

CAMBRIDGE & COUNTY FOLK MUSEUM



FIFTY-NINTH ANNUAL REPORT

For the period of
1st April 1994 to 31st March 1995

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

Wednesday 8th November 1995
at 7.30 pm

*30 attendees
+ several apologies*

AGENDA

1. Apologies
2. Minutes of the 1994 Annual General Meeting
3. Matters Arising
4. Audited Statement of Accounts and Balance Sheet for the year ended
31st March 1995 and Financial Report
5. Chairman's Report
6. Principal Curator's Report
7. Report from Chairman of the Friends
8. Election of Officers of the Council of Management according to the Constitution
these posts are:

Eight nominees from the Friends of the Museum

Prior nominations must be submitted *
9. Appointment of Auditors for year ending 31st March 1996
10. Date, time and place for 1996 AGM *Nov. 6th 1996, 7 pm*

Christine Allison
15.9.1995

* Please submit nominations by Friday 3rd November 1995

CAMBRIDGE & COUNTY FOLK MUSEUM

NOMINATIONS

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Allan Brigham	Muriel Key	Margaret Gates
Michael Gates	Derek Stubbings	Joan Wortley
Peter Clarke	Roger Sansom	Margaret Asby
Ann Watson	Alice Zeitlyn	Christine Gibson
Peter Filby	Bernice Wadsworth	Joan Wortley
Pamela Fry	Keith Halls	Elsie Haxell
John Durrant	Pam Fry	Allan Brigham
Lesley Bradford (until the end of December)	Pam Fry	Allan Brigham

CAMBRIDGE & COUNTY FOLK MUSEUM

Minutes of the Annual General Meeting of the Folk Museum Association
held at the Museum on Wednesday 9th November 1994
at 7.30 pm

Present:

Mrs L Bradford	Chair
Mrs E Sargeant	President
Cllr J Durrant	Vice-Chair
Mr M Gates	Company Secretary
Cllr E Knowles	Cambridge City Council
Cllr K Blencowe	Cambridge City Council
Cllr M Hay	South Cambs District Council
Mr A Brigham	Friends' Chairman
Miss P Fry	Friends' Secretary
Miss E Botwright	Friends of the Folk Museum
Mrs A Bromley	Friends of the Folk Museum
His Honour Judge L Bromley	Friends of the Folk Museum
Mr P Filby	Friends of the Folk Museum
Miss M Freestone	Friends of the Folk Museum
Miss C Gibson	Friends of the Folk Museum
Miss H Gibson	Friends of the Folk Museum
Mr K Halls	Friends of the Folk Museum
Miss E Hodge	Friends of the Folk Museum
Miss M Key	Friends of the Folk Museum
Miss B Wadsworth	Friends of the Folk Museum
Mrs A Zeitlyn	Friends of the Folk Museum
Mrs C Allison	Principal Curator
Mrs P FitzGibbon Halls	Curator
Miss R Proctor	Minutes Secretary

1. Apologies were received from:

Sir Robert Rhodes James	Patron
Cllr A Wyatt	South Cambs District Council
Mr J Goldsmith	County Museums Officer
Mr P Clarke	Friends of the Folk Museum
Mr M Petty	Friends of the Folk Museum
Mr & Mrs R Sansom	Friends of the Folk Museum
Mrs A Watson	Friends of the Folk Museum
Miss P Wood	Friends of the Folk Museum
Mrs E Haxell	Friends of the Folk Museum

2. MINUTES OF 1993 ANNUAL GENERAL MEETING

The minutes of the 1993 meeting were accepted and signed as a correct record.

Mrs Bradford asked the meeting to stand for a minutes silence in memory of both Sydney Rivers, who had served the Museum as Treasurer for several years, and Martin Howe, the Curator at Peterborough Museum.

3. MATTERS ARISING

There were no matters arising.

4. AUDITED STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31 MARCH 1994

Mrs Bradford said that Colin McLeish, who has carried out the duties of Vice-Treasurer for a number of years, has decided to retire from office, as he can no longer carry this major responsibility. The Museum was greatly indebted to him for his meticulous work over a long period. However, Mr McLeish continues to assist with the book-keeping.

Mrs Allison reported that the Museum is still without a Treasurer. Mrs Allison has written the Financial Report in the Annual Report and is happy to answer any questions about the financial position of the Museum.

The Statement of Accounts and Balance Sheet, prepared by Kinnaird Hill, were adopted on the proposal of Cllr Blencowe, seconded by Mr Gates, and carried unanimously.

5. CHAIRMAN'S REPORT

Mrs Bradford welcomed all new members to the Friends and also new representatives onto the management committee. Mrs Bradford expressed her gratitude to all who supported the Museum.

Mrs Bradford was pleased to see that the Museum had coped well with the changes of the new constitution. She stressed that Trustees must be aware of their responsibilities and of the Museum's aims and goals, and expressed the hope that the newly elected team would take an active role to assist the Museum to move forward in the year ahead.

6. PRINCIPAL CURATOR'S REPORT

Mrs Allison highlighted the important issue of the Museum's storage problem. This will be the most important issue in the next few years. Acquiring extra storage underpins many future projects, including the plan to re-display the Museum. Storage is also one of the issues stopping the Museum gaining full registration with the Museums & Galleries Commission. At the moment, our registration is only provisional. Temporary storage space at Worts Barn in Landbeach provides some help, but the precise terms of use appears to be in doubt. Cllr Hay offered to look into this matter.

Mrs Allison thanked the staff and volunteers for their hard work, and the Management team for their continued support. Mrs Allison added congratulations to Curator, Pamela FitzGibbon and Keith Halls on their marriage in August.

7. REPORT FROM CHAIRMAN OF THE FRIENDS

Mr Brigham was pleased to report that the Friends had once again provided a variety of events, and had been able to give active and financial back-up to the museum. He thanked all members for their interest and assistance, and the Museum staff for their helpful support. Miss Fry gave details of gifts that the Friends have donated with the proceeds of fundraising events and activities.

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 to fill the eight positions allocated to the Friends.

	Proposer	Secunder
Mrs L Bradford	Miss B Wadsworth	Mrs E Sargeant
Mr A Brigham	Miss M Key	Mr K Halls
Mr P Clarke	Mr K Halls	Mrs L Bradford
Cllr J Durrant	Miss M Freestone	Miss E Hodge
Miss P Fry	Mr P Clarke	Mr M Gates
Mr P Filby	Mr M Gates	Mrs A Zeitlyn
Mr M Gates	Miss P Fry	Judge L Bromley
Mrs A Watson	Miss P Fry	Mrs A Zeitlyn

These members will serve for the next year, with the nominees of the City Council (2), South Cambs District Council (2) and County Council (1). At present a representative from Cambridge University has not been named to replace Dr Jim Bennett, and Mrs Allison will send a reminder about this.

9. APPOINTMENT OF AUDITORS

Mrs Allison informed the meeting that this year's accounts have been produced by Kinnaird Hill as Reporting Accountants, on a Compilation and Report basis instead of being fully audited as in the past. The new scheme is permitted by the Charity Commissioners for smaller bodies such as the Museum, and it is less expensive.

Following the death of Mr Rivers and the resignation of Colin McLeish as Assistant-Treasurer, various possibilities are being examined regarding the Museum's finances. The day-to-day book-keeping still remains under Mr McLeish's supervision. A couple of people are interested in the post of Treasurer, and it is hoped that an appointment can be made soon.

10. DATE OF 1995 AGM

The next AGM will be held on **Wednesday 8 November 1995** at 7.30 pm at the Museum.

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

P.FRY/R.PROCTOR

15.11.94.

CAMBRIDGE & COUNTY FOLK MUSEUM

Fifty-ninth Annual Report

For the period 1st April 1994 to 31st March 1995

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CHAIRMAN'S REPORT

Although this has not been particularly good year for the Museum in terms of numbers of visitors, the enthusiasm and dedication of the staff has not diminished. The different exhibitions they have mounted have continued to attract both schools and members of the public which have off-set much of the impact of the recession. We have managed to retain the post of Museum/Administrative Assistant, which has helped to keep the Museum running smoothly.

It is my sad duty to report the death of our Treasurer, Sidney Rivers; he will be greatly missed. I also have to report the resignation of our Assistant Treasurer, Colin McLeish. However, Colin has very kindly agreed to continue to help with the accounts whilst we look for a new Treasurer. As the Museum has bought two new computers, we are examining ways in which the accounts could be computerised making it easier for whoever comes in to cope. In addition, it is hoped that a suitable programme will be found which will also enable the staff and helpers to put all documentation onto computer as well.

Various small changes have been achieved which have improved the working conditions of the staff, particularly the refitted kitchen. We have also purchased a mobile phone so that staff members are able to call for help should an emergency arise whilst they are travelling across the County giving evening talks. The Friends of the Museum were instrumental in making sure that various rooms in the Museum have been redecorated. Our thanks must go to them for their continued support and help.

Our search for storage space continues but as yet only temporary space has been found despite very positive help from South Cambridgeshire District Council. As this is a continuing problem, it is one which the Council of Management will have to seriously address when planning for the future of the Museum. The Principal Curator will be drawing up plans for the next three years when the necessity of tackling this problem will have to be included.

However, despite these difficulties the Museum continues to thrive and it is with continued optimism that we approach the coming year.

Mrs Lesley Bradford

FINANCIAL REPORT

Since the death of Mr Rivers in 1994, the post of Treasurer has been vacant.

The accounts for the Financial Year ended March 1995 show a satisfactory result. The continued support from Cambridge City Council and South Cambridgeshire District Council allowed the Museum to maintain its reputation for good service to the public.

Despite falling visitor numbers due to the current economic climate, the Museum has finished the year with a reasonable balance. The number of visitors through the door will always be a critical factor in any accounting year. The Museum has no direct control over this, although by marketing to its various audiences it seeks to heighten awareness of its services.

From reserves this year, we were able to purchase the agreed computers and associated office furniture. We have also transferred to reserve the sum of £1800 which will enable the purchase of the necessary third computer and associated equipment in 1995/96. The reserve for the Guide Book still stands at £1799, it would not be prudent at this time to prepare a new Guide Book when consideration is still being given to re-display. With regard to the vital reserve for the long term storage project, the sum of £1000 has been transferred to this fund as we are seeking, together with another Museum, Lottery funding for a joint Museum store.

The expenditure of the Museum is closely monitored and agreed with the Council of Management, the Executive Committee and the staff, and precautions taken at all levels to ensure that costs are minimised and work undertaken is competitive. We would like to place on record our appreciation for the financial help given to the museum by the Friends. To our loyal staff, we extend our thanks for their efforts. Finally, we would like to express our gratitude to Mr Colin McLeish, who has now relinquished his post as Assistant Treasurer but is still undertaking the day-to-day book-keeping on our behalf.

Christine Allison, on behalf of the Management Committee.

FRIENDS OF THE FOLK MUSEUM REPORT

The Friends have had another successful year.

We now have 80 members. All meetings have been well attended and we hope that we have made some contribution towards helping the staff with the day-to-day running of the museum.

The year started with a talk by Pamela FitzGibbon Halls on Josiah Chater. This was based on Chater's diaries, which are part of the Museum collection. They describe his life in 19th century Cambridge. Some of the names that he mentions are still familiar today, but many are now forgotten. The Curator made them real again and brought early Victorian Cambridge vividly to life. It was a reminder of the hidden treasures that we have in the Museum and of the expertise of the staff.

In October we were treated to a completely different aspect of Victorian life by Geoff Hales and his 'travelling theatre'. An entertaining selection of readings from prose and poetry of the era was presented with style and humour to a very appreciative audience. Our thanks go to the Museum President, Elizabeth Sargeant, for recommending and funding the evening for us.

The year concluded with an interesting talk by Michael Gates on the Cambridge to Mildenhall branch line. He illustrated his talk with two colour films that he had made himself, the first in 1958 recording a journey along the line on a steam train, and the second showing the ghost of the line today. It was a reminder that our own lives become history.

We also held our regular Pot Luck Lunch in the summer and we were pleased that our Patron, Sir Robert Rhodes James and his wife could attend. Many members joined us for our outing to the Cromwell Museum at Huntingdon. This was followed by a tour of Hinchingbrooke House, once the home of the Cromwell family and now probably the most 'Stately' comprehensive school in Britain. At Christmas we held our traditional social when the smell of mulled wine and the hubbub of conversation filled the building.

Perhaps the most memorable event of the year for those who were involved was the Garden Sale of Plants and Cakes. Despite torrential rain the day was a sell out. Over £100 was raised and we were very grateful to all those who contributed. It also provided an opportunity to open the side gate and reach the attention of all those people who walk past the Museum but never think to enter.

The money that the Friends have raised this year has bought a vacuum cleaner and helped acquire recording equipment for the oral history project. They are a reminder that for future generations we need to both maintain the existing collection and add to it. But as the Curator's talk on Josiah Chater diaries illustrated, the Museum really comes alive to people only when these objects are interpreted and displayed properly.

The new Forward Plan, prepared by the Principal Curator, addresses all these issues. It needs the involvement of all the Friends to make it work effectively and we look forward to seeing this happen. We opened the side gates for the Garden Sale. Soon we hope to be able to open the yard

gates to attract far more people into the Museum and to be able to share with them the building and the collection.

The uncertainty over Local Government reorganisation continues to cast a shadow over future support and funding of the Museum. So too do the progressive budget cuts that existing local authorities are being forced to make in the present economic climate.

However, useful or worthy we feel that the Museum is, there is no statutory obligation for the City, South Cambridgeshire or the County Councils to provide the present levels of support.

The Friends must continue to make sure that with our help the Museum can make the best use of its existing resources. Only by continuing to flourish, and by the Museum's role being understood and appreciated, will it continue to receive the support from public funds that it needs to guarantee the collections' survival into the 21st century. We have a vital role to play.

I would like to thank all the staff and my fellow committee members for their hard work and enthusiasm. Two friends who have made a particular contribution to the Museum have 'retired' this year - Colin McLeish and Henry Brown. We are all indebted to them both and hope to see them regularly in the Museum.

We look forward to another successful year in 1996.

Allan Brigham
Chairman

PRINCIPAL CURATOR'S REPORT

I am pleased to state that, despite the economic situation, the Museum has completed yet another successful programme of work this year.

Care of Collections

Continuing to collect has been very difficult, because of the serious storage problems. Yet a collection which fails to grow can only stagnate. The pre-acquisition register allows the Museum to keep track of objects which will fill gaps in the collection but which it is not possible to accept at the present time. Where the donors value the objects they are offering to us, there is usually no problem with this situation, and they agree to hold the objects until we are in a position to consider taking them into the collection. During 1994, the temporary storage facility provided by South Cambridgeshire District Council came to an end. The use of this facility had enabled essential decorating of the Museum to take place. A small amount of temporary storage space has been gained in the Archaeology store at Landbeach. Although this is useful it is woefully insufficient for our needs. At the end of 1994/5, the Museum had commenced discussions with another local museum, considering the possibility of building a joint storage, workshop and education complex. We await further developments with interest.

Under the terms of Museum Registration, the Museum is currently provisionally registered, due to the problems of storage and retrospective documentation. The Curator, Pamela FitzGibbon Halls, and her team of volunteers have continued with the retrospective documentation, which is progressing well. Documentation is very labour intensive but we have remained fortunate in the volunteers who have offered their services and the high quality of the work they provide. We are most grateful. We continue to attract work placements from schools and students from the two Universities in Cambridge, at undergraduate and post-graduate level, and we are looking to expand these connections in the future.

The programme of preventative conservation has made progress. The rolling programme of fitting blinds to the Museum's windows, through a grant from the County Museums Advisory Committee, has continued and is now nearing completion.

Exhibitions

A successful year's programme of exhibitions has been carried out. Five village exhibitions funded by the South Cambridgeshire Project, were undertaken. We are always very pleased with the reception we receive and the enthusiasm and interest shown by the local communities. It is also a wonderful way of expanding our knowledge base, as we gain some interesting reminiscences from village residents during the evening talk accompanying the exhibition. This year, we have also undertaken a short oral history programme, based on local people's memories of Cambridge and Cambridgeshire during the Second World War. This formed the nucleus of our display in the major exhibition in the Central Library called "Fighting Over Cambridgeshire", organized by the Libraries & Heritage Department, Cambridgeshire County Council.

There were five exhibitions within the Museum this year. The summer exhibition, "At the Sign of the White Horse", looked at the history of our building and the people who would have used it through time. We were grateful for the help of the Conservation Department at South

Cambridgeshire District Council, who discussed the age and the structure of the building with us. In the autumn, we were very excited to host a wonderful collection of "Russian Toys", which came to the Folk Museum from Sergiev Posad, a district of Moscow, and a renowned toy-making area. The Folk Museum has a wonderful toy collection which complemented those of our Russian visitors. We were the only museum in the United Kingdom to receive this exhibition and we were very grateful to Cllr Barry Gardiner who made the initial Russian contact for us. The staff of Sergiev Posad and ourselves hope to be able to collaborate on future exhibitions. The winter exhibition continued the toy theme, but from a very different perspective. "Toys and Technology" proved to be a very popular exhibition with schools, not only locally but from as far away as Lincolnshire, Harlow and Northamptonshire. It looked at the materials and different technologies used in toy production. Once again, we worked with an outside group in February, when we hosted the "Allotments" exhibition produced by the City Council's Community Arts team. The exhibition was based on oral histories. The Museum provided appropriate objects to augment the display.

Education

The Museum's education service continues to grow, despite the fact that we do not have an Education Officer. We have, however, been fortunate enough this year to secure the help of Sue Wilkinson, from the South Eastern Museums Service Education Unit (SEMEU) to advise us on our service and particularly in the preparation of new worksheets. Her time was grant funded by SEMS. We are in the process of building on her advice and should be launching a new schools package in the autumn. The Museum staff are also currently working on the MAGIC programme (Museums and Galleries in Cambridge), which is an exciting new education initiative, being coordinated by John Goldsmith (County Museums Officer) and Frances Sword (Fitzwilliam Museum).

However, the Museum's philosophy has always been centred on 'life-long learning' and we have continued to emphasise its importance. In association with Kettle's Yard, we undertook oral history sessions with a local home for senior citizens. The reminiscence therapy loans service is now being used, and the staff have also been involved in this. It is hoped that funding may be available to allow the Museum staff to train a core of volunteers to carry out this worthwhile task. During the year we have continued to offer a range of educational activities - children's activity days, evening guided tours and talks, and a lecture series through the Workers' Education Association. We are always pleased to be part of the holiday activities for children, sponsored by Cambridge City Council, and this year we had a very successful murder mystery set in the Museum.

Education is not just provided by the Museum for others, staff training has an important part to play. A wide variety of courses have been undertaken by the staff. We are pleased to report that the Principal Curator can now add the letters AMA after her name since satisfactorily completing the Museums Association Diploma. She also gained an NVQ in Management at level 4, funded by Cambs TEC.

Publicity

The staff strives to ensure that the Museum receives maximum positive publicity through the media. We were extremely pleased to feature on BBC in the Great Antiques Hunt series. The Principal Curator and Curator can often be heard on Radio Cambridgeshire and we are firming our

links with Q103FM, the local independent radio station.

As always the Museum could not function without its dedicated staff. Pamela FitzGibbon Halls, Jenny Tong, Becky Proctor and Tom McPherson have again demonstrated their enthusiasm and commitment to the Museum, for which I extend my heartfelt thanks. On behalf of the staff, I would like to thank all our volunteers for their hard work and continued support which is greatly appreciated.

Christine Allison



The Inn Yard, Cambridge and County Folk Museum

The image used on publicity material
for the exhibition

"At the Sign of the White Horse"

16th March - 16th September 1994

CAMBRIDGE & COUNTY FOLK MUSEUM

(A Company Limited By Guarantee)

ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 1995

COMPANY NUMBER: 412005

CAMBRIDGE & COUNTY FOLK MUSEUM

YEAR ENDED 31ST MARCH 1995

COUNCIL OF MANAGEMENT

COMPANY SECRETARY

Mrs L J Bradford	(Chair)
Cllr J Durrant	(Vice Chair)
Mrs E Sargeant	(President)
Dr J Bennett	(University of Cambridge)
Mr A G Brigham	(Folk Museum Association)
Mr P Clarke	(Folk Museum Association)
Mr P Filby	(Folk Museum Association)
Cllr G Griffiths	(Cambridge City Council)
(Resigned 31.5.94)	
Cllr M Hay	(South Cambs District Council)
Cllr A Wyatt	(South Cambs District Council)
Cllr E Meyland-Smith	(County Councillor)
Cllr F Stevens	(Cambridge City Council)
(Resigned 31.5.94)	
Miss P Fry	(Folk Museum Association)
Mr S Rivers	(Treasurer)
(Deceased)	
Cllr E Knowles	(Cambridge City Council)
(Appointed 1.6.94)	
Cllr K Blencowe	(Cambridge City Council)
(Appointed 1.6.94)	

Mr M Gates

ACCOUNTANTS

Kinnaird Hill
285 Milton Road
Cambridge
CB4 1XQ

REGISTERED OFFICE

2-3 Castle Street
Cambridge
CB3 0AQ

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The following pages do not form part of the statutory accounts:-

10-13	Management Information
14	Accountants Report

CAMBRIDGE & COUNTY FOLK MUSEUM

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 31ST MARCH 1995

The management council have pleasure in presenting their annual report and accounts for the year ended 31st March 1995.

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 state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the management council are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The management council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company 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 £1,425, as shown on page 4.

The Memorandum of Association does not permit the payment of any dividend.

CAMBRIDGE & COUNTY FOLK MUSEUM

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 31ST MARCH 1995 (continued)

Review of the Business

The company is principally engaged as custodian and administrator of a social 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. The geographical area covered by the Collecting Policy of the Museum is the City of Cambridge and the County of Cambridgeshire.

The Management Committee is gratified that, despite the current economic climate which has led to a decline in visitor figures, the Museum has ended the year with a small operating surplus.

Money from reserves was expended on the purchase of two replacement computers and associated office furniture, and also on the refurbishment of the kitchen. A further sum has been added into the repairs and renewals reserve for the purchase of a third computer and printer to complete the replacement of the obsolete WPC's. Within the reserves is a sum to cover paying for the transferring of essential information from the old WPC system to the new PC format.

In terms of the functions of the Museum, "storage" remains a priority. The Museum is actively seeking to augment its storage areas. To this end, it is in discussions with another museum about the possibility of a joint purpose-built storage building. For this reason, a further sum has been added to the long term storage reserve to help cover some of the costs likely to be incurred in preparation of a bid to the National Lottery fund.

The Museum is a registered charity.

CAMBRIDGE & COUNTY FOLK MUSEUM

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 31ST MARCH 1995 (continued)

Council of Management

The management council during the year under review were:-

Mrs L J Bradford	(Chair)
Cllr J Durrant	(Vice Chair)
Mr M Gates	(Company Secretary)
Mrs E Sargeant	(President)
Dr J Bennett	(University of Cambridge)
Mr A G Bringham	(Folk Museum Association)
Mr P Clarke	(Folk Museum Association)
Mr P Filby	(Folk Museum Association)
Cllr G Griffiths	(Cambridge City Council)
(Resigned 31.5.94)	
Cllr M Hay	(South Cambs District Council)
Cllr A Wyatt	(South Cambs District Council)
Cllr E Meyland-Smith	(County Councillor)
Cllr F Stevens	(Cambridge City Council)
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Miss P Fry	(Folk Museum Association)
Mr S Rivers	(Treasurer)
(Deceased)	
Cllr E Knowles	(Cambridge City Council)
(Appointed 1.6.94)	
Cllr K Blencowe	(Cambridge City Council)
(Appointed 1.6.94)	

In preparing this report, the management council have taken advantage of the special exemptions applicable to small companies.

Signed on behalf of the Council of Management.

Secretary Mr M Gates

Dated: 11th October, 1995

CAMBRIDGE & COUNTY FOLK MUSEUM

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 1995

	<u>Notes</u>	<u>1995</u> £	<u>1994</u> £
GROSS INCOME	2	71,979	69,590
Distribution costs		(30,085)	(29,956)
Administrative expenses		(41,852)	(36,275)
OPERATING SURPLUS	3	42	3,359
Interest receivable		<u>583</u>	<u>636</u>
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		625	3,995
Tax on surplus on ordinary activities	4	<u>-</u>	<u>-</u>
SURPLUS ON ORDINARY ACTIVITIES AFTER TAXATION		625	3,995
Transfer to Reserves		(2,800)	(1,100)
Transfer from Reserves - no longer required		<u>3,600</u>	<u>2,050</u>
SURPLUS FOR THE YEAR		1,425	4,945
Surplus on general fund brought forward		<u>5,742</u>	<u>797</u>
SURPLUS ON GENERAL FUND AT 31ST MARCH 1995		<u>7,167</u>	<u>5,742</u>

Continuing operations

None of the continuing activities were acquired or discontinued during the above two financial periods.

Total recognised gains and losses

The company has no recognised gains or losses other than the surplus for the above two financial periods.

The notes set out on pages 7 to 9 form an integral part of these accounts.

CAMBRIDGE & COUNTY FOLK MUSEUM

BALANCE SHEET 31ST MARCH 1995

	<u>Notes</u>	<u>1995</u> £	<u>1994</u> £
<u>FIXED ASSETS</u>			
Tangible assets	5	4,175	2,514
<u>CURRENT ASSETS</u>			
Stocks	6	982	1,260
Debtors	7	2,371	3,183
Cash at Bank and in Hand		<u>10,619</u>	<u>11,128</u>
		13,972	15,571
<u>CREDITORS</u>: Amounts falling due within one year	8	<u>(2,781)</u>	<u>(3,344)</u>
<u>NET CURRENT ASSETS</u>		<u>11,191</u>	<u>12,227</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>15,366</u>	<u>14,741</u>
<u>CAPITAL AND RESERVES</u>			
Called up Share Capital	9	-	-
Reserves	10	8,199	8,999
General Fund		<u>7,167</u>	<u>5,742</u>
		<u>15,366</u>	<u>14,741</u>

(continued on page 6)

The notes set out on pages 7 to 9 form an integral part of these accounts.

CAMBRIDGE & COUNTY FOLK MUSEUM

BALANCE SHEET

31ST MARCH 1995 (continued from page 5)

Statement by the management council

The management council are satisfied that the company was entitled to exemption under subsection (1) of section 249A (3) of the Companies Act 1985 and that no member or members have requested an audit pursuant to subsection (2) of section 249B in relation to the accounts for the financial year.

The management council acknowledge their responsibilities for:

- i) ensuring that the company keeps accounting records which comply with section 221.
- ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 226, and which otherwise comply with requirements of this Act relating to accounts, so far as applicable to the company.

The management council have taken advantage of the special exemptions conferred by Part 1 of Schedule 8 of the Companies Act 1985 and have done so on the grounds that, in their opinion, the company is entitled to those exemptions as a small company.

Approved by the Council of Management on:

MRS L. BRADFORD Mrs L. J Bradford - Chair, Council of Management

The notes set out on pages 9 to 11 form an integral part of these accounts

CAMBRIDGE & COUNTY FOLK MUSEUM

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 1995

1 ACCOUNTING POLICIES

(a) Basis of accounting

These accounts have been prepared under the historical cost convention.

(b) Depreciation

Depreciation is calculated 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

(c) 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 GROSS INCOME

Turnover is the total amount receivable by the company in the ordinary course of business for goods supplied and for services provided as a principal.

3 OPERATING SURPLUS

	<u>1995</u>	<u>1996</u>
	£	£
Operating Surplus is stated after charging:		
Selling and Distribution Costs including:		
Operating Lease Rentals - Plant and Machinery	1,337	1,272
- Land and Building	<u>14,500</u>	<u>14,500</u>
Administrative Expenses including:		
Depreciation	<u>626</u>	<u>376</u>

CAMBRIDGE & COUNTY FOLK MUSEUM

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 1995

4 TAXATION

The company is exempt from corporation tax by virtue of its status as a registered charity.

5 TANGIBLE FIXED ASSETS

	<u>Storage Heaters</u> £	<u>Museum Equipment</u> £	<u>Office Equipment</u> £	<u>Total</u> £
<u>COST</u>				
At 1st April 1994	1,356	367	4,595	6,318
Additions at cost	-	616	2,437	3,053
At 31st March 1995	1,356	983	7,032	9,371
<u>DEPRECIATION</u>				
At 1st April 1994	339	161	3,304	3,804
Charge for the year	254	206	932	1,392
At 31st March 1995	593	367	4,236	5,196
<u>NET BOOK VALUE</u>				
At 31st March 1995	763	616	2,796	4,175
At 31st March 1994	1,017	206	1,291	2,514

6 STOCKS

	<u>1995</u> £	<u>1994</u> £
Goods for Resale	982	1,260

7 DEBTORS

	<u>1995</u> £	<u>1994</u> £
Debtors	691	1,567
Prepayments and Accrued Income	1,680	1,616
	2,371	3,183

CAMBRIDGE & COUNTY FOLK MUSEUM

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1995

8 CREDITORS: Amounts Falling Due Within One Year

	<u>1995</u>	<u>1994</u>
	£	£
Trade Creditors	1,431	2,001
Other Creditors	-	4
Accruals and Deferred Income	<u>1,350</u>	<u>1,339</u>
	<u>2,781</u>	<u>3,344</u>

9 CALLED UP SHARE CAPITAL

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.

10 RESERVES

	<u>Guide Book</u>	<u>Repairs &</u>	<u>Long Term</u>	
	<u>Reserve</u>	<u>Renewals</u>	<u>Storage</u>	<u>Total</u>
	£	£	£	£
Balance as at 1st April 1994	1,799	6,100	1,100	8,999
Transfer from Income & Expenditure Account	-	1,800	1,000	2,800
Transfer to Income & Expenditure Account	-	<u>(3,600)</u>	-	<u>(3,600)</u>
Balance at 31st March 1995	<u>1,799</u>	<u>4,300</u>	<u>2,100</u>	<u>8,199</u>

CAMBRIDGE & COUNTY FOLK MUSEUM

CAMBRIDGE & COUNTY FOLK MUSEUM
YEAR ENDED 31ST MARCH 1995

MANAGEMENT INFORMATION

(The following pages do not form part of the statutory accounts)

INDEX

10-11	Income and Expenditure Account
12	Income and Expenditure Account - South Cambridgeshire Project
13-14	Accountants Report

CAMBRIDGE & COUNTY FOLK MUSEUM

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 1995

	<u>1995</u> £	<u>1994</u> £
INCOME BROUGHT FORWARD	72,562	70,226
<u>EXPENDITURE</u>		
Cost of Sales	2,590	3,120
Museum Equipment	1,486	2,226
Rent	14,500	14,500
Insurance	891	862
Light, Heat and Water	1,999	1,876
Repairs and Maintenance	2,716	1,066
Cleaning	454	487
Salaries	36,851	31,574
Pensions	1,208	1,174
National Insurance	2,308	2,203
Audit Fee	859	947
Travelling Expenses and Courses	946	1,231
Miscellaneous	346	410
Printing, Postage and Stationery	1,606	1,873
Hire of Equipment	1,337	1,272
Security Costs	358	498
Telephone	688	643
Advertising	629	430
Subscriptions	252	231
Social Activity Expenses	156	226
School Holiday Expenses	32	33
Computer Costs	211	82
Depreciation of: Office Equipment	419	193
Museum Equipment	93	31
Storage Heaters	114	152
	<u>73,049</u>	<u>67,340</u>
Less Charge for Museum Services - South Cambridgeshire Project	<u>(1,112)</u>	<u>(1,109)</u>
	<u>71,937</u>	<u>66,231</u>
Surplus for the year	<u>625</u>	<u>3,995</u>

CAMBRIDGE & COUNTY FOLK MUSEUM

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 1995

	<u>1995</u>	<u>1994</u>
	£	£
<u>INCOME</u>		
Admissions	9,661	9,886
Sales	4,048	4,343
Subscriptions	732	575
Donations	1,093	1,245
Loan Objects	277	337
Holiday Activities	10	22
Fund Raising	125	-
Legacy	-	1,000
	<u>15,946</u>	<u>17,408</u>
<u>GRANTS</u>		
City of Cambridge	52,000	49,750
City of Cambridge - Additional Grant	<u>3,000</u>	-
	55,000	49,750
<u>REIMBURSEMENT OF EXPENDITURE</u>		
South Eastern Museums Service (AMSSEE)	500	1,568
CMAC	533	464
Cambridgeshire County Council	<u>-</u>	<u>400</u>
	1,033	2,432
<u>INTEREST RECEIVED</u>		
	<u>583</u>	<u>636</u>
<u>INCOME CARRIED FORWARD</u>		
	72,562	70,226

CAMBRIDGE & COUNTY FOLK MUSEUM

INCOME AND EXPENDITURE ACCOUNT - SOUTH CAMBRIDGESHIRE PROJECT
FOR THE YEAR ENDED 31ST MARCH 1995

	<u>1995</u>	<u>1994</u>
	£	£
<u>INCOME</u>		
Grant - South Cambridgeshire RDC	13,755	13,170
<u>EXPENDITURE</u>		
Insurance	297	267
Light, Heat and Water	1,000	963
Salaries	7,724	7,498
National Insurance	588	633
Audit Fee	286	316
Travelling Expenses	229	306
Miscellaneous	-	12
Printing, Postage and Stationery	424	332
Telephone	332	316
Display Costs	697	690
Labour and Transport	<u>300</u>	<u>266</u>
	11,877	11,599
<u>DEPRECIATION</u>		
Office Equipment	513	237
Museum Equipment	113	38
Storage Heaters	140	187
Charge for Museum Services	<u>1,112</u>	<u>1,109</u>
	13,755	13,170
(Deficiency) Excess of Expenditure over Income	<u>-</u>	<u>-</u>

CAMBRIDGE & COUNTY FOLK MUSEUM

ACCOUNTS REPORT TO THE MEMBERS OF CAMBRIDGE & COUNTY FOLK MUSEUM

Respective responsibilities of the council of management and reporting accountants.

As described on page 6, the company's council of management are responsible for the preparation of the accounts.

In accordance with their instructions and in order to assist the directors to fulfil their responsibilities we have prepared the accounts on pages 4 to 9 from the accounting records and from information and explanations supplied to us.

We have not performed an audit and we do not provide any assurance that the accounts show a true and fair view, which remains the sole responsibility of the council.

It is our responsibility to examine the accounts and, based on our examination, to report our opinion, as set out below, to the members.

Basis of opinion

We conducted our examination in accordance with the appropriate standards for reporting accountants.

The examination was not an audit conducted in accordance with Auditing Standards. Accordingly we do not express an audit opinion on the accounts. Therefore, our examination does not provide any assurance that the accounting records and the accounts are free from material misstatement.

CAMBRIDGE & COUNTY FOLK MUSEUM

Opinion

In our opinion:

- a) the accounts are in agreement with those accounting records kept by the company under Section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - ii) the company satisfies the conditions for exemption from an audit of the accounts for the year specified in section 249A(3) of the Act (as modified by section 249(5)) and did not, at any time within the year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1) (a) to (f).

Kinnaird Hill
285 Milton Road
Cambridge
CB4 1XQ

Chartered Accountants

Dated:

RECENT ACQUISITIONS

April 1994-March 1995

Once again, lack of storage and display space has meant that collecting has been curtailed. Only objects which have a demonstrable local connection and which also augment already strong parts of the collection have been accepted. The Museum has acquired some items on the understanding that they will not join the permanent collection but will be used for "hands-on" work with children or with older people in reminiscence sessions.

- | | | |
|------|--|---|
| Z287 | Mr Taylor
Lancaster | Items relating to a wedding at Histon Baptist Church c 1960. This group included photographs, an order of service, a printed napkin, hats and shoes. A valuable addition to our collection of objects relating to life "landmarks". |
| Z293 | Executors of the
late Gillian
Edwards who was a
Friend of the
Museum | Print depicting the villages of Barnwell and Chesterton. |
| Z296 | Mrs Hayward
Cambridge | Quilt made out of fabric scraps from Mill Road workhouse. Other items relating to the workhouse, where the donor's mother was a nurse. |
| Z300 | Mrs Sargeant
Cherry Hinton | Photograph of brewery workers at Bailey and Tebbutt's c. 1920. |
| Z307 | Mr Brown
Cambridge | "Cadger's" pipe, late 19th century. |
| Z316 | Mr Smith
Luton | Cambridge police officer's notebook c 1905. |
| Z346 | Cambridge
Probation
Service | A "Green Bike" used for the Green Bike scheme, 1993 |
| Z353 | Mr Fuller
London | School photograph and report from Cambridge Central School, 1926. |

CAMBRIDGE & COUNTY

FOLK MUSEUM

EXHIBITION FROM 19TH TO 30TH SEPTEMBER 1994

THE RUSSIANS ARE COMING



.... and they are
bringing their toys
with them to the
RUSSIAN TOY
EXHIBITION
at the Cambridge
and County
Folk Museum,
2/3 Castle St.
Cambridge.



VISIT THE RUSSIAN TOY EXHIBITION
AT THE FOLK MUSEUM, 2/3 CASTLE ST.

OPENING TIMES
MONDAY-SATURDAY
10.30 A.M.-5.00 P.M.
SUNDAY 2.00-5.00 P.M.
Last admission half-an-hour before closing.

ADMISSION CHARGES
ADULTS £1.00
CHILDREN / CONCESSIONS 50 p

The Museum is a Registered Charity. The Museum is supported by Cambridge City Council & South Cambridgeshire District Council.

The toys come
from Sergiev
Posad in the
north-east of
the Moscow
region : a place
renowned for
centuries for
it's toy making.

