

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2024



**friends of
Gloucestershire
Archives**

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report for the year ended 31 March 2024.

Administrative information

President

Edward Gillespie OBE, Lord-Lieutenant of Gloucestershire

Trustees

The trustees during the year were as follows:

Clive Andrews	Chair
Heather Forbes	County Archivist (ex officio)
Caroline Meller	Secretary
Claire Gibson	Treasurer
Stephen Haygarth	
Dr Cherry Ann Knott	
David Cook	

The trustees were assisted by:

Ally McConnell	Membership Secretary (until November 2023)
Brenda Fenner	Membership Secretary (from November 2023)
Jemma Fowkes	Events
Rhianna Watson	Social Media

Registered address

Gloucestershire Archives
Alvin Street
Gloucester
GL1 3DW

Bankers

Lloyds Bank
130 High Street
Cheltenham
GL50 1EW

Independent Examiner

S.E. Brown FCA, CTA
2 Chancel Way
Charlton Kings
Cheltenham
GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 – cont.

Object

The object of the charity is: To advance the education of the public in the understanding and preservation of the documented heritage of the historic county of Gloucestershire, especially by the promotion, support and improvement of Gloucestershire Archives.

Structure, Governance and Management

The charity was registered with the Charity Commission on 19 January 2016.

The charity was created as a successor to The Friends of Gloucestershire Archives (Registered Charity No. 1029013), which was an unincorporated organisation founded in 1993.

The current charity has a membership which is open to anyone who is interested in furthering its purposes. Members pay a small annual subscription, but this may be waived by the trustees.

The constitution provides for a minimum of six and a maximum of 12 trustees. The constitution sets out the powers of the trustees, the manner of appointment, resignation and removal of trustees, and the procedures and controls which govern the administration of the charity. The head of the archive service for Gloucestershire is an ex officio trustee. It is the policy of the charity to provide appropriate induction and training for all new trustees.

Public benefit

The trustees of the Friends of Gloucestershire Archives CIO have paid due regard to the Charity Commission's guidance on public benefit. The trustees believe that the requirements of the public benefit test are being met.

Risk management

The trustees periodically review the operational, financial, regulatory, legal and strategic risks affecting the charity. Appropriate measures to mitigate the effects of identified risks are in place and remain under review.

Fundraising

The charity does not use third parties for fundraising and the trustees are satisfied that their own fundraising activities comply with best practice as set out by the Fundraising Regulator.

Reserves policy

The trustees aim to retain approximately one third of the annual subscription income as a reserve. Reserve funds can be drawn on at short notice to purchase Gloucestershire related documents for the Archives if they are offered for sale. When making such purchases the trustees are guided by Gloucestershire Archive staff.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
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ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 – cont.

Data Protection

The charity has a data protection policy which was introduced in May 2018 in accordance with the General Data Protection Regulations. A copy of the policy is available on the charity's website.

Achievements and Performance

During the 2023/24 financial year the Friends celebrated their 30th anniversary. At the Annual General Meeting tribute was paid to the founding members, many of whom had continued to support the organisation over many years. During the charity's existence numerous outings had been organised to historical venues, countless members' talks had been held, and a great number of documents and items of equipment had been purchased for Gloucestershire Archives. Perhaps the most outstanding achievement had been the raising of over £130,000 towards the recent major refurbishment of the Archive building.

In the previous financial year the Friends received two donations totalling over £10,000, each one accompanying specific collections of documents deposited at the Archives. One collection consisted of papers of the prominent Witts family, many of whom lived in Upper Slaughter, Gloucestershire. The papers deal with a wide range of topics of both national and local interest and cover the years 1755 to 2008. The second collection comprised the personal papers of world-renowned sculptor and building conservationist Rory Young, who died in February 2023. He was born and lived in Gloucestershire, but his work took him to Scotland, York Minster, St Albans Cathedral, Southwell Minster, Christchurch Priory and elsewhere. Since the year end the donations have started to be used to cover the cost of cataloguing the two collections and of providing them with suitable protective enclosures.

The Friends also received a grant of £1,000 from The Gilbert Lane Trust, the charitable arm of G.R. Lane Health Products, best known for products such as Kalms and Earex. The grant has been used to purchase large book support systems, which can be used in the Archives' research room to help protect the bindings of different types of old books while they are being read. As many of the fragile books being researched are often Victorian hospital and patient registers it seemed an appropriate use of a grant from a medical organisation.

The Friends were notified that they were to be the recipient of a legacy from the late Patricia Bath, a founding member who was for many years the charity's secretary. It is expected that the amount of the bequest will be known in time for it to be reported in the next annual report.

The Friends continued to experience significant competition when bidding for documents for sale on the open market. Other county archives have had a similar experience. However, the Friends were able to purchase a significant collection of documents, ledgers, diaries, and photographs relating to the Whiteway Colony, a residential community in the Cotswolds established in 1898 by Tolstoyans. Residents have included immigrant anarchists, conscientious objectors and refugees from the Spanish Civil War. Mohandas Gandhi visited in 1909 but by then residents were already moving away from their founding ideology. The Colony still exists today and houses, among others, descendants of its original settlers.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
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ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 – cont.

Achievements and Performance – cont.

The Friends' annual mystery tour remains a firm favourite with members. Transported this year in Gloucester Rugby's luxury liveried coach (at no additional cost) members visited Roman remains at Caerwent, explored the medieval layout of Cowbridge, and delighted in the architectural and historical splendour of the great church at Llantwit Major. Planned and organised by distinguished local historian Dr John Chandler it was, as always, both enjoyable and educational.

For the first time this year the Friends joined with Gloucestershire Family History Society in arranging joint talks for members. Given the overlapping interests of the two organisations, holding talks for both memberships seemed a prudent use of resources.

The trustees held an extraordinary meeting in January to review the numerous policies which the Charity Commission expects each charity to have, such as an investment policy, a social media policy, and policies regarding trustee expenses and conflicts of interest. The trustees believe they are fully compliant with the Charity Commission's requirements in this respect.

The Friends continued to maintain the large shrub border which they planted, and which considerably enhances the entrance to the Archive building.

Membership numbers increased slightly during the year, and the Friends began exploring the possibility of installing a card reader at the reception desk to encourage more donations to the Friends from casual visitors.



Signed on behalf of the Trustees
Clive Andrews
Chair

10 October 2024

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

I report on the accounts of the Charity for the year ended 31 March 2024, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

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

It is my responsibility to:

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

Basis of Independent Examiner's report

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

Independent Examiner's statement

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

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S.E. Brown FCA, CTA

10 October 2024

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
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STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	2024 Total £	2023 Total £
Incoming Resources				
Subscriptions: Ordinary	850	-	850	800
Subscriptions: Family	255	-	255	270
Subscriptions: Groups	280	-	280	260
Gift Aid	189	-	189	1,341
Donations	2,245	-	2,245	11,232
Events	690	-	690	
Interest	75	104	179	17
	<u>4,584</u>	<u>104</u>	<u>4,688</u>	<u>13,920</u>
Total incoming resources				
Resources Expended				
Purchases	448	147	595	2,313
Projects	-		-	1,000
Insurance and subscriptions	95		95	95
Website	198		198	192
Events	855	-	855	-
Annual General Meeting	71	-	71	-
Sundries	-	-	-	10
	<u>1,667</u>	<u>147</u>	<u>1,814</u>	<u>3,610</u>
Total resources expended				
Net movement in funds	2,917	(43)	2,874	10,310
Reconciliation of funds				
Total funds brought forward	<u>9,374</u>	<u>10,888</u>	<u>20,262</u>	<u>9,952</u>
Total funds carried forward	<u>12,291</u>	<u>10,845</u>	<u>23,136</u>	<u>20,262</u>

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

BALANCE SHEET

31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	2024 Total £	2023 Total £
Current assets				
Debtors and prepayments	790	1,000	1,790	1,601
Bank current account	2,319	-	2,319	3,686
Bank deposit account	9,627	-	9,627	5,552
Bank deposit account – Designated and Restricted	-	9,845	9,845	9,888
Total current assets	<u>12,736</u>	<u>10,845</u>	<u>23,581</u>	<u>20,727</u>
Current liabilities				
Creditors and accruals	445	-	445	465
Total current liabilities	<u>445</u>	<u>-</u>	<u>445</u>	<u>465</u>
Total net assets	<u>12,291</u>	<u>10,845</u>	<u>23,136</u>	<u>20,262</u>
Funds of the Charity				
Unrestricted funds	12,291	-	12,291	9,374
Designated funds	-	-	-	-
Restricted funds	-	10,845	10,845	10,888
Total funds carried forward	<u>12,291</u>	<u>10,845</u>	<u>23,136</u>	<u>20,262</u>

For and on behalf of the Trustees



Claire Gibson
Treasurer

10 October 2024

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

	2024			Total £	2023 £
	General £	General £	Restricted £		
Gift Aid	790	-	1,000	1,790	1,601
	<u>790</u>	<u>-</u>	<u>1,000</u>	<u>1,790</u>	<u>1,601</u>

3. CREDITORS AND ACCRUALS

	2024			Total £	2023 £
	General £	General £	Restricted £		
Subscriptions received in advance	45	-	-	45	65
Donations	400	-	-	400	400
	<u>445</u>	<u>-</u>	<u>-</u>	<u>445</u>	<u>465</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
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NOTES TO THE ACCOUNTS – cont.

FOR THE YEAR ENDED 31 MARCH 2024

4. RESTRICTED FUNDS

	Groundwork Garden Equipment £	Witts Catalogue	Young Catalogue £	For the Record	Total £
Balance 1 April 2023	31	5,003	5,425	429	10,888
Receipts	-	44	60	-	104
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	31	5,047	5,485	429	10,992
Payments	31	-	-	116	147
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance 31 March 2024	-	5,047	5,485	313	10,845
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