

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

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2020



friends of
Gloucestershire
Archives

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

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report for the year ended 31 March 2020.

Administrative information

President

Edward Gillespie OBE, Lord-Lieutenant of Gloucestershire

Trustees

The trustees during the year were as follows:

Clive Andrews	Chairman
Stephen Haygarth	Treasurer
Caroline Meller	Secretary
Hilary Haygarth	Membership Secretary (resigned 10 October 2019)
Dr James Hodsdon	(resigned 10 October 2019)
Dr Cherry Ann Knott	Events
Geoffrey North	(appointed 10 October 2019)
John Williams	Events (resigned 30 April 2019)
David Cook	(appointed 10 February 2020)
<i>The trustees were assisted</i>	
<i>by</i>	
Ally McConnell	Membership Secretary (appointed 10 October 2019)
Jemma Fowkes	Events

Registered Charity Number 1165223

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 2020 – 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.

Data Protection

The charity introduced a new data protection policy 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

Following the departure of Dame Janet Trotter as President of the Friends, members were very pleased to welcome her successor as Lord-Lieutenant of Gloucestershire, Edward Gillespie OBE, as their new President. Lords-Lieutenant are also the Custos Rotulorum of their county, the principal Justice of the Peace, who has nominal custody of the records of the commission of the peace. It is therefore fitting, as well as gratifying for the Friends, that they have maintained their connection with the Lord-Lieutenancy of the county, and are grateful to Edward Gillespie for accepting the role.

Two long-serving trustees resigned during the year, Membership Secretary Hilary Haygarth and former Chairman Dr James Hodsdon. They both gave long and valuable service to the Friends and members are extremely grateful to them for their contributions to the charity.

During the year a number of Archive staff have offered to assist the Friends in their work, for example by taking on the role of Membership Secretary and by helping with events, and we are very grateful to them for doing this, and to Heather Forbes, the County Archivist, for facilitating it.

During the year the Friends were pleased to witness the conclusion of the Archives' major refurbishment project, for which they raised over £133,000. Builders left two areas of bare soil by the newly built entrance and the Friends decided to pay for them to be planted with a large number of shrubs and perennials. The plants have flourished and are now a welcoming sight for all visitors.

The Friends continue to produce a bi-annual newsletter for members containing news about the Friends as well as interesting articles about the history and documents of Gloucestershire and South Gloucestershire. We are grateful to former trustee Liz Jack for continuing to edit it so efficiently.

The Friends launched a new website during the year, www.foga.online. It incorporates more images than previously, is mobile phone friendly, and will enable members to pay subscriptions and outing fees online. The Friends have also created new social media accounts, on Facebook, Instagram and Twitter, which can be accessed through the website.

A project to produce a database of Gloucestershire Quarter Session records from the 18th Century was launched by the Friends and has attracted a large number of volunteers. The Friends financed expert technical help to set up laptops bought in the previous year. The computers are available for the use of research volunteers, and have been greatly appreciated.

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

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020 – cont.

Achievements and Performance – cont.

The Friends faced stiff competition this year when bidding at auction for Gloucestershire documents they wished to purchase. However, they successfully bid for Court Baron and Court Leet documents from the Manor of Painswick, 1738-1799, and presented them to the Archives.

Local members have again been able to participate in a varied programme of talks and events. Visits included the annual mystery tour, which this year explored the Somerset Levels, the Grade I Westonzoyland Church, which houses the Battle of Sedgemoor Visitors Centre, and Burnham-on-Sea to study the town's architecture and how it illustrates its transformation from a tiny fishing village into a popular seaside resort.

Friends enjoyed a day trip to Coventry. Members were given a comprehensive guide from which they could choose what they wanted to see and explore. Inevitably the stunning 20th Century cathedral was the star. The local archives also hosted a tour for the Friends.

A behind the scenes tour of Gloucester Cathedral included a visit to their Archives and Library and a rare chance to visit the organ loft where the Assistant Director of Music told members about the 350 year history of the organ, and then demonstrated the instrument's versatility and power.

The Museum in the Park at Stroud is a fascinating place with an enchanting walled garden. Friends enjoyed a private visit in March 2020, with a special lecture by the Collections Manager followed by tea, and then a guided visit to the museum's archives and store rooms.

A talk on the City of Gloucester's charters attracted many members. The first surviving charter is from 1155, and the last was granted as part of local government reorganisation in 1974. The Friends have contributed towards the cost of the Bodleian Library making new, archive quality, enclosures for the charters. At another much appreciated talk the Force Archivist of Gloucestershire Constabulary spoke about its 180 year history and the archives she cares for.

I am very grateful to my fellow trustees for their hard work during the year, to members of the charity for their contributions, financial and otherwise, and to Heather Forbes, the County Archivist, and her staff for their unfailing support.

Clive Andrews
Chairman

8 October 2020

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 2020, 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

8 October 2020

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 2020

	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
	£	For the Record £	£	£
Incoming Resources				
Subscriptions: Ordinary	910	-	910	810
Subscriptions: Family	315	-	315	240
Subscriptions: Groups	300	-	300	260
Gift Aid	474	117	591	226
Donations	746	4,467	5,213	48,604
Event income	1,370	-	1,370	1,272
Interest	2	10	12	47
	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources	4,117	4,594	8,711	51,459
	<hr/>	<hr/>	<hr/>	<hr/>
Resources Expended				
Purchases and projects	1,481	28,330	29,811	104,288
Event costs	1,395	-	1,395	900
Insurance and subscriptions	115	-	115	95
Website	210	-	210	48
Postage and stationery	41	-	41	178
Donations	-	-	-	500
Sundries	35	-	35	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	3,277	28,330	31,607	106,009
	<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds	840	(23,736)	(22,896)	(54,550)
	<hr/>	<hr/>	<hr/>	<hr/>
Reconciliation of funds				
Total funds brought forward	4,206	31,298	35,504	90,054
	<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward	5,046	7,562	12,608	35,504
	<hr/>	<hr/>	<hr/>	<hr/>

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

BALANCE SHEET

31 MARCH 2020

	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
	£	£	£	£
Current assets				
Debtors and prepayments	489	117	606	16
Bank current account	807	-	807	1,136
Bank deposit account	4,540	371	4,911	3,806
Bank deposit account – For the Record	-	7,074	7,074	31,131
	<u>5,836</u>	<u>7,562</u>	<u>13,398</u>	<u>36,089</u>
Total current assets				
Current liabilities				
Creditors and accruals	790	-	790	585
	<u>790</u>	<u>-</u>	<u>790</u>	<u>585</u>
Total current liabilities				
	<u>5,046</u>	<u>7,562</u>	<u>12,608</u>	<u>35,504</u>
Total net assets				
Funds of the Charity				
Unrestricted funds	5,046	-	5,046	4,206
Restricted funds	-	7,562	7,562	31,298
	<u>5,046</u>	<u>7,562</u>	<u>12,608</u>	<u>35,504</u>
Total funds carried forward				

For and on behalf of the Trustees

Stephen Haygarth
Treasurer

8 October 2020

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

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

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

	2020			2019
	General	Restricted	Total	
Gift Aid	489	117	606	16
	<hr/>	<hr/>	<hr/>	<hr/>
	489	117	606	16
	<hr/>	<hr/>	<hr/>	<hr/>

3. CREDITORS AND ACCRUALS

	2020			2019
	General	Restricted	Total	
Subscriptions received in advance	290	-	290	85
Donations	500	-	500	500
	<hr/>	<hr/>	<hr/>	<hr/>
	790	-	790	585
	<hr/>	<hr/>	<hr/>	<hr/>

4. TRUSTEE EXPENSES

During the period expenses totalling £26 (2019 £156) were paid to the Trustees to reimburse them for administration expenses incurred on behalf of the Charity.

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

FOR THE YEAR ENDED 31 MARCH 2020

5. RESTRICTED FUNDS

	For the Record	Purchases for Gloucestershire Archives	Total
Balance 1 April 2019	31,298	-	31,298
Receipts	4,397	197	4,594
	<hr/>	<hr/>	<hr/>
	35,695	197	35,892
Payments	28,133	197	28,330
	<hr/>	<hr/>	<hr/>
Balance 31 March 2020	7,562	-	7,562
	<hr/>	<hr/>	<hr/>