

# CAMBRIDGE & COUNTY FOLK MUSEUM



## *Sixty-Second* ANNUAL REPORT

For the period of  
1st April 1997 to 31st March 1998

2/3 Castle Street, Cambridge CB3 0AQ



# CAMBRIDGE & COUNTY FOLK MUSEUM

The Annual General Meeting of the Folk Museum Association  
will be held at the Museum on

Friday 4th December 1998  
at 7.30pm

## AGENDA

1. Apologies ✓
2. Minutes of the 1997 Annual General Meeting ✓
3. Matters Arising ✓
4. Statement of Accounts and Balance Sheet for the year ended  
31st March 1998 and Financial Report ✓
5. Chairman's Report ✓
6. Curator's Report ✓ (Pam)
7. Report from Chairman of the Friends ✓
8. Election of Officers of the Council of Management according to  
the Constitution.  
Prior nominations must be submitted \* ✓
9. Appointment of Accountants for year ending 31st March 1999 ✓ Kinnaird M.H.
10. Date, time and place for 1999 AGM Wed. 3rd Nov.

\* Please submit nominations by Wednesday 2nd December 1998



# CAMBRIDGE & COUNTY FOLK MUSEUM

Minutes of the Annual General Meeting of the Folk Museum Association  
held at the Museum on Wednesday 12th November 1997 at 7.30 pm

## Present:

Mrs E Sargeant	President
Cllr J Durrant	Chair
Mr M Gates	Company Secretary
Cllr E Knowles	Cambridge City Council
Mr A Brigham	Friends' Chairman
Miss P Fry	Friends' Secretary
Miss E Botwright	Friends of the Folk Museum
His Honour Judge L. & Mrs Bromley	Friends of the Folk Museum
Mr P Clarke	Friends of the Folk Museum
Mr P Filby	Friends of the Folk Museum
Miss M Freestone	Friends of the Folk Museum
Mrs G Futter	Friends of the Folk Museum
Ms M Gates	Friends of the Folk Museum
Misses C & H Gibson	Friends of the Folk Museum
Mr K Halls	Friends of the Folk Museum
Miss L Hawes	Friends of the Folk Museum
Miss E Hodge	Friends of the Folk Museum
Miss M Key	Friends of the Folk Museum
Mr & Mrs Ottley	Friends of the Folk Museum
Mr P Park	Friends of the Folk Museum
Mr & Mrs Dias Patel	Friends of the Folk Museum
Mr & Mrs Sansom	Friends of the Folk Museum
Mr D Stubbings	Friends of the Folk Museum
Miss B Wadsworth	Friends of the Folk Museum
Mr B Woods	Friends of the Folk Museum
Mrs A Zeitlyn	Friends of the Folk Museum
Mrs P FitzGibbon Halls	Curator
Miss R Proctor	Minutes Secretary

## 1. Apologies were received from:

Sir Robert Rhodes James	Patron
Mr J Goldsmith	County Museums Officer
Mr T Heathcote	SEMS
Dr L Taub	Cambridge University
Cllr K Blencowe	Cambridge City Council
Cllr N Cathcart	South Cambs District Council
Cllr S Brinton	Cambridgeshire County Council
Mr & Mrs Allison	Friends of the Folk Museum
Mrs M Basden	Friends of the Folk Museum
Mr & Mrs H Brown	Friends of the Folk Museum
Mrs Chapman	Friends of the Folk Museum
Miss J Claydon	Friends of the Folk Museum



Mr & Mrs Driver  
Mrs B Fitzgibbon  
Mrs E Hipkin  
Ms M Hope  
Miss Huck  
Mr & Mrs McLeish  
Mrs R Nightingale  
Mrs E Park  
Mr & Mrs Upjohn  
Mrs A Watson  
Miss J Wortley

Friends of the Folk Museum  
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Friends of the Folk Museum

2. MINUTES OF 1996 ANNUAL GENERAL MEETING

The minutes of the 1996 meeting were accepted and signed as a correct record. However, an omission was made in the list of members attending the meeting, as Mrs Hipkin and Mr & Mrs Park were present.

3. MATTERS ARISING

There were no matters arising.

4. STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31 MARCH 1997

In the absence of a Treasurer, Mrs Fitzgibbon Halls presented a report. She thanked Mr Colin McLeish for all his hard work managing the Museum's finances throughout the year, but stressed to the meeting that his continuing dedication should not be treated with complacency. Mrs Fitzgibbon Halls was pleased to inform the meeting that a potential Treasurer had contacted the Museum, but until things were finalised it was important to keep searching.

Although admissions have decreased, the Museum is still solvent. This is in part because staff continue to earn money from other related services, such as talks and school loans boxes.

The Statement of Accounts and Balance Sheet was accepted by the meeting, proposed by Cllr Knowles and seconded by Mr Gates.

Thanks were also given to Cambridge City Council and South Cambridgeshire District Council for their continuing support and funding of the Museum.

5. CHAIRMAN'S REPORT

Cllr Durrant began by thanking Mr McLeish for continuing to manage the Museum's finances. The whole meeting gave thanks to Mr McLeish, and applauded his commitment and hard work. The Chairman looked forward to a new Treasurer being found, to help alleviate the heavy burden of managing the Museum's finances currently carried out by Mr McLeish alone.



Other issues raised included possible future sources of funding and support, such as local businesses and the Heritage Lottery Fund.

## 6. CURATOR'S REPORT

Mrs Fitzgibbon Halls began her report by discussing the staff changes during the year, most notably Christine Allison's departure from the Museum in October 1996 to become the Director of Saffron Walden Museum. Mrs Allison was thanked for her dedication and hard work during her time at the Museum. Among her many contributions were the implementation of the new Constitution and a revised Forward Plan.

Mrs Fitzgibbon Halls also talked of her own new challenges as Curator and working with the restructured team of staff. She highlighted the good work done by the Education Officer, Jenny Tong, in raising income and diversifying the education service, and also congratulated Mrs Tong on the completion of her Open University degree. The Assistant Curator, Becky Proctor, has worked hard in her new role and is beginning professional training to improve her qualifications and skills. Mrs Fitzgibbon also thanked Tom McPherson, the Designer, and Lucy Martin, the Museum Assistant, for their hard work this year.

Mrs Fitzgibbon Halls informed the meeting of the diverse work carried out by Museum staff and volunteers this year. The Museum produced and displayed the innovative 'Victoria Road Show' outreach exhibition, which was shown at many local venues, including the Victoria Road Community Centre and St Luke's school. Mrs Fitzgibbon Halls thanked South Cambridgeshire District Council for their continuing support of the Museum's outreach project in the South Cambridgeshire villages.

The Curator reported on the 60th Birthday celebrations, which proved to be a great success by raising the profile of the Museum, making new contacts and fundraising opportunities. As a positive step for the future of the Museum, the redevelopment plans were an exciting project.

Mrs Fitzgibbon Halls made a special mention of the £500 donation in memory of Mrs Ena Filby by her son, Peter. Mrs Filby was a much loved and long standing member of the Friends.

Finally, the Curator thanked everyone involved in the Museum for their contributions to a great year.

## 7. REPORT FROM CHAIRMAN OF THE FRIENDS

Mr Brigham thanked those present for coming to the meeting. He also thanked all the Friends for their continued support and payment of subscriptions, and the many different ways that Friends contribute to the running of the Museum. Mr Brigham made a particular mention of the tireless work of Pam Fry. He thanked her for her reliability, enthusiasm and commitment. As a token of his thanks, Mr Brigham presented Miss Fry with a framed copy of a Cambridge Evening News photograph in which they both appeared to promote the 'Ironworking in Cambridge' booklet.

Mr Brigham finished by thanking all the staff, and looked forward to seeing everyone again at the Christmas social evening.



8. ELECTION OF CHAIRMAN AND MEMBERS OF THE COUNCIL OF MANAGEMENT

The President, Mrs Elizabeth Sargeant, took the Chair for this part of the meeting, and the following were elected *en bloc* to fill the eight positions allocated to the Friends.

Mr A Brigham  
Mr P Filby  
Mr D Stubbings

Mr P Clarke  
Miss P Fry  
Mrs A Watson

Cllr J Durrant  
Mr M Gates

Cllr Knowles is a member of the Friends, but was elected to serve on the Council of Management as a co-opted member. This was proposed by Mrs Sargeant and seconded by Mr Park.

These members will serve for the next year, with the nominees of Cambridge City Council (2), South Cambridgeshire District Council (2) and Cambridgeshire County Council (1).

9. APPOINTMENT OF REPORTING ACCOUNTANTS

Because of the level of annual turnover, it is not a legal necessity for the Museum to have accounts prepared in this way. However, accounts are required for submission to Companies House and the Charity Commission. Both Cllr Durrant and Mrs Sargeant felt that professionally prepared accounts gave a level of assurance and accountability about the Museum's finances to both Members and the outside world.

It was agreed that Kinnaird Hill would be appointed as Reporting Accountants. This appointment was proposed by Mrs Sargeant and seconded by Mr Clarke.

10. DATE OF 1998 AGM

FRIDAY 2nd OCTOBER 1999

The next AGM will be held on ~~Wednesday 4th November 1998~~ at 7.30 pm at the Museum.

11. ANY OTHER BUSINESS

The meeting was reminded of the Christmas Sale in the Museum yard on 29th November. Thanks were given to those who help at these fundraising events.

Mrs Sargeant gave the meeting details of a forthcoming tour in Worcestershire open to Friends.

There being no further business, the Chairman thanked all present for their attendance, and the meeting closed.



# **CAMBRIDGE & COUNTY FOLK MUSEUM**

## **Sixty-Second Annual Report**

**For the period 1st April 1997 to 31st March 1998**

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Chairman's Report

Treasurer's Report

Friends of the Folk Museum Report

Curator's Report

Report and Financial Statement for the year ended 31st March 1998

Recent Acquisitions



## CHAIRMAN'S REPORT

H G Wells wrote "*Human history becomes more and more a race between education and catastrophe.*" For our Museum to play a more effective part in that race we must overcome our challenge of meeting the needs of the collection through funding, additional display and storage space. I am optimistic that before many more anniversaries have passed we will celebrate the completion of our much needed extension.

Finally, thanks again to all our staff, volunteers and Friends who keep us running in the race.

John Durrant  
Chairman





## TREASURER'S REPORT

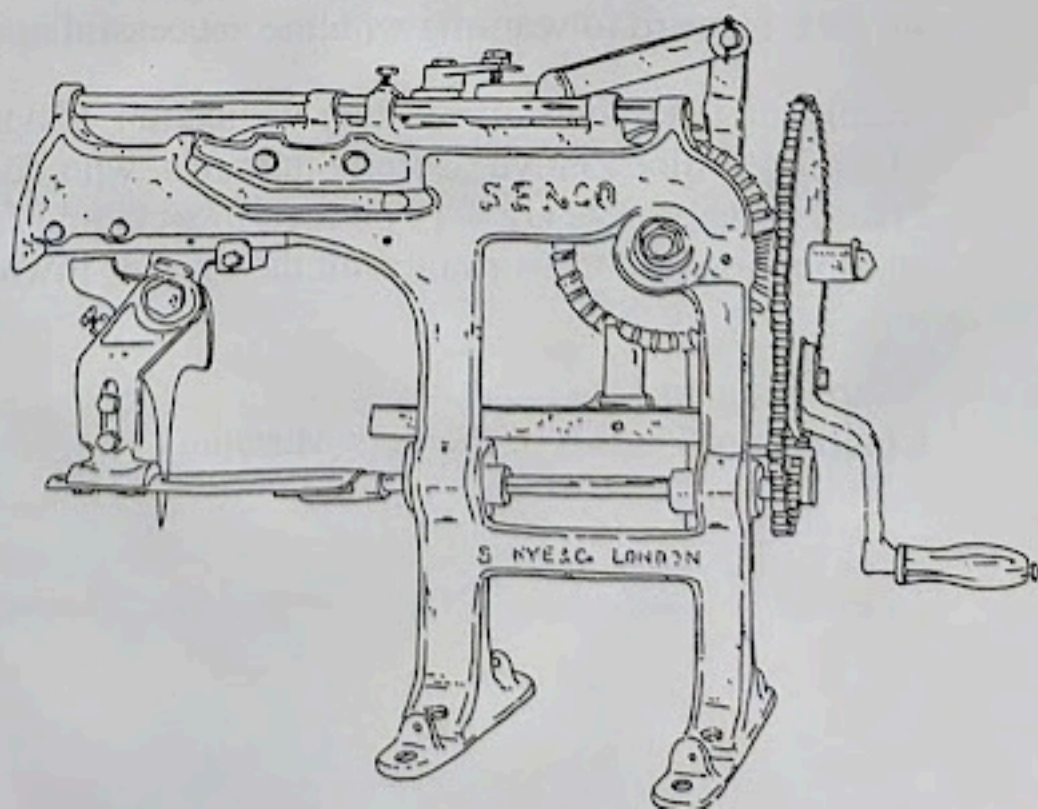
The Museum continues to receive support from Cambridge City Council and South Cambridgeshire District Council, as well as grant aid from Cambridgeshire County Council through the Museums Advisory Committee. This support, as well as the income generated by the Museum itself and various donations has allowed the collection to be maintained, and a social history museum service provided for the public.

The accounts for the financial year ended March 1998 show a satisfactory result. Income increased slightly over the year due to increased grants and subscriptions and fees, supplemented by a modest increase in bank interest, however, admission income declined by 2.5%. Despite inflation, expenditure remained at a similar level, due to efficient management of funds.

The small surplus achieved has raised the Cash at Bank and In-Hand figure. The Museum's reserves are categorised into two headings, unrestricted funds and designated funds. The unrestricted funds are 12,829 which is just adequate and reflects less than 2 months' operational expenditure for the Museum. The designated funds are split into four key headings, reflective of future need. These are Long Term Storage, Internal Refurbishment (such as improved flooring / signage), Technology (for example computers or telecoms), and Redevelopment Expenses. The latter category has been set up as a small fund to be used to seek innovative ways of gaining support from organisations such as the Heritage Lottery Fund.

Throughout the year the Museum's financial matters have been looked after superbly by the continued dedication of Mr Colin McLeish, without whose effort the Museum would not have been as well managed financially. The new Treasurer would particularly like to add thanks to Mr McLeish for his ongoing support.

Simon Haben  
Treasurer





## FRIENDS OF THE FOLK MUSEUM REPORT

We now have over 100 members - 100 short of the target I suggested a couple of years ago, but very encouraging. We are getting there!

In 1997/1998 year we had a series of talks, socials and fundraising events. Jeffrey Barham spoke on 'Cambridgeshire Roadside History' and Mike Petty spoke on 'Cambridge Past and Present'. We had a Summer Garden Sale and a Christmas Sale in the yard, the Pot Luck Lunch in August and a social at Christmas. All were enjoyed and all helped to raise funds for the Museum. So too did the numerous raffles managed by Alice Zeitlyn and the Coffee Morning organised by Ann Watson. Both have worked very hard for the Friends. Our annual outing in the summer was a visit to Saffron Walden Museum where Christine Allison entertained everyone with a tour and tea.

Each year the Garden Sale becomes more successful. However it involves a lot of preparation. We have decided to give it a rest in 1998, but if anyone is prepared to take over the organisation we will have another one in 1999. Very many thanks to Pam Fry for all the work that she has done over the last few years growing plants, setting up stalls and organising others.

The Museum is indebted to all the Fry/Fitzgibbon family. As long as I have been involved with the Museum, Pam Fitzgibbon has been working there. She has always been enthusiastic, always a big *"Hello, how are you?"* when you enter the building, always appearing very confident. Her aunt, Pam Fry, her mother, and her husband, Keith Halls, have become dedicated volunteers, contributing to the Museum with their energy and their enthusiasm. Keith has tolerated the strange hours his wife has had to work; too many weekends, too many evenings, but I have never heard him complain. He has been nothing but supportive to Pam and to the Museum. Pam will be taking maternity leave from July 1998 at the same time as Jenny Tong, the Education Officer. It will be a big change for them, and for the Museum. However, appointing staff to provide maternity cover is a challenge and we look forward to working with the successful applicants.

Thank you to all the staff for their dedication, and to my fellow committee members - Pam Fry, Alice Zeitlyn, Derek Stubbings, who do all the hard work organising Friends events. We are very pleased to welcome Jean Claydon to the committee and look forward to working with the Friends towards another successful year.

Allan Brigham  
Chairman of Friends of the Folk Museum



## CURATOR'S REPORT

### Collection Management

The collection lies at the heart of every museum activity. Therefore, it is vital that it is preserved by providing the best storage and display conditions possible within the limitations imposed by the building and lack of available funds. Further, in order for the collection to be a useful tool for the study of local history and not just an assembly of interesting old objects, a documentation system must be maintained which allows information about the artefacts to be fully recorded and easily retrieved.

To achieve these ends the staff and volunteers devoted a great deal of time to work on the collection during the year. The existing programme of environmental monitoring was expanded to include surveillance for insect pests. A grant from Cambridgeshire County Council enabled us to purchase storage boxes for the doll collection and a generous anonymous donation from a member of the public allowed us to refurbish the Georgian shop front which has stood, exposed to the elements, in the garden for almost 60 years. Work on documentation continued steadily under the guidance of Becky Proctor.

### Exhibitions

The Museum mounted a number of exhibitions during the year. 'Toys and Technology', which was expressly developed to address the needs of schools, continued throughout the summer and autumn. Over Christmas, two different displays were produced; 'Curtain Up' and 'Folklore'. 'Curtain Up' looked at performance in Cambridgeshire ranging from the molly dances whose roots are lost in the mists of time to the modern cinema. We were indebted to members of several local amateur dramatic groups who provided us with information and pictures. 'Folklore' drew on the Museum's unique collection of folklore objects to illustrate local beliefs and to highlight the role of Enid Porter in collecting and disseminating information on this fascinating subject. The exhibition also included items on loan from the Folklore Society, whose collection of objects from the British Isles is currently lodged at the Museum.

Following the success of the 'Victoria Road Show', we continued our outreach work in the city with the 'Arbury Road Show' which was displayed at the Meadows Community Centre and Arbury Court library. We were initially concerned that the area would not be a rich source of history, but our research proved us wrong. Local people were generous in sharing their memories and photograph collections with us and the Museum now holds a file of information about Arbury and Kings Hedges which will be a useful resource for the future. The exhibition was made possible by grants from Cambridge City Council and South Eastern Museums Service. Our outreach work in the villages of South Cambridgeshire continued. The village



shows are part of the project generously funded by South Cambridgeshire District Council which allows us to bring a museum service to the village while developing the Museum's archive of information.

### Education

Our education work with both children and adults continued. We were particularly pleased to be involved once more with the Museums and Galleries in Cambridge project (MAGIC). The Museum linked up with the Botanic Gardens to provide two complementary sessions on building technology and materials. Our Education Officer produced a pack of information and work sheets to accompany the sessions which has now been put on sale in the shop so that interested teachers or parents can use the resources independently. Children's activities have continued to be popular and have gained us publicity in the local media.

The Museum's commitment to lifelong learning continues to be important. Staff have developed new talks for adult groups and the range now includes Victorian Cambridge through the diaries of Josiah Chater, The History of Christmas Customs, Cambridgeshire Folklore, Shopping in Cambridge and Town & Gown. As well as serving an educational purpose, these talks also help to promote the Museum and generate much needed income.

### Staff

This year saw several changes in the post of Museum Assistant. Lucy Martin left to undertake cataloguing for the British Antarctic Survey and we were joined by Sarah Jeffery who had been working for English Heritage at Denny Abbey. Sarah left after fulfilling her six month contract and was replaced by Polly White. Each of our assistants has brought new knowledge and skills to the Museum and we should be most satisfied that the Museum can continue to attract such well qualified and dedicated staff.

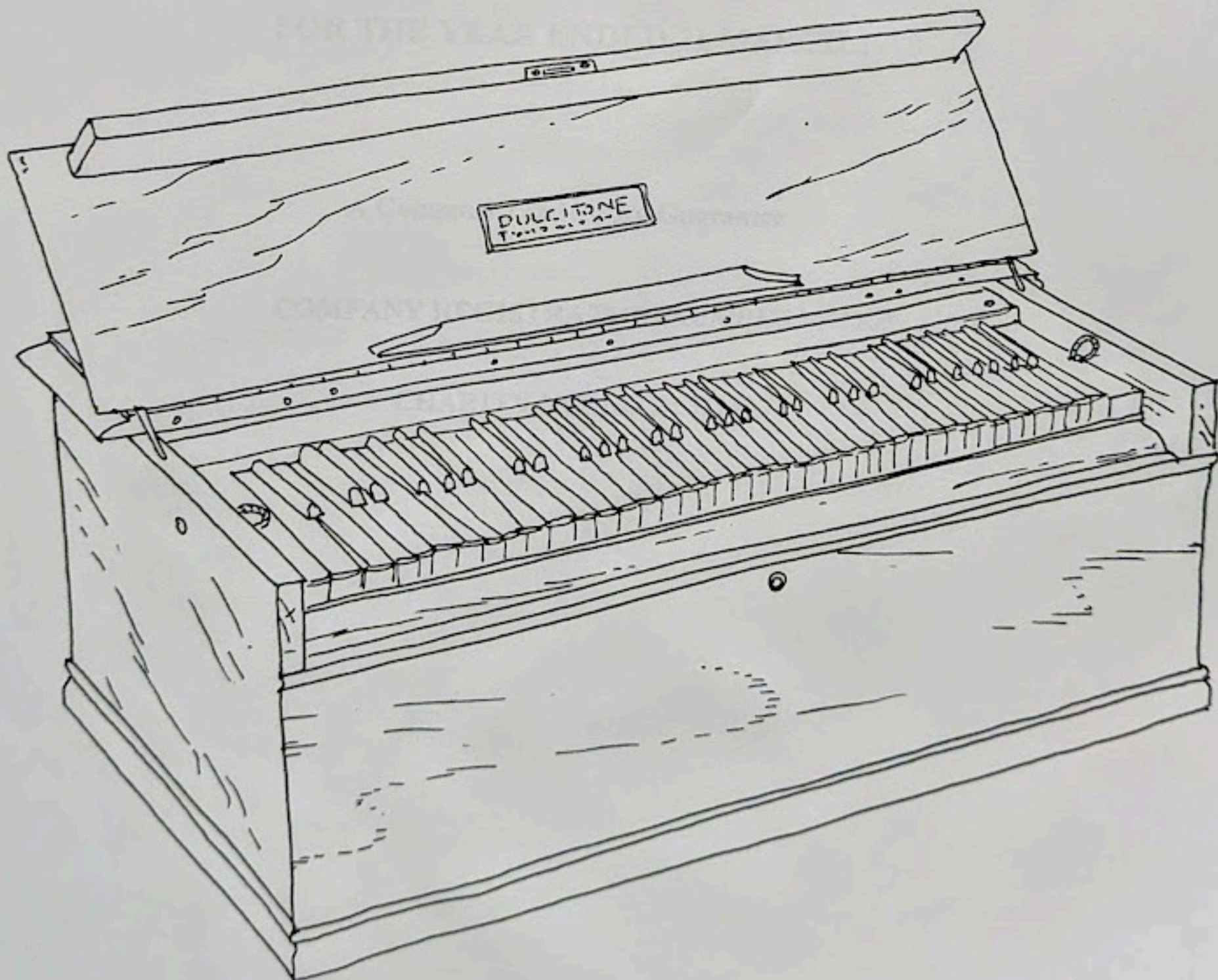
### Redevelopment

We began the year by submitting our bid to the Heritage Lottery Fund towards project development and feasibility studies. In the meantime we set about fundraising with an 'Adopt an Object' scheme which was launched in May. The scheme encouraged members of the public to 'adopt' their favourite object. In return for a fee they received an adoption certificate and a picture of their chosen object. The idea proved popular with both local people and tourists and our objects have adoptive parents all over England and even in other parts of the world! Plans to promote the scheme to local businesses were also developed. Unfortunately, our enthusiasm was damped by our dealings with the Heritage Lottery Fund which appeared to change its funding criteria during the year, leading to the withdrawal of our bid. The Heritage Lottery Fund is due to produce new funding guidelines early in 1998 and when these are available we will review our plans.



These are just a few of the projects that the Museum has tackled this year. None of them would have been possible without the dedication of the staff and volunteers. I would therefore like to thank the staff, Becky Proctor, Jenny Tong, Tom McPherson, Lucy Martin, Sarah Jeffery and Polly White who have all worked so hard and with enthusiasm throughout the year and the dedicated volunteers who have supported us.

Pamela Fitzgibbon Halls  
Curator





**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 1998**

**A Company Limited By Guarantee**

**COMPANY REGISTRATION NUMBER: 412205**

**CHARITY NUMBER: 311309**



**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**YEAR ENDED 31 MARCH 1998**

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# CAMBRIDGE AND COUNTY FOLK MUSEUM

YEAR ENDED 31 MARCH 1998

## LEGAL AND ADMINISTRATIVE DETAILS

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.

### Council of Management (Trustees):

Chairman	-	Cllr J Durrant
Vice Chairman	-	Cllr E Knowles
President	-	Mrs E Sargeant

#### Representatives:

University of Cambridge	-	Dr L Taub
Folk Museum Association	-	Mr A G Brigham
Folk Museum Association	-	Mrs A Watson
Folk Museum Association	-	Mr P Filby
Folk Museum Association	-	Miss P Fry
Folk Museum Association	-	Mr D Stubbings
Folk Museum Association	-	Mr P Clarke
South Cambs District Council	-	Cllr N Cathcart
South Cambs District Council	-	Cllr M Course
Cambs County Council	-	Cllr S Brinton (appointed 12/12/97)
Cambs County Council	-	Cllr E Meyland - Smith (resigned 3/07/97)
Cambridge City Council	-	Cllr K Blencowe (observer from 1/9/97)

### Auditors:

Kinnaird Hill  
Chartered Accountants & Registered Auditors  
285 Milton Road  
Cambridge  
CB4 1XQ

### Company secretary:

Mr M Gates

### Registered office:

2 - 3 Castle Street  
Cambridge  
CB3 0AQ



**CAMBRIDGE AND COUNTY FOLK MUSEUM  
REPORT OF THE COUNCIL OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 1998**

The management council have pleasure in presenting their annual report and financial statements for the year ended 31 March 1998.

**Management council**

The members of the management council are set out on page 1.

**Management council responsibilities**

Company law requires the management council to prepare financial statements for each financial year which give a true and fair view of the charity's incoming resources and application of resources during the year and of its state of affairs at the end of the year. In preparing those financial statements the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is in appropriate to presume that the charity will continue in business.

The responsibilities of the trustees include 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 and the Charities Act 1993. They are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and breaches of law and regulations.

**Results and dividends**

The surplus for the year amounted to £6,832 as shown on page 5.

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

**Review of the business**

The charity is principally engaged as custodian and administrator of a social history museum in the City of Cambridge. The museum exists to collect, document, preserve, exhibit and interpret material evidence and associated information from the seventeenth century to the present day for the benefit of the public and to carry out exhibitions on behalf of South Cambridgeshire District Council. The geographical area covered by the collecting policy of the museum is the City of Cambridge and the County of Cambridgeshire.

This year, the museum submitted a bid to the Heritage Lottery Fund for assistance towards the costs of feasibility studies for the redevelopment plans. The plans aim to provide improved conditions for the collections as well as updating visitor and staff facilities. Unfortunately, the bid did not meet with success because of changing priorities within the Heritage Lottery Fund during the year. The museum nevertheless pressed ahead with fundraising towards the project and it is hoped that another bid will be made when clearer guidance emerges from the Heritage Lottery Fund in 1998.



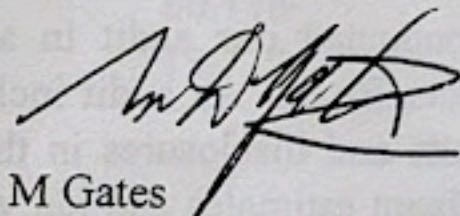
**CAMBRIDGE AND COUNTY FOLK MUSEUM  
REPORT OF THE COUNCIL OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 1998**

**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

Signed on behalf of the trustees



M Gates  
Company secretary

Approved by the council of management on 14 OCTOBER 1998



# **CAMBRIDGE AND COUNTY FOLK MUSEUM**

## **AUDITORS' REPORT TO THE SHAREHOLDERS**

**YEAR ENDED 31st MARCH 1998**

We have audited the financial statements on pages 5 to 12 which have been prepared under the historical cost convention and on the basis of the accounting policies set out on page 8.

### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS**

As described on page 2, the trustees are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

### **BASIS OF OPINION**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes 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 trustees 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.

### **OPINION**

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31st March 1998 and of its net income for the year then ended, and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

285 Milton Road  
Cambridge  
CB4 1XQ

KINNAIRD HILL  
Chartered Accountants  
& Registered Auditors

14 October 1998



**CAMBRIDGE AND COUNTY FOLK MUSEUM  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 1998**

		UNRESTRICTED FUNDS	
		1998	1997
	Notes	£	Restated £
<b>INCOMING RESOURCES</b>			
Donations and fundraising		2,942	2,971
Admissions		7,252	7,436
Shop sales		4,272	4,191
Subscriptions and fees		2,182	1,624
Grants receivable			
Museum		60,116	58,011
South Cambridgeshire Project		15,722	15,120
Reimbursement of expenditure		-	244
Bank interest receivable -			
Museum		862	480
South Cambridgeshire Project		327	240
<b>TOTAL INCOMING RESOURCES</b>		<u>93,675</u>	<u>90,317</u>
<b>RESOURCES EXPENDED</b>			
Direct charitable expenditure		69,795	70,302
Management and administration of the charity		17,048	16,488
<b>TOTAL RESOURCES EXPENDED</b>	3	<u>86,843</u>	<u>86,790</u>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>			
	5	6,832	3,527
Transfer to designated funds	13	6,223	-
<b>NET MOVEMENT IN FUNDS</b>		609	3,527
Balances at 1 April 1997			
General Fund		12,220	8,693
Balances at 31 March 1998		<u>12,829</u>	<u>12,220</u>

The notes set out on pages 8 to 12 form an integral part of these financial statements.



**CAMBRIDGE AND COUNTY FOLK MUSEUM  
SUMMARY INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 1998**

	1998	1997 Restated
	£	£
Gross income	93,675	90,317
Total expenditure	<u>86,843</u>	<u>86,790</u>
<b>NET INCOME FOR THE YEAR</b>	<u><b>6,832</b></u>	<u><b>3,527</b></u>

**RESTATEMENT OF PRIOR YEAR NET INCOME**

	£
Gross income	
As previously reported	74,477
Prior year adjustment	<u>15,840</u>
As restated	<u>90,317</u>
Gross expenditure	
As previously reported	71,430
Prior year adjustment	<u>15,360</u>
As restated	<u>86,790</u>
<b>NET INCOME</b>	
As previously reported and as restated	<u><u>3,527</u></u>

The notes set out on pages 8 to 12 form an integral part of these financial statements.



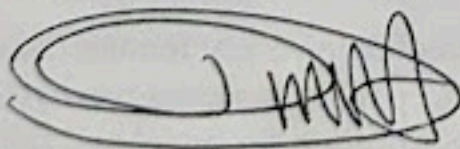
# CAMBRIDGE AND COUNTY FOLK MUSEUM

## BALANCE SHEET AT 31 MARCH 1998

		1998	1997
	Notes	£	Restated £
<b>FIXED ASSETS</b>			
Tangible fixed assets	6	<u>2,642</u>	<u>3,434</u>
<b>CURRENT ASSETS</b>			
Stocks	7	369	377
Debtors	8	1,946	1,852
Cash at bank and in hand	9	<u>24,094</u>	<u>16,963</u>
		26,409	19,192
<b>LIABILITIES -</b>			
Amounts falling due within one year	10	<u>1,800</u>	<u>2,207</u>
<b>NET CURRENT ASSETS</b>		<u>24,609</u>	<u>16,985</u>
<b>TOTAL ASSETS less CURRENT LIABILITIES</b>		<u>27,251</u>	<u>20,419</u>
<b>FUNDS</b>			
Unrestricted funds	12	12,829	12,220
Designated funds	13	<u>14,422</u>	<u>8,199</u>
		<u>27,251</u>	<u>20,419</u>

These financial statements have been prepared in accordance with the special provisions for small companies under part VII of the Companies Act 1985.

These financial statements were approved by the Council of Management on ..... 14 OCT 1998 ..... and are signed on their behalf by:



Cllr J Durrant  
Chairman

The notes set out on pages 8 to 12 form an integral part of these financial statements.



# CAMBRIDGE AND COUNTY FOLK MUSEUM

## NOTES TO THE FINANCIAL STATEMENTS AT 31 MARCH 1998

### ACCOUNTING POLICIES

#### Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) 'Accounting by Charities'. This is the first year of adoption of the SORP and comparative figures have been re-formatted accordingly.

#### 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 there is reasonable assurance of receipt.

#### 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 assets over their estimated useful lives to the business. The annual depreciation rates and methods are as follows:

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

#### 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.

### 2 TRUSTEES' REMUNERATION AND REIMBURSED EXPENDITURE

The trustees were not entitled to and did not receive any remuneration from the charity during the year. Reasonable out of pocket expenses were reimbursed in accordance with the provisions of the Constitution for travel and subsistence.



**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**NOTES TO THE FINANCIAL STATEMENTS AT 31 MARCH 1998**

**3 TOTAL RESOURCES EXPENDED**

	Staff costs	Rent	Deprecia- tion	Other costs	1998 Total	1997 Total
	£	£	£	£	£	£
Direct charitable expenditure	35,414	15,939	880	17,562	69,795	70,302
Management and administration	<u>15,868</u>	<u>-</u>	<u>-</u>	<u>1,180</u>	<u>17,048</u>	<u>16,488</u>
	<u>51,282</u>	<u>15,939</u>	<u>880</u>	<u>18,742</u>	<u>86,843</u>	<u>86,790</u>

— p.5 —

**4 STAFF COSTS**

	1998 £	1997 £
<b>MUSEUM</b>		
Salaries	39,979	38,146
Social security costs	2,939	2,481
Pension costs	<u>846</u>	<u>1,023</u>
	<u>43,764</u>	<u>41,650</u>
<b>SOUTH CAMBRIDGESHIRE PROJECT</b>		
Salaries	7,160	7,585
Social security costs	<u>358</u>	<u>379</u>
	<u>7,518</u>	<u>7,964</u>
<b>TOTAL</b>	<u>51,282</u>	<u>49,614</u>

No employee earned £40,000 or more.

Average number of employees:

5

5



**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**NOTES TO THE FINANCIAL STATEMENTS AT 31 MARCH 1998**

**5 NET INCOMING RESOURCES**

	1998 £	1997 £
Net incoming resources are stated after charging:		
Operating lease rentals –		
Plant and machinery	393	660
Land and buildings	15,939	15,250
Depreciation	880	1,146
Auditors' remuneration	<u>1,228</u>	<u>1,028</u>

**6 TANGIBLE FIXED ASSETS**

	Office equipment	Museum equipment £	Storage heaters £	Total £
	£			
<b>COST</b>				
At 1 April 1997	8,577	983	1,356	10,915
Additions	<u>88</u>	<u>-</u>	<u>-</u>	<u>88</u>
At 31 March 1998	<u>8,665</u>	<u>983</u>	<u>1,356</u>	<u>11,004</u>
<b>DEPRECIATION</b>				
At 1 April 1997	5,918	637	927	7,481
Depreciation charge for year	<u>687</u>	<u>86</u>	<u>107</u>	<u>880</u>
At 31 March 1998	<u>6,605</u>	<u>723</u>	<u>1,034</u>	<u>8,361</u>
<b>NET BOOK VALUE</b>				
At 31 March 1998	<u>2,060</u>	<u>260</u>	<u>322</u>	<u>2,642</u>
At 31 March 1997	<u>2,659</u>	<u>346</u>	<u>429</u>	<u>3,434</u>

**7 STOCKS**

	1998 £	1997 £
Goods for resale	<u>369</u>	<u>377</u>



**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**NOTES TO THE FINANCIAL STATEMENTS AT 31 MARCH 1998**

<b>8</b>	<b>DEBTORS</b>	<b>1998</b>	<b>1997</b>
		<b>£</b>	<b>£</b>
	Expenditure in advance	1,633	1,771
	Other debtors	<u>313</u>	<u>81</u>
		<u>1,946</u>	<u>1,852</u>
<b>9</b>	<b>CASH AT BANK AND IN HAND</b>	<b>1998</b>	<b>1997</b>
		<b>£</b>	<b>£</b>
	Cash balances	90	90
	Savings accounts	23,704	16,573
	South Cambridgeshire Project	<u>300</u>	<u>300</u>
		<u>24,094</u>	<u>16,963</u>
<b>10</b>	<b>LIABILITIES</b>		
	<b>Amounts falling due within one year</b>		<b>1997</b>
			<b>£</b>
	Trade creditors	258	548
	Accruals and deferred income	<u>1,542</u>	<u>1,659</u>
		<u>1,800</u>	<u>2,207</u>
<b>11</b>	<b>COMPANY STATUS</b>		
	The company is limited by guarantee. Every member of the company undertakes to contribute up to £1 each in the event of a winding up.		
<b>12</b>	<b>UNRESTRICTED FUNDS</b>	<b>1998</b>	<b>1997</b>
		<b>£</b>	<b>£</b>
	<b>General Fund</b>		
	At 1 April 1997	12,220	8,693
	Net incoming resources	6,832	3,527
	Transfer to designated funds	<u>6,223</u>	<u>-</u>
	At 31 March 1998	<u>12,829</u>	<u>12,220</u>



**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**NOTES TO THE FINANCIAL STATEMENTS AT 31 MARCH 1998**

**13 DESIGNATED FUNDS**

	Guide Book Fund £	Repairs and Renewals Fund £	Long-term Storage Fund £	Internal Refurbish- ment Fund £	Technology Fund £	Redevelop- ment Exp- enses Fund £	Total £
At 1 April 1997	1,799	4,300	2,100	-	-	-	8,199
Transfers between funds	(1,799)	(4,300)	3,899	2,200	-	-	-
Transfer from General Fund	-	-	1,223	-	3,000	2,000	6,223
At 31 March 1998	<u>-</u>	<u>-</u>	<u>7,222</u>	<u>2,200</u>	<u>3,000</u>	<u>2,000</u>	<u>14,422</u>

The funds were created by transfers from the unrestricted General Fund for the purposes mentioned. To date, annual surpluses have been sufficient to finance these areas. The use of the funds is at the discretion of the Trustees.

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

The total funds of the company are unrestricted and therefore these funds are represented by the net assets, totalling £27,251.

Designated funds are represented by cash balances.



**CAMBRIDGE AND COUNTY FOLK MUSEUM  
DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 1998**

	1998 £	1997 £
<b>INCOMING RESOURCES</b>		
Museum	77,626	74,957
South Cambridgeshire Project	<u>16,049</u>	<u>15,360</u>
	<u>93,675</u>	<u>90,317</u>
<b>RESOURCES EXPENDED</b>		
Direct charitable expenditure		
Museum	53,746	54,942
South Cambridgeshire project	<u>16,049</u>	<u>15,360</u>
	69,795	70,302
Management and administration of charity	<u>17,048</u>	<u>16,488</u>
	<u>86,843</u>	<u>86,790</u>
<b>NET INCOMING RESOURCES</b>	<u><u>6,832</u></u>	<u><u>3,527</u></u>



**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**NOTES TO THE DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 1998**

	1998 £	1997 £
<b>DIRECT CHARITABLE EXPENDITURE</b>		
<b>MUSEUM</b>		
Cost of sales	2,115	2,886
Museum equipment	1,051	1,196
Feasibility study costs	-	1,000
Rent	15,939	15,250
Light, heat and water	1,955	2,722
Collections management	231	-
Salaries	25,986	24,795
Staff NIC	1,910	1,613
Insurance	894	879
Repairs and maintenance	804	550
Travelling expenses and courses	852	440
Sundry expenses	401	124
Printing, postage and stationery	1,522	1,446
Security costs	509	485
Exhibition costs	281	1,020
Advertising	1,198	816
Subscriptions	254	297
Social activity expenses	152	239
School holiday expenses	218	301
Cleaning	525	451
Telephone	756	757
Income for museum services		
From South Cambridgeshire Project	(4,203)	(2,840)
Depreciation: Office equipment	309	399
Museum equipment	39	52
Storage heaters	<u>48</u>	<u>64</u>
Carried forward	53,746	54,942



**CAMBRIDGE AND COUNTY FOLK MUSEUM**  
**NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT**  
**YEAR ENDED 31 MARCH 1998**

	1998 £	1997 £
<b>RESOURCES EXPENDED – continued</b>		
<b>DIRECT CHARITABLE EXPENDITURE</b>		
Brought forward	<u>53,746</u>	<u>54,942</u>
<b>SOUTH CAMBRIDGESHIRE PROJECT</b>		
Insurance	412	459
Light, heat and water	970	1,364
Salaries	7,160	7,585
Staff NIC	358	379
Administration costs	74	73
Accountancy and audit fees	495	257
Travel expenses	104	69
Telephone	366	379
Printing, postage and stationery	692	473
Display costs	414	552
Transport and labour	317	300
Depreciation: Office equipment	378	487
Museum equipment	47	64
Storage heaters	59	79
Charge for museum services	<u>4,203</u>	<u>2,840</u>
	<u>16,049</u>	<u>15,360</u>
	<u>69,795</u>	<u>69,302</u>
<b>MANAGEMENT AND ADMINISTRATION</b>		
Salaries	13,993	13,351
Staff NIC	1,029	868
Staff pensions	846	1,023
Administration costs	200	200
Staff welfare	67	86
Accountancy and examination fees	733	771
Computer costs	-	128
Bank charges	<u>180</u>	<u>61</u>
	<u>17,048</u>	<u>16,488</u>



## RECENT ACQUISITIONS

April 1997 - March 1998

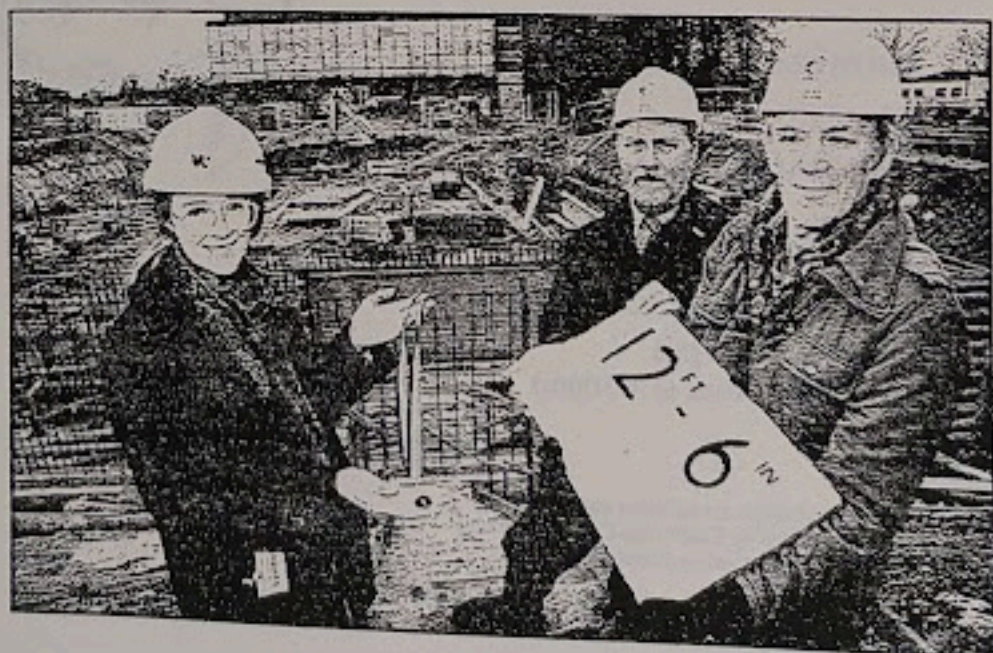
The Museum continues to limit the number of objects accepted into the collection, due to the problems of storage and display space. However, for the Museum to have relevance for future generations, the collection must reflect life right up to the present day.

- |  |  |
|--|--|
| Z447 British Red Cross<br>London                   | Collection of material relating to service of<br>Mrs Jennie Bond with Red Cross  |
| Z451 Mr Roger Sansom<br>Cambridge                  | Two bull rings   |
| Z453 Mr C Goode<br>Manor School,<br>Cambridge      | Commemorative Booklet of the Silver<br>Jubilee of Manor Community College  |
| Z455 Mrs Sonia Kurta<br>Impington                  | Collection of Cookery Books  |
| Z461 Mr Chris Arnold<br>Bideford, Devon            | Laurie & McConnell Paper Bag<br>and a Slide Rule   |
| Z468 Ms Lavena Hawes<br>Cambridge                  | Commemorative Book to celebrate<br>Silver Jubilee of King George V in 1935   |
| Z471 Ms Deidre Amsden<br>Cambridge                 | Wooden Pogo Stick  |
| Z478 Leisure Services<br>Cambridge City<br>Council | Depth Marker from Parkside Swimming Pool,<br>and other material relating to the swimming pool<br>and its redevelopment |

*'Dip into the past  
for museum's visitors'*

Pam Fitzgibbon Halls receives  
the marker from Ben Bradnack,  
chairman of Cambridge City  
Council's Leisure Services  
Committee, watched by Ian  
Cooper, director of Leisure  
Services

From Cambridge Evening News  
29 January 1998

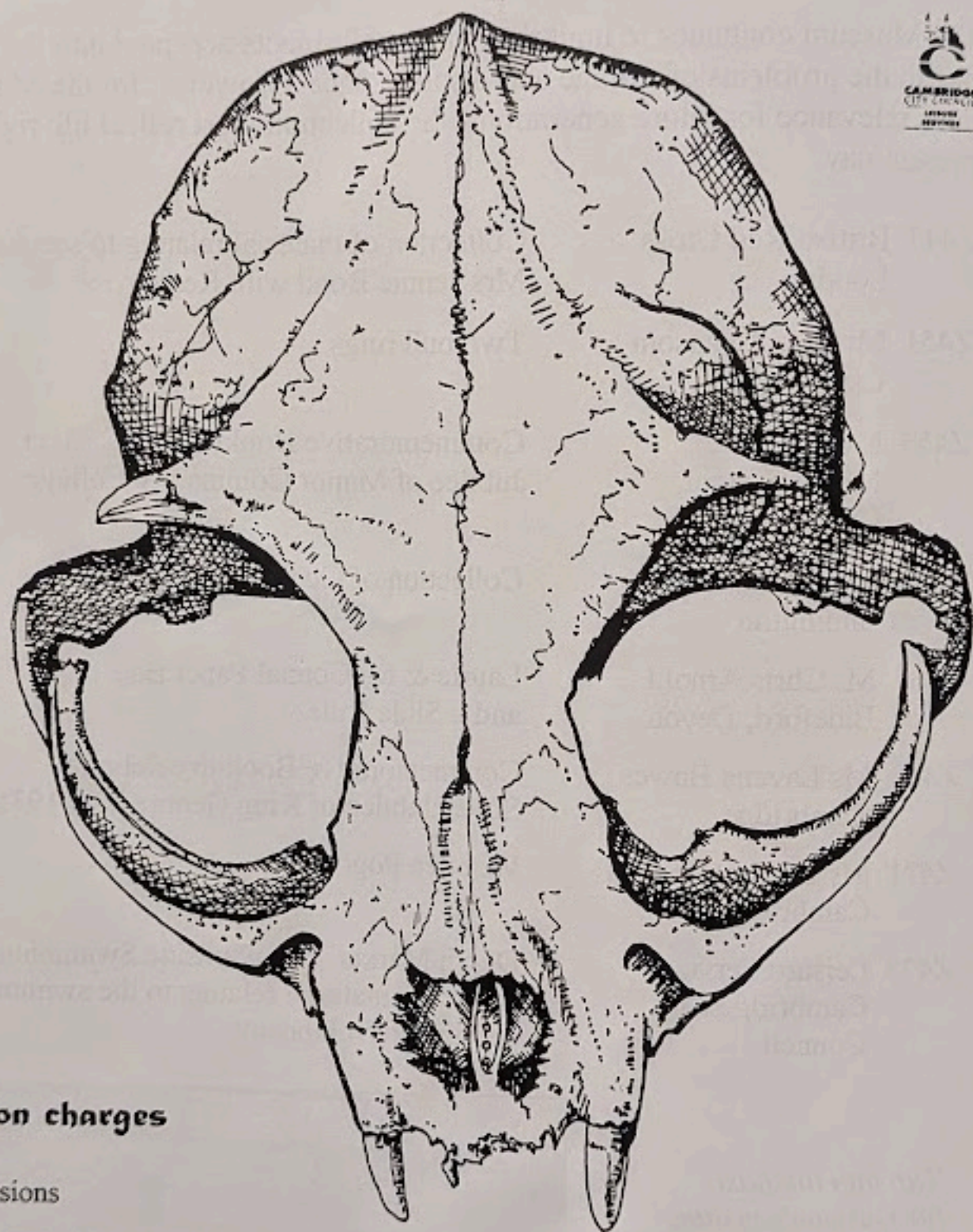




CAMBRIDGE & COUNTY FOLK MUSEUM

2/3 Castle Street, Cambridge CB3 0AQ  
Tel: (01223) 355159

# folklore



## admission charges

£1 adults

50p concessions

## opening times

Tues to Sat: 10.30am - 5pm

Sunday: 2 - 5pm

(Last admissions at 4.30pm)

**exhibition**

*25th November 1997 - 8th February 1998*

The Museum is registered charity  
which is grant aided by Cambridge City Council and  
South Cambridgeshire District Council