Redditch Local History Museum

Hayward Wright Ltd
4 Clews Road
Redditch
Worcestershire
B98 7ST

Dear Sirs,

Letter of Representation

We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of the supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your report on the financial statements of the company for the year ended 31st March 2026:

1. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK and Ireland) and that you do not express an audit opinion.

2. We confirm that the company was entitled to exemption under section 477 of the Companies Act 2006 from the requirement to have its financial statements for the financial year audited. We also confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in accordance with section 476 of the Companies Act 2006.

3. We acknowledge as directors our responsibility for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements 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 profit or loss for the financial year in accordance with the requirements of sections 394 to 396 of the Companies Act 2006, and which otherwise comply with the requirements of that Act and regulations made under it relating to financial statements, so far as applicable to the company. All the accounting records have been made available to you and all transactions undertaken by the company have been properly reflected in those accounting records. All records and related information, including the minutes of the directors' and shareholders' meetings have been made available to you.

4. We confirm that we have maintained adequate accounting records, as required by the Companies Act 2006.

5. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

6. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

7. There were no contingent liabilities at the balance sheet date.

8. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of company law or accounting standards.

9. As directors, we have considered the financial position of the company. We believe that the company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the company's ability to continue as a going concern need to be made in the financial statements.

10. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Yours faithfully

June Strong

Signed on behalf of the board of Trustees

Date 08 / 10 / 2026

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date 01-04-2025 To Period end date 31-03-2026

Charity name: Redditch Local History Museum

Charity registration number: 119116

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	**To collect, store, preserve and display artefacts for the general public and other organisations from within the Redditch area, to build up the profile of the town of Redditch and to instil a sense of pride in the people who live within the town and surrounding area.** **To raise funds from organised events i.e.: visits from local clubs and groups.**
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	**Throughout the year, the museum delivered a varied programme of events that contributed significantly to both public engagement and financial sustainability. The annual evening Ghost Walks continued to be one of our most important income streams and remain a high-profile feature of the museum's calendar. Our outreach activities were also highly successful. The 1940s Weekend at Forge Mill provided an excellent opportunity to showcase the museum to a much wider audience and demographic, strengthening community awareness and increasing participation. We maintained strong collaborative links with Redditch Library, where a substantial portion of our archives has enhanced their collections. This partnership has resulted in high-quality displays that benefit the wider community and support local heritage education. The revamp completed last year continues to have a positive impact on visitor numbers. Displays are now more creative, engaging, and better aligned with our interpretive aims. Newly produced leaflets complement these improvements and have been well received by visitors.**

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	**Trustees have had regards to the guidance issued by the Charity Commission on Public Benefit.**

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	**Building a solid base of volunteers, each bringing their own skills to the running of the museum. Whether it is interacting with the general public at the front of house. Answering questions to the best of their knowledge and ability. We collaborated with the library re 1957 film of Auxerre, this was taken to old people's homes and societies as our outreach project. This highlighted the museum and created much interest. An ongoing display of our twinning town, Auxerre, was created within the museum for people to visit afterwards. This encouraged people to contribute their memories into our "Memories of Redditch Project". Working within the archives, repairing, restoring or preserving artefacts. Setting up new displays within the gallery. All these skills and more when joined together make the museum the centre for raising the profile and pride in our town.**

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	**During the reporting period, the museum made significant progress in strengthening its operational capacity, expanding its outreach, and enhancing its public benefit. A notable achievement has been the increase in volunteer numbers, accompanied by a broader range of skills and competencies. This growth has enabled the museum to develop and sustain key functions including IT, accounts, HR, archiving, outreach, and front-of-house operations. The expansion of these skillsets has directly strengthened the museum's resilience and improved service delivery. Our outreach programme continued to flourish. The museum played an active role in the Forge Mill 1940s Weekend, which coincided with the 80-year commemorations marking the end of the Second World War. This event provided an excellent platform to engage with new audiences and promote local heritage. We also attended a Mtwara twinning event at Arrow Valley Park, offering visitors valuable insight into the customs and culture of one of Redditch's twinning towns. This engagement supported our charitable aim of promoting cultural understanding and community connection. Representatives of the museum attended the Shot at Dawn needlepoint presentation at Redditch Library, meeting councillors, members of the public, local schools, and the Sea Cadets. This event strengthened our civic relationships and reinforced our role within the wider community heritage network. The museum continued to expand its Digital Memories of Redditch collection. We highlighted our long-standing relationship with the Wilsons fair family, an important part of Redditch's cultural history. A local model maker produced a detailed replica of the family's travellers' wagon for the museum, complementing the original wagon held at Avoncroft Museum. Museum representatives attended the reopening of the restored exhibit at Avoncroft, further cementing collaborative heritage links. In addition, the museum acquired a set of church kneelers from St Stephen's Church, which have become a valuable outreach asset. These items are now used in**

		sessions with local schools to support discussions around religion, symbolism, and community heritage, enriching our educational offer. **Impact of the 13th October Flood** **On 13th October 2025, the museum suffered a devastating flood that forced the immediate closure of the building. This incident had a significant impact on our operations, visitor numbers, and revenue. The museum remained closed until 26 March 2026, resulting in a prolonged period without on-site activity or income generation. Although we continued to deliver outreach activities, our archives had to be placed into secure storage, leaving us with limited access to materials essential for research, interpretation, and exhibition development. The financial impact was considerable, with reduced trading income and increased costs associated with relocation, storage, and recovery. Volunteer numbers were also affected, as the extended closure led some volunteers to move on to other opportunities. This loss of capacity further challenged our ability to maintain normal operations during the recovery period.**
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	**We confirm that the museum is solvent and endeavour to keep costs under control. We are in a healthy financial position. The balance sheet shows total bank funds at the end of the year as £34,789 including restricted funds of £24,698.**

Statement explaining the policy for holding reserves stating why they are held	Para 1.22	**Reserves are held for future spending within various grants. Main project was creating a memories catalogue for online use. This is ongoing and dependent on public contributions.**
Amount of reserves held	Para 1.22	**£48,036.**
Reasons for holding zero reserves	Para 1.22	**N/A**
Details of fund materially in deficit	Para 1.24	**N/A**
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	**It has become more and more difficult to raise funds within the present economic situation. Fresh ideas are needed to approach general fundraising. There is also a need to attract more volunteers to keep the museum going forward and encourage a younger demographic to participate.**

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	**Retail sales i.e: books and promotional items. Donations from individuals and local industries. Applied grants.**
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	**General cost of living rises. IE: utility bills etc and the effect it has had on the general public not having any spare finance. The lack of new people to replace retiring and leaving volunteers.**
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	**Museum Constitution**
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	**CIO**
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	**Trustees appointed by interview with reference to management potential, experience and skills. But most of all the desire to preserve the heritage and history of the town for the people of Redditch with a willingness to be mentored. Final appointment must be agreed by all serving Trustees.**

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Redditch Local History Museum
Other name the charity uses	None
Registered charity number	1191166
Charity's principal address	Unit 10, New Walk, Kingfisher Centre, Redditch, Worcestershire, B97 4YP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Brough	Chair		
2	Malcolm Hicks	Trustee		
3	Martyn Curry	Trustee		
4	June Strong	Trustee		
5	Clem Dallaway	Trustee	01/10/2025	
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7				
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19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Artefacts donated on loan
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	The Redditch Local History Museum. To collect, catalogue, store and display those artefacts as seen fit.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Items recorded on acceptance. Either as a donation/gift, or on loan. Complete paperwork and computer records as appropriate.

Additional information (optional)

Names and addresses of advisers (Optional information)		
Type of adviser	**Name**	**Address**
Accountant	Hayward Wright Ltd	4 Clews Road, Redditch, B98 7ST
Name of chief executive or names of senior staff members (Optional information)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	June Strong	
Full name(s)	June Strong	
Position (eg Secretary, Chair, etc)	Trustee	

Date	08 / 10 / 2026

CHARITY COMMISSION FOR ENGLAND AND WALES

THE REDDITCH LOCAL HISTORY MUSEUM		1191166	
Receipts and payments accounts			**CC16a**
For the period from	01/04/2025	**To**	31/03/2026

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Admissions	2,450	-	-	2,450	870
Sales	1,519	-	-	1,519	2,226
Donations	100	-	-	100	1,576
Other	676	-	-	676	
Grants					
BARN		450		450	2,000
Redditch round Table	500		-	500	
			-	-	
Sub total *(Gross income for AR)*	5,245	450	-	5,695	6,672
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,245	450	-	5,695	6,672
A3 Payments					
Premises Decoration & Repair	1,417	-	-	1,417	3,647
Domestic & Consumables	85	-	-	85	662
Premises Fixed Costs	2,879	-	-	2,879	3,283
Utilities & Services	2,608	-	-	2,608	1,565
Promotion & Cost of Sales	720	-	-	720	1,338
Museum Exhibits & Displays	358	-	-	358	476
Expenses	236	-	-	236	762
Fees & Professional Services	330	-	-	330	324
Unauthorised Expenditure	-	-	-	-	-
Stationery	41	-	-	41	443
Arts Fund	-	-	-	-	10
		-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	8,675	-	-	8,675	12,511
A4 Asset and investment purchases					
Asset and Investment Purchases	-	-	-	-	2,566
Sub total	-	-	-	-	2,566
Total payments	8,675	-	-	8,675	15,077
Net of receipts/(payments)	- 3,430	450	-	- 2,980	- 8,405
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	37,859	-	-	37,859	46,264
Cash funds this year end	34,429	450	-	34,879	37,859

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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	10,106	24,698	-
	Cash in Hand	75	-	-
	Total cash funds	10,181	24,698	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-	-

	Details	Unrestricted funds	Restricted funds	Current value (optional)
B4 Assets retained for the charity's own use	Access and Display Facilities		1,817	930
	Record copying & Storage Facilities	-	6,405	3,279
	Exhibits & Displays	480	882	697
	Furniture & Fittings	1,734		888
	Computer equipment	4,439		2,234

	Details	Unrestricted funds	Restricted funds	When due (optional)
B5 Liabilities	Supplier Invoices not yet paid	84	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Signature	Print Name	Date of approval
Signed by one or two trustees on behalf of all the trustees	June Strong	June Strong	08 / 10 / 2026

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Audit trail

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