies have also continued to support the Redevelopment Project through this financial year demonstrating their sustainable support for the aims of the museum.

This funding has been supported by the museum's own revenue generating activities and various donations. This financial year saw admissions revenue drop on the previous year by £5,800, mainly due to the closure for the last six months. Donations and

fundraising have continued and totalled nearly £14,500, however more are still needed. Compared to last years figures the main variations in the operational budget are: (i) a drop in salary costs of £6,000 owing to a decision not to make an immediate reappointment of the Museum Assistant; (ii) economies resulting from the closure of the museum to the public from 1st October 2003; and (iii) additional expenses, such as rentals for alternative accommodation, incurred through the redevelopment.

Costs associated with the Redevelopment Project are £60,942 which have paid for the first instalment of building costs. The Heritage Lottery Fund started to donate their allocated grant to us in this financial year as well, and we have been using our accumulated funds to pay for the Redevelopment Project. The impact of this in the year to March 2004 is not substantial, but will be in the financial year to March 2005, when the majority of payments are due.

The museum continues to need donations and fundraising activities and I urge all of you to consider what part you can play in this.

Simon Haben Treasurer

Report from Friends of the Folk Museum

n September 2003 the Folk Museum closed its doors to the public. Four months later, in January 2004, removal vans arrived to take away the collection. In many towns across the country this is a familiar story. Small museums, set up with enthusiasm. are closing because the communities they serve are not interested in supporting the ongoing maintenance costs. Objects that have been lovingly collected or donated are given away, or even auctioned off, and a community's past is dispersed. In Cambridge things are different!

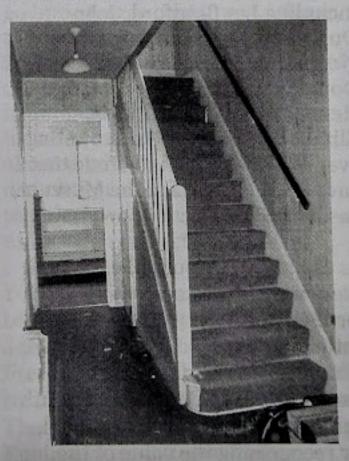
Over ten years ago the Friends were re-established to give those who were interested in the museum their own forum. Interests were wide; some were keen social historians, others were keen to learn. Some wanted to help with the documentation process, others wanted to help care for the museum collection. And some just cared about Cambridge and Cambridgeshire, and were willing to help however they could.

All these 'interests' coalesced into a recognition that the museum needed updating to properly preserve our superb collection for the future, and to reach a modern audience. Over the last decade Friends have worked together with the Council of Management and the staff to achieve this. More and better storage space was our first pre-occupation, so that the objects could be better cared for, and rotated on display. Many Friends will remember the subsequent

lengthy discussions, and the options that came out of them, which included looking for a completely new site.

Looking at the renovations and new building now rapidly progressing on the Castle Street site it is difficult to remember the many exhausting false starts in the search for funds. Or to believe that the Folk Museum could be anywhere except where it is. A joint effort that has led to the promise of 'rebirth' for the 21st century.

We owe much to Cameron Hawke-Smith, our Curator, for diligently dotting the 'i's of the application for lottery funding, patiently dealing with the lottery administrators, and keeping his cool (mostly!). But we owe the staff, ably led by Becky Proctor, for supporting Cameron and for making sure the museum continued to function while the



The cottage stands empty prior to demolition, February 2004.

application for funding was processed.

And I'd particularly like to thank Friends David White, Simon Haben, and Philip Kratz for freely giving their professional skills as part of the 'Project Team'.

But I would also like to remember all the others who have played such an important part in getting us within sight of a new museum. Past curators Tom Doig, Jayne Bone, Christine Allison and Pam Halls, plus the many other past and present staff including Shevanthi De-Silva, Sarah-Jane Harknett, Sarah Kerrison, Katherine Shearer, Jacqui Strawbridge, Katy Elliott, Polly White, Felicity Fallon, Karin Phillips, Tom McPherson and Jenny Tong.

And especially those Friends who have contributed so much, including Les Bradford, John Durrant, Derek Stubbings, Ann Watson, Colin McLeish, Malcolm Douse, Michael Gates, Peter Filby, Henry Brown, Alice Zeitlyn, Elizabeth Sargeant. And towering over all these, for all the time that I have been involved in the Museum, has been Pam Fry.

As Chairman I would like to thank everybody who has been involved for their commitment and their enthusiasm. And I would like to thank the two local authorities, Cambridge City Council and South Cambridgeshire District Council, for recognising the value of the Museum and giving us the financial

support that is absent in many other communities.

Staff, volunteers, and local authorities, working together, have helped to put the Folk Museum on course for re-opening in 2005 with new facilities, new displays, and improved working conditions. There is still a long way to go, but the removal trucks back in January were not - as they have been in many towns - a sign of failure, but a sign of success. A success made by the people who have supported the museum over the last decade.

Thank you.

Allan Brigham Chair of Friends of the Folk Museum

The Trust

On February 28th 2003, the Heritage Lottery Fund (HLF) awarded the museum a grant of £786,000 towards the Redevelopment. With this encouragement, after so many years' effort by the Trust, we entered the new financial year in a euphoric mood.

It soon became apparent that our struggles were not quite over. Since the tenders had been submitted, nearly a year before, the costs of building work in Cambridge had risen by some 12.5%. There was also the grim spectre of the VAT man claiming his additional 17.5% on almost the whole project. The solution was to demolish the Curator's Cottage instead of integrating it into the new extension. Even -- solution left us with an additionar pull of £40,000. The partnership funds we had assembled now fell well short of what was needed. The Trust launched into a two-pronged assault on the problem: a ruthless trimming down of the elements of the project that were desirable rather than essential, and, secondly, a determined effort to raise more cash.

The Chairman and Trustees worked throughout that long hot summer on other funding sources. The City Council, as landlord, agreed to increase its overall funding by a sum that represented the structural repairs needed on the building, £52,000. There were a number of successful fund-raising events,

including the staging of the Cambridge-based operetta, 'Cadilly'. Many of our existing Patrons and donors dug once more into their pockets. The Howard Foundation, mainly concerned with supporting nutritional research, but whose objects also include the nourishing of Cambridge Arts and Crafts, has been the most generous of the grantmaking bodies, other than the Local Authorities and WREN. A complete list of donors in 2003-4 is attached at the end of my report.

By the end of the summer it was felt that we were close enough to our target to close the museum and prepare for a start to the building works. The idea of remaining in part of the site proved impracticable, however, and at the last minute the offer of alternative accommodation elsewhere in the City foundered. For a few weeks the prospect of our collection having to go into storage containers, where the conditions would have been highly detrimental, seemed the only option. Fortunately, HLF took a helpful view of what could be included in contingencies, and allowed both the extra costs of demolition and the removals and rental of two industrial units as unforeseen project costs.

York Construction (Cambridge) Ltd began the building works on 26th January 2004. The architects are Freeland Rees Roberts, supported by Henry Riley, Quantity Surveyors, The Andrew Firebrace Partnership, Engineers, and Roger Parker Associates, Mechanical and Services Engineers. Whilst the implementation of the Redevelopment Project has preoccupied us in the last year, we continued to provide the museum service in full until the end of September 2003, with some aspects of our work continuing during the closure. An exhibition, 'Going Underground', of the finds recovered in the archaeological excavations in advance of building work was held during the summer, together with associated educational events. Our service to South Cambridgeshire villages has continued with a number of talks to local societies and loans to schools. It is planned to develop this coverage in future years with a range of new activities.

People

Louis McCagg resigned from the Council of Management at the end of October 2003 on his return to live the USA. A devotee of the bicycle and former Cambridge rower he brought a refreshing breeziness to many of our deliberations. He was replaced by Mr Godfrey Curtis, a professional botanist with a range of business experience that will be invaluable to us. Councillor Dixon, a Cambridge City Council representative, stepped down on the 31st March 2003. We thank him for his contribution. His replacement was Councillor Patricia Wright.

We were sorry to lose our Museum Assistant, Sarah Kerrison, at the end of September, but pleased that she had been motivated by her experience with us to take an MA in Museology at the University of East Anglia. Our Education Officer, Sarah-Jane Harknett, who contributed a good deal to the museum in her two years with us, left at the end of March to work in Africa. In view of the need to make economies during the Redevelopment, re-appointments were put on hold.

Curatorial and Other Services

Whilst much of staff time has necessarily been devoted to preparing for the Redevelopment and the temporary relocation, the museum has continued to offer its range of services to the public.

Before our closure on 1st October, the museum staged a final temporary exhibition 'Going Underground' featuring the artefacts discovered during the archaeological dig in the museum yard.



Volunteers help with the enormous task of packing, December 2003.

Becky Proctor continued to give illustrated talks to various local groups, especially in South Cambridgeshire villages.

Sarah-Jane Harknett gave a series of well-received workshops in local schools once the Folk Museum was no longer able to accept school visits. Loans boxes to schools and residential homes were used in the City and in South Cambridgeshire.



Display items are packed ready for removal to our temporary store, December 2003.

The Future

The prospects for the museum are now looking perhaps brighter than for many years. The radiant face of good luck has shone on the works so far, following the seemingly endless stream of setbacks of during the planning stage. A new Forward Plan is in the offing. We are hopeful of entering into a longer term relationship with the two Local Authorities, Cambridge City Council and South Cambridgeshire District Council, who give us operational support.

The reopening is planned for the Spring of 2005 and there is every hope that with the new resources we shall now be able to offer our audience, the museum will be secure for the foreseeable future.

Fundraising

The following Patrons (minimum £500 per individual) have joined us in the year up to 31st March 2004: Mr PW Hawke-Smith, Mr Watson.

In addition donations of £100 or more have been received from the following: Mr A Pemberton, Granta Decorative Arts, Friends of the Folk Museum, Mrs Mary Hope, Lady Lane, Mr & Mrs N Shearer, Trinity College, Selwyn College, Cambridge Preservation Society, Mr Robert Flood, Lord Archer, Professor K Sparck-Jones, The Mayor of Cambridge Charities, Lloyds TSB, Cambridge United Charities, The Howard Foundation, Mrs A Bromley.

Cameron Hawke-Smith Curator

FOLK MUSEUM FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004

A Company Limited By Guarantee

COMPANY REGISTRATION NUMBER: 412205

CHARITY NUMBER: 311309

KINNAIRD HILL

Chartered Accountants & Registered Auditors
Anglia House
285 Milton Road
Cambridge
CB4 1XQ

CAMBRIDGE AND COUNTY FOLK MUSEUM YEAR ENDED 31ST MARCH 2004 CONTENTS

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LEGAL AND ADMINISTRATIVE DETAILS YEAR ENDED 31ST MARCH 2004

Cambridge and County Folk Museum is a company limited by guarantee registered with the Charity Commission (registration number 311309) as a charity and is principally engaged as a custodian and administrator of a social history museum in the City of Cambridge.

Company Directors: Chairman - Cllr D. White

Vice Chairman - Mr A.G. Brigham

Treasurer - Mr S. Haben

Representatives: University of Cambridge - Dr L. Taub

Folk Museum Association - Mrs A.W. Watson

Folk Museum Association - Mr P.K. Filby
Folk Museum Association - Miss P.M. Fry
Folk Museum Association - Mr P. Kratz

Folk Museum Association - Mr J.D. Curtis
Folk Museum Association - Cllr J. Durrant
South Cambs District Council - Cllr M.P. Course

Cambs County Council - Cllr J. Broadway
Cambridge City Council - Mrs H.P. Wright

The Council of Management (the trustees) consists the company directors.

Mr L. McCagg resigned from the Council of Management on 31st October 2003 and was replaced by Mr J.D. Curtis. Cllr M. Dixon resigned from the Council of Management on 31st March 2003 and was replaced by Mrs H.P. Wright.

The Council of Management has the power to appoint any person to be a director (trustee) at the date of approval of their report.

Auditors: Kinnaird Hill

Chartered Accountants & Registered Auditors

Anglia House 285 Milton Road

Cambridge CB4 1XQ

Company secretary: Mr P. Kratz

Registered office: 2 – 3 Castle Street

Cambridge CB3 0AQ

REPORT OF THE COUNCIL OF MANAGEMENT YEAR ENDED 31ST MARCH 2004

The Council of Management, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31st March 2004. The Council of Management has adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

The charity is a charitable company limited by guarantee. It is governed by a memorandum and articles of association. Its objects are the advancement of education by acquiring housing, exhibiting, conserving, restoring and repairing objects and collections of an educational nature. Also by establishing, acquiring, managing and maintaining museums, galleries, libraries and other places where such purposes may be achieved.

Council of Management

The members of the Council of Management are set out on page 1.

Council of Management responsibilities

Company and charity law requires the Council of Management 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 surplus or deficit of the charity for that year. In preparing those financial statements the Council of Management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and 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;
- prepare the financial statements on the going concern basis.

The Council of Management has overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

Results and dividends

The surplus for the year amounted to £52,664, as shown on page 6.

The memorandum of association does not permit the payment of any dividend.

REPORT OF THE COUNCIL OF MANAGEMENT YEAR ENDED 31ST MARCH 2004

Review of the Business

The museum continues its excellent operational work of providing on and offsite educational facilities to its users on the social history of Cambridge and South Cambridgeshire. In addition, the museum has continued its progress towards redevelopment through the application of grants and other fundraising activities that have the ultimate aim of improving educational facilities, access to all, object interpretation, collection management, and a sound and well-presented premises.

The museum closed to the general public in October 2003 to prepare for the redevelopment. Building work started in January 2004 and will be completed by January 2005. It is expected that the museum

will reopen early in the financial year 2005-6.

It was a condition of the grant from Heritage Lottery Fund that the lease of the building from Cambridge City Council be extended. A new 30 year lease was entered into in November 2003.

Financially the museum remains dependent on local authorities for the majority of its funding, although a significant contribution is made through admission and usage charges as well as fundraising. Overall the accounts for the year ending March 2004 show the museum in a stable position.

Operational Contingencies

The museum Trust is aware of its responsibilities to its staff as an employer and its responsibilities as a tenant of the building (salaries and rent being the major regular outgoings). Given that approximately 80% of its income is delivered in the form of grants, which cannot be guaranteed, it is essential that the Trust retain sufficient funds in the event of a reduction or delay in grant payment. The other contingency for which some provision has been set aside is for damage to the premises or a failure of mechanical systems, which may require immediate expense prior to payment out of insurance. The Council of Management consider the General Fund sufficient to cover these contingencies.

Project Reserves

Although the museum does not foresee expenditure comparable to that of the redevelopment for many years to come it needs to plan for further small-scale projects, which may take more than a year to implement. These could for example require new technology, capital input for publications, or partnership funds for HLF projects. The Council of Management has therefore adopted a policy of placing funds under 'designated' funds for these purposes, where the object will be clearly defined.

Auditors

A resolution proposing that Kinnaird Hill be re-appointed as auditors of the charity will be put to the Annual General Meeting.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered Office

2-3 Castle Street

Cambridge CB3 0AQ

P. Kratz

Company secretary

Signed on behalf of the trustees

Approved by the council of management on:

13.10.04

AUDITORS' REPORT TO THE COUNCIL OF MANAGEMENT YEAR ENDED 31ST MARCH 2004

We have audited the financial statements of The Cambridge and County Folk Museum for the year ended 31st March 2004, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes on pages 6 to 14. These financial statements have been prepared under the historical cost convention and on the basis of the accounting policies set out on pages 8 and 9.

This report is made solely to the Council of Management, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Council of Management those matters we are required to state to them in an auditors' 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 charity and the Council of Management, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE COUNCIL OF MANAGEMENT AND THE AUDITORS

As described on page 2, the Council of Management are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

It is our responsibility to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Council of Management's report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding transactions with Council of Management members with the charity are not disclosed.

We read the Council of Management's report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF OPINION

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council of Management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

AUDITORS' REPORT TO THE COUNCIL OF MANAGEMENT (Continued) YEAR ENDED 31ST MARCH 2004

OPINION

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31st March 2004 and of its net surplus for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Anglia House 285 Milton Road Cambridge CB4 1XQ

KINNAIRD HILL Chartered Accountants & Registered Auditors

STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31ST MARCH 2004

	Unrestricted Funds			
		2004	2003	
	Notes	£	£	
INCOMING RESOURCES				
Donations and fundraising		14,455	8,492	
Admissions		6,317	12,116	
Shop sales		3,192	7,581	
Subscriptions and fees		2,706	2,567	
Grants receivable:				
Revenue:				
Cambridge City Council		60,300	60,300	
South Cambs District Council		20,500	20,500	
Other		1,100	2,200	
Project funding:				
Heritage Lottery Fund		44,560	49,242	
Cambridge City Council		30,000	4,940	
South Cambs District Council		20,000	3,000	
Cambridge County Council		6,800	12,629	
Other		4,500	-	
Bank interest receivable		1,847	1,418	
Inland Revenue interest receivable		CONTRACTOR OF THE		
Dividends received		9	9	
TOTAL INCOMING RESOURCES		216,286	184,994	
RESOURCES EXPENDED				
Direct charitable expenditure		135,764	148,677	
Management and administration		27,858	26,852	
TOTAL RESOURCES EXPENDED	3	163,622	175,529	
NET INCOMING RESOURCES				
BEFORE TRANSFERS	5	52,664	9,465	
BEFORE TRANSPERS		52,004	5,405	
Transfer from designated funds	13	20,113	-	
Transfer to restricted funds	13	(45,918)	(12,000)	
NET MOVEMENT IN FUNDS		26,859	(2,535)	
Balance at 1st April 2003				
General Fund		24,992	27,527	
Balance at 31st March 2004	13	51,851	24,992	
		A TOTAL STATE OF THE STATE OF T		

BALANCE SHEET 31ST MARCH 2004

	Notes	2004 £	2003 £
FIXED ASSETS Tangible assets	6	3,834	5,189
Investments	7	415	5,401
CURRENT ASSETS Stocks	8	1,900 9,525	3,352 6,939
Debtors Cash at bank and in hand	9	120,781 132,206	64,612 74,903
CREDITORS amounts falling due within one year	10	(5,734)	(2,247)
NET CURRENT ASSETS		126,472	72,656
TOTAL ASSETS LESS CURRENT LIABILIITES		130,721	78,057
FUNDS Unrestricted funds Restricted funds	13 12	72,803 57,918 130,721	66,057 12,000 78,057

These financial statements have been prepared in accordance with the special provisions for small companies under part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements were approved by the Council of Management on 13.10.04, and are signed on their behalf by:

Cllr D. White Chairman

The notes set out on pages 8 to 14 form an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2004

ACCOUNTING POLICIES 1.

Basis of accounting

The financial statements are prepared under the historical cost convention, with the exception of investments, which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise amounts that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds comprise amounts that have been donated to the charity for a specific purpose. The aim and use of the restricted fund has been set out in the notes to the financial statements.

Voluntary income

Cash donations, gifts and legacies are included in full in the statement of financial activities as they are received. The value of voluntary help is not included in the accounts.

Grant income

Grant income is recognised as soon as there is reasonable assurance of receipt.

Pension costs

The charity makes contributions to a defined benefit pension scheme for one employee. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

Equipment

Expenditure on museum equipment is charged in the financial statements as the liability arises.

Depreciation

Depreciation is calculated so as to write off the cost or valuation, less estimated residual values, of tangible fixed as values, of tangible fixed assets over their estimated useful lives to the museum. The annual depreciation rates and mathematical depreciation rates and methods are as follows:

Office equipment 25% reducing balance Museum equipment - 25% reducing balance Storage heaters 25% reducing balance

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2004

1. ACCOUNTING POLICIES (continued)

Investments

Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Stock

Stock is valued at the lower of cost and net realisable value. Cost is determined on a first-in, first-out basis. Net realisable value is based on estimated selling price, less any further costs of realisation.

Leases

Operating lease rentals are charged to the statement of financial activities in equal annual amounts over the lease term.

Resources expended

All expenditure is accounted for on an accruals basis. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one functional category, they have been split according to a best estimate.

Gift Aid Taxation

Taxation in respect of Gift Aid will be accounted for when received.

2. COUNCIL OF MANAGEMENT REMUNERATION AND REIMBURSED EXPENDITURE

The Council of Management were not entitled to, and did not receive any remuneration from the charity during the year.

During the year no member of the Council of Management received out of pocket expenses (2003 - £nil) in accordance with the provisions of the Constitution for travel and subsistence.

3. TOTAL RESOURCES EXPENDED

					2004	2003
	Staff costs £	Rent £	Depreciation £	Other costs	Total £	Total £
Direct charitable expenditure	36,502	18,158	1,297	79,807	135,764	148,677
Management and administration	23,449	-		4,409	27,858	26,852
	59,951	18,158	1,297	84,216	163,622	175,529

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2004

4. STAFF COSTS

	2004 £	2003 £
Salaries Social security costs Pension costs	54,158 3,698 2,095	60,472 3,876 1,732
	59,951	66,080
No employee earned more than £50,000 (2 Average number of employees	2003 – nil). 5	5

The number of employees who are accruing benefits under a final salary company pension scheme is 1 (2003 - 1).

The assets of the scheme are held separately from those of the company in a fund administered independently by the Cambridgeshire County Council. Contributions to the scheme are charged to the statement of financial activities in order to spread the cost of pensions over employees' working lives with the company (estimated to be 12 years on average).

The contributions are determined by an independent qualified actuary on the basis of triennial valuations using the projected unit method. The most recent actuarial valuation was as at 31st March 2001. The assumptions that have the most significant effect on the results of the valuation are those relating to the rate of return on investments and the rate of increase in salaries and pensions. It was assumed that the investment returns would be 6% p.a., that salary increases would average 4.3% p.a. and that present and future pensions would increase at the rate of 2.8% p.a.

The most recent actuarial valuation showed that the market value of the scheme's assets was £900,000 and that the actuarial value of those assets represented 105% of the benefits that had accrued to members. The contributions of the company will remain at 8.9% until 31st March 2004.

The pension charge for the year amounted to £2,095 (2003 - £1,732).

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2004

5. NET INCOMING/(OUTGOING) RESOURCES

	2004	2003
	£	£
Net incoming/(outgoing) resources are state	ed after charging/(crediting):	
Operating lease rentals:	855	855
Plant and machinery Land and buildings	18,158	17,645
Depreciation	1.297	1,728
Change in value of investment	(203)	173
Auditors' remuneration	2,538	1,827

6. TANGIBLE FIXED ASSETS

	Office equipment £	Museum equipment £	Storage heaters £	Total £
COST				
At 1st April 2003	17,890	2,904	1,356	22,150
Additions		-	-	-
Disposals		-	(1,356)	(1,356)
At 31st March 2004	17,890	2,904		20,794
DEPRECIATION				
At 1st April 2003	13,448	2,234	1,279	16,961
Depreciation charge for year	1,110	168	19	1,297
Released on disposals	1-3		(1,298)	(1,298)
At 31st March 2004	14,558	2,402		16,960
NET BOOK VALUE				
At 31st March 2004	3,332	502	TI THE RESERVE TO SERVE THE RESERVE THE RESERVE TO SERVE THE RESERVE THE	3,834
At 31st March 2003	4,442	670	77	5,189

All fixed assets are used for direct charitable purposes.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2004

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77	INIX	EST	100/1	HO IN	
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COST 656 Additions - At 31 st March 2004 656 IMPAIRMENT/(REVALUATION) 444 Change in value (203) At 31 st March 2004 241 NET BOOK VALUE 415 At 31 st March 2003 212		UK Listed Investment £
At 31 st March 2004 656 IMPAIRMENT/(REVALUATION) 444 Change in value (203) At 31 st March 2004 241 NET BOOK VALUE At 31 st March 2004 415		656
Change in value (203) At 31 st March 2004 241 NET BOOK VALUE 415 At 31 st March 2004 415		656
NET BOOK VALUE At 31st March 2004 415		
At 31 st March 2004 415	At 31st March 2004	241
At 31st March 2003 212		415
	At 31st March 2003	212

The above UK Listed Investment comprises 150 5p ordinary shares in GWR Group plc.

8. DEBTORS

	2004	2003
	£	£
Expenditure in advance	7,984	6,886
Other debtors	1,541	53
	9,525	6,939

9. CASH AT BANK AND IN HAND

	2004	2003
Cash balances Savings accounts	£	£
	90	90
	120,691	64,522
Suvings decounts	120,781	64,612

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2004

10. CREDITORS Amounts due within one year

2004	2003
£	£
3,443	270
2,291	1,977
5,734	2,247
	£ 3,443 2,291

11. COMPANY STATUS

The company is limited by guarantee and has no share capital. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

12. RESTRICTED FUNDS

At 1 st April 2003 Transfer from general fund	Educational resources for Deaf and Blind People £ - 4,500	Museum Redevelop- ment fund £ 12,000 40,418	Total £ 12,000 45,918
At 31st March 2004	4,500	52,418	57,918

The Educational resources for Deaf and Blind People Fund represents funds received from a third party to be used specifically for that purpose.

The Museum Redevelopment Fund represents funds received for the redevelopment of the Museum less amounts expended to date.

13. UNRESTRICTED FUNDS

General fund	Technology fund £	Museum Redevelop- ment fund £	Total £
24,992	3,000	38,065	66,057
52,664			52,664
20,113 (45,918)		(20,113)	(45,918)
51,851	3,000	17,952	72,803
	fund 24,992 52,664 20,113 (45,918)	fund fund £ 24,992 3,000 52,664 - 20,113 - (45,918) -	General Technology Redevelop- fund fund ment fund £ £ 24,992 3,000 38,065 52,664 - (20,113) (45,918)

The funds were created by transfers from the unrestricted General Fund for the purposes mentioned. The use of the funds is at the discretion of the Trustees.

The Museum Redevelopment fund is set aside to fund the Museum's share of the contractor's final 10% claim on the redevelopment project. This is due for payment in January 2006.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2004

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

The unrestricted funds are represented by the net assets, totalling £72,803 (2003 - £66,057).

Designated funds are represented by cash and bank balances.

15. FINANCIAL COMMITMENTS

At 31st March 2004 the charity had annual commitments under non-cancellable leases as follows:

200
£
55 85
58 17,64
18,50
(

16. CONTROLLING PARTY

The charity is controlled by the Council of Management as detailed on page 1.

Z613

Anne Culver Cambridge

Black and white photographs (95) taken by donor in 1975 and 1976 of streets and buildings in and around Cambridge.









A selection of the photographs donated by Anne Culver.

Do you recognise these locations in Cambridge?