

Trustees' Annual Report for 23 May 2016 to 31 March 2017

A. Reference and administration details

1. **Charity name** Norfolk Archives and Heritage Development Foundation
2. **Other names charity is known by** NORAH
3. **Registered charity number** 1167279
4. **Charity's principal address** The Archive Centre, Martineau Lane, Norwich, Norfolk, NR1 2DQ
5. **Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person/body entitled to appoint trustee
i	Dr Christopher Kemp	Chairman	From 23 May 2016	Norfolk Records Committee
ii	Mr Michael Chenery of Horsbrugh	N/A	From 23 May 2016	N/A
iii	Mr Nick Patrick	N/A	From 23 May 2016	N/A
iv	Mrs Natalie Butler	N/A	From 25 April 2017	N/A
v	Dr John Alban	N/A	From 25 April 2017	N/A
vi	Mr Peter Williams	N/A	From 25 April 2017	N/A
vii	Mr Peter Shields	N/A	From 25 April 2017	N/A
viii	Mr Brian Horner	N/A	From 6 June 2017	N/A
ix	Mr Alan Steynor	N/A	From 6 June 2017	N/A
x	Mr David Stannard	N/A	From 6 June 2017	N/A
xi	Mr Julian White	N/A	From 6 June 2017	N/A

6. Names of authorised officials

- i Gary Tuson
- ii Jonathan Draper

B. Structure, governance and management

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| 1. Type of governing document | Constitution |
| 2. How the charity is constituted | Foundation Charitable Incorporated Organisation (CIO) |

3. **Trustee selection methods**

In May 2016, the Norfolk Archives and Heritage Development Foundation, hereafter referred to as the charity, was established with three trustees by the Norfolk Record Office (NRO) for the Norfolk Records Committee (NRC). Two of the trustees were members of the NRC. The third trustee had worked with the NRO on many projects and had experience of raising funds for heritage related activities.

In December 2016, the existing trustees established a mechanism for appointing new trustees. They agreed a role description and person specification and put an advert in the local press. All applicants who met the criteria were interviewed between March and April 2017. The trustees agreed that eight of the applicants had the necessary skills to help establish the charity. Therefore the board of trustees is now made up of 11 people.

Induction of the new trustees took place between April and June 2017. This was delivered by the charity's two authorised officials. It consisted of an introduction to the charity's objectives, its constitution and other key documents, including various guidance documents published by the Charity Commission for England and Wales. All new trustees were also introduced to the various issues facing the archive sector as a whole and to their fellow trustees.

4. **Additional governance issues**

The chairman of the NRC is an *ex officio* member of the charity's board of trustees. The charity's constitution allows the NRC to nominate one trustee. This position is currently vacant.

The NRO provides ongoing administrative and secretarial support to the charity, which equates to approximately three days per week as an in-kind contribution. When carrying out work for the charity, NRO staff members act upon instruction from the board of trustees at all times. In addition to providing staff time to the charity, the NRO also currently purchases goods and services for the charity as an in-kind contribution. These purchases include the charity's website, a donation box and registration with the Information Commissioner's Office.

Two of the NRO's employees act as authorised officials for the charity. In this capacity they are able to liaise with HM Revenue and Customs on financial matters on behalf of the charity. They are also signatories on the charity's bank account, as are the three original trustees.

The chairman of trustees acts as treasurer of the charity. HM Revenue and Customs recognise him, together with one of the authorised officials, as the charity's

responsible persons for financial matters. The board of trustees intends to appoint a new chairman and a separate treasurer at its meeting in September 2017. Furthermore, a strategy document for the charity was due to be discussed and agreed at forthcoming meetings in June and September 2017.

The constitution submitted to the Charity Commission for England and Wales in January 2016 remains unchanged. All trustees and both authorised officials have signed HM Revenue and Customs' fit and proper person declaration.

C. Objectives and activities

1. Summary of the objects of the charity set out in its governing document

The object of the charity is the advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office and its partner organisations, in particular but not exclusively by funding the following.

- a. The acquisition, preservation and processing of records and printed materials worthy of permanent retention so they can be made accessible to the public by the Norfolk Record Office and its partner organisations.
- b. Projects and activities which engage different audiences with records and printed materials worthy of permanent retention.

2. Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

All trustees have signed the Charity Commission for England and Wales trustee eligibility declaration in which they acknowledge understanding of the charity's purpose and rules set out in its constitution.

The charity aims to fund the following activities in support of its charitable objectives.

1. The main aim of purchasing Norfolk's archives is to ensure they are made freely accessible, or surrogate copies for fragile items, to members of the public on a permanent basis by organisations such as archives, libraries, museums and heritage centres. There must be clear and demonstrable evidence of public interest in any document purchased.
2. The aim of preservation is to allow archives to be accessed by members of the public now and in the future, whilst minimising the threat of damage, theft or loss. Activities associated with preservation include provision of secure storage, packaging, invasive conservation and preservation digitisation.
3. The aim of processing Norfolk's archives is to make it easier for members of the public to access and interpret those archives. Associated activities include

appraisal, cataloguing, indexing, summarisation, transcription and translation or digitisation for access.

4. Activities such as publication on the Internet and hard copy, exhibitions, talks and workshops support people's engagement with Norfolk's archive, the aims of which are threefold;
 - a. To enable people to learn more about Norfolk's past.
 - b. To develop individual capabilities competences, skills and understanding.
 - c. To strengthen communities through an enhanced sense of common identity.

The main beneficiary for all activities of the charity is the general public. The charity also support endeavours which focus on specific communities and new audiences.

3. Additional details of objectives and activities

The charity meets from time to time to consider its various activities and whether to confer funding on any particular project or activity. It considers each project on its merits but refer to the specific charitable objective as the underlying prime criterion, that is, to further the education of the Public in the history of Norfolk. All projects supported or undertaken by the charity must be achievable and be carried out in accordance with professional standards and relevant legislation.

The charity itself does not provide facilities for the public as a way of advancing its purpose though it may well deliver some services, such as talks on Norfolk's history. The charity does not operate or maintain its own premises but is based, for administrative purposes, at the NRO.

D. Achievements and performance

1. Summary of the main achievements of the charity during the year

Establishing good governance

The charity has concentrated on two areas of activity during its first year of operation. Firstly, it wanted to establish good governance as described in section B above, in order to support future activity.

Morningthorpe appeal

The second main area of work has been a public appeal to purchase Norfolk archives at an auction and to carry out associated engagement activities. In August 2016, the charity agreed to a request by the NRO to run a public appeal with them. The appeal was to raise money to allow the NRO to purchase Norfolk archives at the Morningthorpe Manor House Sale of 6 to 9 September 2016.

As a result, the charity was given £21,926, which supported separate grants made directly to the NRO. All of the £21,926 was spent at the auction. Of the 91 lots purchased, 85 were added to the holdings of the NRO. The remaining six lots were added to the holdings of the Norfolk Heritage Centre.

The purchased items included a manorial map of 1735 of Whinburgh, Griston, Yaxham, Westfield and Carbrooke; a manor court book for Wells-next-the-Sea for 1691 to 1744; a saddler's ledger for 1908 to 1912; an album of photographs by Walter Clutterbuck of 1919 and a seventeenth-century patent book of the Dean and Chapter of Norwich Cathedral. All of the archives purchased are invaluable for the study of local and family history and a complete list of the purchased lots is available on the charity's website.

The Morningthorpe appeal and subsequent purchase of Norfolk archives is clear evidence of the charity meeting its broad objectives. The collective knowledge of Norfolk's past has been enhanced by the purchase of these 91 lots from the Morningthorpe sale. This is because all of the lots have been made freely accessible to the public and specific events have taken place to aid people's engagement with the purchased items. These activities include an exhibition, talks and craft activities for children.

E. Financial review

1. Brief statement of the charity's policy on reserves

As of 31 March 2017, the charity has no formal policy. However, the intention is to build and maintain a balance which supports six months' of operational costs. The remaining money will support its charitable objectives. A longer term aim will be to build reserves to allow the charity to respond to unexpected events and to carry out larger projects.

2. Details of any funds materially in deficit

N/A

3. Further financial review details

The charity's current source of funding are as follows.

- Public appeal using social media, as shown by the Morningthorpe appeal.
- Individual giving *via* two donation boxes at the Norfolk Record Office and *via* its website.
- The charity is able to claim Gift Aid on eligible donations.

It is the intention of the trustees to extend the ways it raises funds once a strategy document has been finalised.

F. Declaration

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

Signed on behalf of the charity's trustees.

Signature(s)	Signed	Signed
Full name(s)	Peter Williams	Christopher Kemp
Position	Chairman & trustee	Trustee & former chairman
Date	21 Oct 2017	3 Nov 2017