

# NORFOLK FAMILY HISTORY SOCIETY

## AGENDA, MINUTES, REPORTS and ACCOUNTS

for presentation at the  
25<sup>th</sup> ANNUAL GENERAL MEETING  
at  
KIRBY HALL, NORWICH  
on  
SATURDAY 29<sup>th</sup> JANUARY 2022



Although COVID-19 infection rates continue to fall across the UK in light of the increased transmissibility of the Omicron variant now prevailing the Trustees have decided reluctantly that it would be prudent not to have a large group of people attending a meeting in the restricted spaces of Kirby Hall at the moment and hence have decided that the AGM will be held solely on Zoom again – date and times remain unchanged.

## CONTENTS

NOTICE OF MEETING .....	2
AGENDA .....	2
Note 1.....	2
Note 2.....	3
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021 .....	8
REPORT OF THE TRUSTEES.....	8
Reference Details .....	8
Trustees.....	8
ADMINISTRATIVE DETAILS .....	9
Incorporation .....	9
Trustees' responsibilities.....	10
Recruitment and appointment of new Trustees .....	10
STRUCTURE, GOVERNANCE AND MANAGEMENT.....	11
Governing document .....	11
Risk Assessment .....	11
OBJECTIVES AND ACTIVITIES .....	11
Objectives and aims .....	11
ACHIEVEMENT AND PERFORMANCE .....	14
Membership .....	14
Coronavirus .....	14
Achievements.....	15
PUBLIC BENEFIT .....	18
FINANCIAL REVIEW .....	20
Reserves policy .....	20
Principal funding sources .....	20
FUTURE DEVELOPMENTS .....	21
INDEPENDENT EXAMINER'S REPORT .....	23
STATEMENT OF FINANCIAL ACTIVITIES .....	25
BALANCE SHEET .....	26
NOTES TO THE FINANCIAL STATEMENTS.....	28



## NOTICE OF MEETING

The 25<sup>th</sup> Annual General meeting of the Norfolk Family History Society will be held at Kirby Hall, 70 St Giles Street, Norwich, Norfolk on Saturday 29<sup>TH</sup> January 2022 at 12.00 Noon GMT.

## AGENDA

No.	Item	Resolution
1	Apologies for absence	
2	Minutes of the AGM of 27 <sup>th</sup> March 2021	1
3	Matters arising from the Minutes of the meeting of 27 <sup>th</sup> March 2021.	
4	To receive the Directors' / Trustees' Report for the year ended 31 <sup>st</sup> March 2021	2
5	To consider and approve the Accounts for the year ended 31 <sup>st</sup> March 2021 (and the Auditor's report therein)	3
6	To re-appoint ARGENTS, 15 Palace St., Norwich as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration	4
7	Re-appointment of Mrs Belinda Broad – see note 2	5
8	Re-appointment of Mr Charles Bush – see note 2	6
9	Re-appointment of Mr Peter Steward – see note 1	7
10	Re-appointment of Mr Steve Tartellin – see note 1	8
11	Re-appointment of Mr Phil Whiscombe – see note 1	9
12	To transact any other business of the Company	

### Note 1

In accordance with Articles 34 and 35 of the Society's Articles of Association the Trustees recommend that the following members of the board retiring by rotation be reappointed.



Mr Peter Steward, currently the Editor of the Norfolk Ancestor was appointed to the Board in 2014 and re-appointed 2018.

Mr Steve Tarttelin, currently the Transcripts' Coordinator was appointed to the Board in 2016 and re-appointed 2019.

Mr Phil Whiscombe, currently the Chair was appointed to the Board in 2014 and re-appointed 2018.

## Note 2

In accordance with Article 39 of the Society's Articles of Association the Trustees recommend that the following members of the board who were appointed by resolution during the year, and hence are required to retire by the Articles, be reappointed.

Mrs Belinda Broad, currently the Membership Secretary.

Mr Charles Bush, currently the Premises and Maintenance Manager.

# MINUTES OF THE AGM OF 27<sup>TH</sup> March 2021

Minutes of the 24th Annual General Meeting of the Norfolk Family History Society held via Zoom link on Saturday 29<sup>th</sup> March 2021 at 12.00pm

18 voting members attended.

## • Chairs Introduction

- Phil Whiscombe (Chair) welcomed members to the meeting and explained the reasons for the online meeting. He also paid tribute to Jean Stangroom and her long service to the Society.
- Trustees introduced themselves and outlined their current roles.
- The Chair presented his overview of the year ending 31<sup>st</sup> March 2020 and made the following points:
  - It was emphasised that this meeting covered the society year ending on 31<sup>st</sup> March 2020 and had been delayed to the latest possible date legally permitted in view of the pandemic.
  - The new option for members to subscribe to receiving an electronic version of the Ancestor had had a positive response and it was estimated that about 50% had opted for this. There had been a very positive response to the journal and changes were currently being introduced with more colour and a new layout.
  - The library was being reorganised with new information and display boards and other improvement works which will be undertaken when circumstances permit.
  - Speakers at Kirby Hall have been restarted.



- During the current year, Robert Kilbourn had stepped down as Treasurer and Carole Taylor has returned to that role in the interim.
- It is still not known when the library can reopen to the public but trustees were optimistic that volunteers may be able to return shortly.
- The website is in need of a facelift both visually and technically and various options are now being pursued. If any members have website skills, Phil Whiscombe would be very happy to hear from them.

## **1. Apologies for absence**

- 73 proxy forms were received giving authority to the Chair to vote on their behalf for the indicated resolutions. Apologies were also received from 11 other members.

## **2. Minutes of the 23rd AGM of 12<sup>th</sup> October 2019** (copies available on the NFHS website)

- **Resolution 1:** acceptance of the minutes proposed by Steve Tarttelin; seconded by Ellen Carr. Carried unanimously. (73 proxy votes cast in favour).

## **3. Matters arising from the Minutes of the meeting of 12<sup>th</sup> October 2019**

There were no matters arising.

## **4. To receive the Directors' / Trustees' Report for the year ended 31<sup>st</sup> March 2020**

- **Resolution 2:** acceptance of the report was proposed Carole Taylor, seconded by Carol Reeve. Carried unanimously (73 proxy votes were

cast in favour).

**5. To consider and approve the Accounts for the year ended 31<sup>st</sup> March 2020 (and the Auditor's report therein).**

Issues raised in connection with the accounts were:

- These accounts were very similar to the previous years and membership numbers remained fairly constant.
- Noted quite a turnover of members with a relatively high level of members joining for one year only but this was balanced by an equivalent number of new members.
- **Resolution 3:** approval of the accounts was proposed by Peter Steward, seconded by Brian Ellis and carried unanimously (72 proxy votes were cast in favour with one abstention).

**6. To reappoint Argents, 15 Palace Street, Norwich as the Reporting Accountants for the ensuing year and to authorise the trustees to fix their remuneration.**

- **Resolution 4:** reappointment of Argents proposed by Ellen Carr seconded by Judith Parks. Carried unanimously (73 proxy votes cast in favour).

**7. Re-appointment of Mr Richard Ashberry as a trustee – Resolution 5.**

- Proposed by Peter Steward, seconded by Phil Whiscombe. Carried unanimously (73 proxy votes cast in favour).
- **Re-appointment of Mrs Ellen Carr as a trustee – Resolution 6.**

Proposed by Paul White, seconded by Carol Reeve. Carried

unanimously (73 proxy votes cast in favour).

## **8. Re-appointment of Mrs Carol Reeve as a trustee – Resolution 7**

- Proposed by Richard Ashberry, seconded by Judith Parks. Carried unanimously (73 proxy votes cast in favour).

## **9. To transact any other business of the company**

- Brian Ellis asked if the recent Zoom talk would be available to members on the society website. Peter Steward confirmed that they would be subject to the speaker's agreement. Peter would notify members by email and/or Facebook when they can be viewed.
- Shirley Beaumont thanked the trustees for holding this meeting on Zoom and thus increasing the societies accessibility to more members, particularly our overseas membership. Peter Steward said that this was a positive move and the society would be concentrating more on online offerings.
- Phil Whiscombe closed the meeting with thanks to the trustees for their efforts in keeping the society going and thanks to those members who attended.

Meeting closed at 12.30.

*Richard Ashberry – NFHS Minutes Secretary*



## REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

### REPORT OF THE TRUSTEES

The Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31st March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 and 2014 and the supplementary procedures.

### Reference Details

Registered Company number: 03194731

Registered Charity number: 1055410

Registered office:

Kirby Hall

70 St. Giles Street

NORWICH

Norfolk

NR2 1LS

### Trustees

The directors of the charitable company ("the Charity") are the trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The table below shows the trustees holding office during the year.

Trustee	Appointed	Resigned	Office
Carole Taylor	April 2007		Treasurer (part year) & Membership Secretary

Robert Kilbourn	July 2019	July 2020	Treasurer (part year)
Phil Whiscombe	April 2014		Company Secretary /Premises & IT Maintenance/Chair (part year)
Carol Reeve	Nov 2012		Volunteer Co-ordinator
Peter Steward	Dec 2014		Ancestor Editor
Steven Tarttelin	May 2016		Transcripts Organiser
Ellen Carr	Sep 2017		Librarian
Richard Ashberry	Dec 2017		Minutes Secretary
Charles Bush	Feb 2021		Premises Maintenance (part year)

The Society has no salaried staff. All activities are undertaken by the unpaid voluntary activities of its members

#### Company Secretary

Phil Whiscombe

<b>Reporting Accountants</b> ARGENTS 15 Palace Street Norwich NR3 1RT	<b>Solicitors</b> LEATHES PRIOR 74 The Close Norwich NR1 4DR	<b>Bankers</b> HSBC 18 London Street Norwich NR2 1LG
---	--	--

## ADMINISTRATIVE DETAILS

### Incorporation

The Norfolk Family History Society, which is governed by its Memorandum & Articles of Association, was incorporated as a private limited Company on 3rd May 1996 Company Number: 3194731 and registered as a Charity on 15th May 1996 Charity Number: 1055410 to take over the assets and

liabilities of the General Fund of the Norfolk and Norwich Genealogical Society, founded in 1968. The transfer took place on 31st October 1996. The affairs of the Society are managed by the trustees' committee which meets every month. It consists of the named trustees, appointed at the Annual General Meeting held in October each year.

### Trustees' responsibilities

Charity law requires the trustees to keep proper books of accounts in respect of all monies received and expended by the society and prepare financial statements for each financial year which provide a true and fair view of the state of the Charitable Company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate that the charitable company will continue in business.

The trustees meet regularly every month to discuss the overall activities of the Society, to receive reports and take actions. They are responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities.

### Recruitment and appointment of new Trustees

The Society requires a good cross section of skills on the Board of Trustees to cover all the areas which the NFHS encompasses. The Board is always looking for new trustees. Putting in place recruitment, selection and induction procedures as recommended by the Charity Commission is in progress. Role descriptions have been agreed and issued for several roles but a checklist for new Trustees to assess their skills and to ensure induction is carried out on all areas of operations has not yet been produced. Copies of the Charity Commission documents have been put on the server and printed and the Trustees continue to list and document their own procedures as these evolve.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The NFHS is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### Risk Assessment

The trustees review the risks to which the Society is exposed on a regular basis and their comments are recorded in the trustees' committee meeting minutes. The principal risks and uncertainties facing the charity have been identified using a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, particularly those connected with the library premises and use of facilities; trustee and volunteer recruitment and membership attraction / retention. A business plan has been discussed with recommendations made and some actions taken although this is still and will continue to be an ongoing activity particularly with regard to the impact of the coronavirus pandemic.

## OBJECTIVES AND ACTIVITIES

### Objectives and aims

The Objects of the Norfolk Family History Society are set out in its Memorandum and Articles of Association to advance the education of the general public by:

- (a) Collecting, publishing and making accessible in the interests of genealogy, heraldry and family history any document, record or book relating to the County of Norfolk
- (b) Promoting the preservation of such documents and records on the advice of the County Archivist for Norfolk
- (c) Encouraging the study of genealogy, heraldry and family history
- (d) Giving educational assistance by way of lectures and otherwise with reference to record research.

The Society is fortunate to have its own premises and a sizeable collection of documents, books and records, known as the Kirby Hall Library. This is staffed by volunteers and normally opens to the public for 3 regular sessions each week. (For details see the NFHS website).

The Society aims to be a centre of excellence in Norfolk Family History Research and to promote the interests of both individuals and groups engaged in this activity. It seeks to encourage and assist those interested by providing the means to share, exchange and publish information about Family History.

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives:

- To advance the education of the public in Family History.
- Publishes a quarterly journal 'The Norfolk Ancestor' with lively and interesting articles and information. The journal is available to all members in electronic format and is also sent to those members whose class of membership entitles them to receive hard copies.
- Produces a publicity brochure from time to time to be placed in Libraries, Churches, Museums and other establishments.
- Maintains a Society website (<https://www.norfolkfhs.org.uk>) to provide information to members and the general public, about the Society, its events and activities and lists of items held in the library collection.
- Has developed an online searchable database called 'NORS' for members only using a surname search of various resources.
- Operates an email and surface mail look-up service to members searching for individual and family names.
- Operates a Facebook Account for members to use and communicate with one another with 3,040 members at 31<sup>st</sup> March 2021.
- Keeps an up-to-date list of members' names and addresses and their family research interests to be shared with other members.

This is used in accordance with the General Data Protection Regulation (2018).

- Allows the public and members free use of internet at Kirby Hall for three family history subscription websites - Ancestry.com, Findmypast.co.uk, and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors.
- Provides thousands of fiche and film items for reference purposes within the library and for transcription activities.
- Runs a Bookstall in the library to sell a range of literature about Family History and Norfolk although stocks continue to be run down as it is difficult for the Society to compete on price with the large internet-based booksellers. Stock includes books, monographs and CDs, some of which the Society has produced and published, relating to genealogical information.
- Has digitally photographed Parish Registers at churches and at the NRO to make these more readable/accessible to the public.
- Has digitally copied the Family Tree collection and stored the images on the Kirby Hall server with the intention of uploading the images on its online database as resources allow.
- Holds Norfolk and Norwich Parish Registers which members have transcribed in printed and electronic format; also marriage indexes, Bishops' Transcripts, Monumental Inscriptions and photographs from over 400 churches within Norfolk.
- Enables access to a unique collection of paper copies of over 4,000 Family Trees, Pedigrees and Wills in the library.
- Collects many miscellaneous items about Norfolk villages and towns.
- Supports a local Group in London and provides a grant to the Diss Family History Society to support its activities.

The Society's main aims during the year have been to:

- Continue to improve the facilities inside Kirby Hall.
- Maintain the property; ensure that the fabric and the contents were protected during the pandemic lockdowns.
- Continue to computerise the library records.

- Maintain the range of services available to its members and the public at Kirby Hall and on the NORS online database.
- Continue to develop the NORS online database.
- Identify future actions to help to maintain future membership levels.

## ACHIEVEMENT AND PERFORMANCE

### Membership

The Membership of the NFHS at 31st March 2021 was:

Year	Norfolk	UK	USA	Australia	Canada	NZ	Other	Total
2020/21	969	2,483	138	221	83	34	40	3,968
2019/20	989	2,524	133	217	67	40	38	4,009

- Overall membership numbers are down slightly on the previous year with almost 600 new members joining during the year but this was offset by those who chose not to renew.
- We have 1,079 members who have remained with us for at least sixteen years.
- We have 72 Life Members and 196 10-Year Memberships with several of these members opting to receive their Ancestor online.
- The majority of new members are opting to receive an E-Ancestor.

### Coronavirus

The pandemic has had a significant impact on the Society with Kirby Hall remaining closed to all except those Trustees who were visiting to pick up post, check the building and carrying out any essential tasks. Many Trustees and Volunteers continued to work from home as best they could during this period and we are grateful to all those who continued to actively support the Society. The Society continued to provide its online services and the trustees carried out their duties remotely with trustees' Meetings being held by means of video-conferencing. As the financial year ended the 'stay at home' rule was lifted and we look forward to fully re-opening Kirby Hall later in 2021.

## Achievements

### *Website and online Database*

- NORS (Norfolk Online Records Search) online database currently has approximately 4.4 million individual records included in datasets of Banns, Baptisms, Births, Burials, Marriages, Poll Books; Monumental Inscriptions from over 800 Parishes and Churches; Norwich Death and Birth Returns; Norfolk Strays and full transcriptions of those Birth, Marriage and Death Certificates donated to the Society, plus a Miscellaneous Archive collection. These are all available to Society members for online surname search, the results of which may reveal family information not found elsewhere. The database is regularly accessed by our members both in the UK and many overseas locations.
- The website remains very popular averaging around 3,000 visits per month. Members continue to update their own members' interests, personal details and renew their membership online, greatly reducing the manual effort and time of volunteers.
- Trustees plans to update the website stalled due to the pandemic but have two options to pursue once circumstances allow.
- Uploading the scans of donated family trees as an addition to the NORS online database also stalled during the pandemic but it is hoped this will be completed mid-2021.

### *Member Communication*

- The Norfolk Ancestor journal continues to be well received by our membership according to the feedback we receive and Peter Steward, the editor, has been working on improving the balance of content and the appearance of the journal. It is distributed to all members four times a year (June, September, December, March), including several corporate members, record offices and libraries and is available on-line to all members. For the first time in our history, we were unable to print and post an issue of the Ancestor due to the impact of the pandemic but we were still able to produce an electronic version of the June 2020 issue and make it available to all members online.
- Social Media - The Society has a Facebook account which has an ever-growing membership with now over 3,000 users. Members



and non-members are finding it a useful discussion and research tool. We have had much less success with our Twitter account which has become largely dormant and we have struggled to find a volunteer prepared to administrate it.

### *Transcribing and Data collection*

- Currently we have about 20 transcribers working on Parish Registers and 4 people checking completed transcripts. 135 new transcripts were received, 235 were checked and 224 transcripts were sent to NORS for uploading.
- 74 Monumental Inscription surveys have been uploaded to NORS.

### *Library*

Due to the Covid Lockdown restrictions, we have not achieved as much as we would have liked over this year. For the whole year we have not been allowed members of the public in the library building and input from our volunteers has been extremely limited. However, as well as changing protocols in the building to conform with changing Covid regulations, we have still managed to achieve the following:

- 89 lookups have been made for members.
- Records and documents added:
  - MI Surveys 33 added to NORS
  - Pedigrees 5
- 43 Wills index have been added and work continues on indexing of legatees in the large books.
- Work continues on Settlement Examinations, Certificates and Removal Orders.
- Printed Parish Registers have been checked and a new catalogue printed
- Fiche have been sorted into alpha order and new catalogue printed
- Fiche and film drawers relabelled
- Spreadsheet of items previously sent to the NRO has been completed
- CDs have been catalogued and are now stored in the film cabinet
- All Section catalogues updated and re-printed
- Stock check completed

- Transcribing of King's Lynn Voters Register 1918 underway
- Scanning Parish Registers to send out to transcribers has continued
- Map chest has been moved into the main library
- All contents of map chest have been catalogued and placed in large transparent protective sleeves and replaced in chest which has new labels
- Collection of small shields and crests has been framed and mounted

### *Events*

- The programme of speaker events in Kirby Hall for 2020/21 unfortunately had to be postponed in March 2020 due to the pandemic restrictions.
- A programme of events to be held by Zoom was developed for introduction during 2021.

### *Publicity*

- Despite the problems created by the pandemic further options to publicise the Society both locally and nationally are being explored by the trustees but there is a need for a dedicated individual to take on the role of leading on publicity and the trustees are actively seeking a volunteer accordingly.

### *IT*

- Innershed, our website provider, implemented a Family Tree search facility using the scans of donated trees previously actioned as an addition to NORS. The Society will upload these to NORS as and when resources are available.
- Anglian Internet continue to provide our technical support for our IT server and systems in Kirby Hall. Remote back-up of our data held on the Kirby Hall server was implemented after the start of the pandemic lockdown as access to change portable hard drives was no longer possible.



### *Premises*

- We continued with fire alarm tests with statutory inspections of fire-fighting equipment, storage heaters, fire alarm system and small electrical appliances being carried out.
- The programme of improvements to Kirby Hall, which was put on hold due to covid, progresses, as and when practicable.
- Risk management - The Society Health and Safety Manual, the Volunteers Handbook and the Emergency Manual are continually reviewed as necessary to reflect changing circumstances.

### *Data Protection*

- The trustees reviewed the provisions of the General Data Protection Regulations 2018 and amended procedures where necessary to ensure compliance.

### *Miscellaneous*

- Although we are not actively promoting the Bookstall it continues to make a small contribution to our surplus.

### *Governance*

The trustees continue to update and advance the governance of the Society by adopting Charity Commission best practice and procedures. We still require more Volunteers, to help with Parish Register and Monumental Inscription transcription work and in the general management of the Society, its buildings and systems. Progress continues to be made and we are indebted to all volunteers who provide a professional service either working with the public or helping to create databases to improve the facilities in the library and the data on our website and NORS. With the retirement of a number of long-serving trustees over the last few years the Society is looking to recruit new trustees to strengthen the board, bring in new ideas and provide succession planning.

## PUBLIC BENEFIT

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an

audience as possible, to encourage the study of family history. To this end the library is normally open free to the public on three days a week and the Society Website gives all necessary general information to ensure that the public can benefit from its services. The wide range of activities listed above makes a positive contribution to the study of Norfolk Family History and contributes significantly to achieving the aims and objectives of the Society.

## FINANCIAL REVIEW

### Reserves policy

At 31st March 2021 total unrestricted reserves amounted to £182,210 of which £141,864 are free reserves to be used to fulfil the Charity's objectives in the future including the upkeep of the Society's premises. Investments held in the Kirby Hall Fund are M&G Charibonds.

The restricted reserve of £119,607 at 31st March 2021 is held in a permanent endowment fund and represents the net book value of the Kirby Hall premises. The fund value is reduced by the depreciation charge on the property.

The Trustees are reviewing the Society's needs for reserves in line with the guidance offered by the Charity Commission.

However, we believe that unrestricted reserves are needed:

- (a) to provide funds to safeguard our service commitment in the event of delays in receipt, or loss of, membership subscriptions.
- (b) to cover Fundraising Trading and Governance Costs, without which the Society could not function, for a period of 12 months running costs. The Trustees believe that reserves should be at least this level to ensure the Society runs efficiently and meets the needs of its members and the public.
- (c) to provide extra funds that can be designated to specific projects and / or deal with unforeseen emergencies. The Trustees monitor this situation carefully every six months.

### Principal funding sources

In the year to 2021, incoming resources totalled £57,147 an increase of £4,268 over the previous year. Investment income was down about 25% due to low interest rates but Donations and Legacies increased due to more members joining than in previous year, which was probably due to people having more time to research their ancestors due to the pandemic.

Expenditure on support costs reduced by £7,964 mainly due to the pandemic. Kirby Hall was closed for most of the year, with only a few trustees visiting to collect post and ensure the building was in good

working order, so electricity, telephone, stationery, volunteers and trustees' expenses were all significantly reduced. Computer costs have increased as the Society made the decision to adopt Azure cloud back-up to augment our backups on portable hard drives. Depreciation charges have reduced as the website was fully depreciated by the end of 2020.

Charitable activities expenditure reduced by £24,188. For the first time in our history, we were forced to cancel the printed edition of the June 2020 Ancestor due to the printers closing down at the start of the pandemic. We have also changed printers which has resulted in some savings. The pandemic also forced us to stop planned Kirby Hall maintenance plans. Projects and library costs have reduced by £4,722 mainly as last year the Society spent £4,000 on fiche. We also negotiated extensions to some of our library subscriptions as we were unable to utilise these during the pandemic.

## FUTURE DEVELOPMENTS

- To encourage members to use information provided by the Society through visits to Kirby Hall and use of the NFHS website, NORS online database and social media.
- To continue to develop links with the Norfolk Record Office and initiate links with Heritage Groups to help transcribe parish registers and undertake Monumental Inscription surveys.
- To continue to enhance the content of the NFHS website and NORS online database.
- To review membership prices with a view to continue to offer value for money in an environment where costs are continually increasing.
- To continue to develop Society Facebook account, as an important promotional tool for the Society.
- To continue to improve the content, appearance and layout of the Ancestor Journal.
- To continue to improve and update the facilities at Kirby Hall.
- To develop the business plan for the Society and implement any necessary findings.



- To recruit a volunteer(s) with the role of improving awareness of the Society through an integrated publicity and communication policy.
- To continue induction procedures for volunteers and trustees.
- To continue to document trustee role descriptions and procedures.
- To maintain and update a risk management strategy.

The Society intends to continue its activities and services as listed previously.

Approved by order of the board of trustees on 13<sup>th</sup> January 2022 and signed on its behalf by:

.....  
Phil Whiscombe – Chair

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORFOLK FAMILY HISTORY SOCIETY

I report to the trustees on my examination of the financial statements of Norfolk Family History Society (the charity) for the year ended 31 March 2021.

### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of **the charity's financial statements as carried out under section 145 of the Charities Act 2011 (the 2011 Act)**. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].





I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached

Mark Johnstone FCA  
Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT  
Date: [13<sup>th</sup> January 2022]

# STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2021*

		Unrestricted funds 2021 £	Endowment funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Endowment funds 2020 £	Total 2020 £
	Notes						
<u>Income from:</u>							
Donations and	3	53,459	-	53,459	48,815	-	48,815
Charitable activities	4	286	-	286	523	-	523
Investments	5	3,402	-	3,402	4,541	-	4,541
Total income		57,147	-	57,147	53,879	-	53,879
<u>Expenditure on:</u>							
Raising funds	6	13,814	1,514	15,328	21,508	1,514	23,022
Charitable activities	7	26,525	-	26,525	50,713	-	50,713
Total resources expended		40,339	1,514	41,853	72,221	1,514	73,735
Net gains/(losses) on investments	11	14,524	-	14,524	(16,909)	-	(16,909)
Net movement in funds		31,332	(1,514)	29,818	(35,251)	(1,514)	(36,765)
Fund balances at 1 April		150,878	121,121	271,999	186,128	122,635	308,763
Fund balances at 31 March 2021		182,210	119,607	301,817	150,877	121,121	271,998

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	12		161,682		162,945
Investments	13		95,165		80,642
			<u>256,847</u>		<u>243,587</u>
Current assets					
Stocks	15	374		491	
Debtors	16	5,279		7,990	
Cash at bank and in hand		63,086		48,215	
		<u>68,739</u>		<u>56,696</u>	
Creditors: amounts falling due within one year	17	(16,247)		(21,073)	
Net current assets			<u>52,492</u>		<u>35,623</u>
Total assets less current liabilities			309,339		279,210
Creditors: amounts falling due after more than one year	18		(7,522)		(7,212)
Net assets			<u>301,817</u>		<u>271,998</u>
Capital funds					
Endowment funds	19		119,607		121,121
Income funds					
<u>Unrestricted funds - general</u>					
Designated funds:					
Kirby Hall		141,864		124,624	
		<u>141,864</u>		<u>124,624</u>	
General unrestricted funds	20	40,346		26,253	
		<u>182,210</u>		<u>150,877</u>	
		<u>301,817</u>		<u>271,998</u>	



## BALANCE SHEET (CONTINUED)

*AS AT 31 MARCH 2021*

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 13<sup>th</sup> January 2021

A handwritten signature in blue ink, consisting of a large initial 'C' followed by a series of loops and a trailing flourish.

Chair

Company Registration No. 03194731



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

#### Charity information

Norfolk Family History Society is a registered charity governed by its Memorandum and Articles of Association, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006. The registered office is Kirby Hall, 70 St Giles Street, NORWICH, Norfolk, NR2 1LS, United Kingdom.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 1 Accounting policies

##### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	1% straight line
Property improvements	1% straight line
Plant and equipment	10% - 33% straight line
Website	33% straight line
Library stock	n/a

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

##### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

##### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

##### 1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

##### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.





## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 1 Accounting policies

##### 1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects



## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 3 Donations and legacies

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Donations and gifts	6,482	6,873
Membership fees	46,977	41,942

#### 4 Charitable activities

	Core activity 2021 £	Core activity 2020 £
Sales of publications and souvenirs	206	523
Advertising revenue	80	-
	286	523

#### 5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest and dividends	3,402	4,541

#### 6 Raising funds

	Unrestricted funds general 2021 £	Endowment funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Endowment funds 2020 £	Total 2020 £
<u>Fundraising and</u>						
Seeking donations, grants and legacies	-	-	1,290	-	-	1,290
Support costs	13,814	1,514	15,328	21,508	1,514	23,022
Fundraising and	12,524	1,514	15,328	20,218	1,514	23,022





# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

## 6 Raising funds

<u>13,814</u>	<u>1,514</u>	<u>15,328</u>	<u>21,508</u>	<u>1,514</u>	<u>23,022</u>
---------------	--------------	---------------	---------------	--------------	---------------

## 7 Charitable activities

### Core activity

	2021 £	2020 £
Kirby Hall expenditure	9,932	14,843
Postage and distribution costs of Norfolk Ancestor	5,166	12,397
Publications costs of Norfolk Ancestor	4,820	9,950
Projects and library	2,668	7,390
Movement in publications and souvenirs	117	246
Bookstalls	87	153
Stationery and consumables for members	128	837
Subscriptions paid	969	982
Group meeting expenses	98	552
Insurance	1,740	1,963
	<u>25,725</u>	<u>49,313</u>
Grant funding of activities (see note 8)	<u>800</u>	<u>1,400</u>
	<u>26,525</u>	<u>50,713</u>

## 8 Grants payable

### Core activity

	2021 £	2020 £
Grants to institutions (1 grants):		
Diss Family History group - genealogical activities	<u>800</u>	<u>1,400</u>

-

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

## 9 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Depreciation	4,287	-	4,287	9,885	-	9,885
Trustees' expenses	544	-	544	2,367	-	2,367
Telephone and broadband	1,568	-	1,568	1,831	-	1,831
Post and stationery	667	-	667	460	-	460
Computer costs	5,205	-	5,205	3,663	-	3,663
General administration	161	-	161	1,096	-	1,096
Volunteer expenses	24	-	24	1,011	-	1,011
AGM expenses	144	-	144	3	-	3
Bank charges	1,438	-	1,438	1,416	-	1,416
Accountancy	-	1,290	1,290	-	1,290	1,290
	<u>14,038</u>	<u>1,290</u>	<u>15,328</u>	<u>21,732</u>	<u>1,290</u>	<u>23,022</u>
Analysed between						
Fundraising	<u>14,038</u>	<u>1,290</u>	<u>15,328</u>	<u>21,732</u>	<u>1,290</u>	<u>23,022</u>

Governance costs includes payments to the Accountants of £1,290 (2020- £1,290) for Independent Examination fees.

## 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year 6 trustees were paid expenses totalling £544 (2020 : £2,367)

## 11 Net gains/(losses) on investments

	Unrestricted funds general 2021	Unrestricted funds general 2020
	£	£
Revaluation of investments	<u>14,524</u>	<u>(16,909)</u>



# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2021

12 Tangible fixed assets	Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost	151,401	13,217	27,911	17,209	23,685	233,423
At 1 April 2020	-	-	3,024	-	-	3,024
Additions						
At 31 March 2021	151,401	13,217	30,935	17,209	23,685	236,447
Depreciation and impairment						
At 1 April 2020	30,280	745	22,244	17,209	-	70,478
Depreciation charged in the year	1,514	132	2,641	-	-	4,287
At 31 March 2021	31,794	877	24,885	17,209	-	74,765
Carrying amount						
At 31 March 2021	119,607	12,340	6,050	-	23,685	161,682
At 31 March 2020	121,121	12,473	5,667	-	23,684	162,945

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MARCH 2021

### 13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2020	80,642
Valuation changes	14,523
At 31 March 2021	<u>95,165</u>
Carrying amount	
At 31 March 2021	<u>95,165</u>
At 31 March 2020	<u>80,642</u>

14	Financial instruments	2021 £	2020 £
	Carrying amount of financial assets		
	Instruments measured at fair value through profit or loss	<u>95,165</u>	<u>80,642</u>

15	Stocks	2021 £	2020 £
	Finished goods and goods for resale	<u>374</u>	<u>491</u>

16	Debtors	2021 £	2020 £
	Amounts falling due within one year:		
	Other debtors	1,423	2,334
	Prepayments and accrued income	<u>3,856</u>	<u>5,656</u>
		<u>5,279</u>	<u>7,990</u>

17	Creditors: amounts falling due within one year	2021 £	2020 £
	Other creditors	14,467	19,068
	Accruals and deferred income	<u>1,780</u>	<u>2,005</u>
		<u>16,247</u>	<u>21,073</u>



NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2021*

18 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Other creditors	<u>7,522</u>	<u>7,212</u>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 19 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 April 2019	Incoming resources	Movement in funds			Balance at 1 April 2020	Incoming resources	Movement in funds			Balance at 31 March 2021
	£	£	Resources expended	Transfers	Revaluations gains and losses	£	£	Resources expended	Transfers	Revaluations gains and losses	£
Permanent endowments											
Kirby Hall	122,635	-	(1,514)	-	-	121,121	-	(1,514)	-	-	119,607
	<u>122,635</u>	<u>-</u>	<u>(1,514)</u>	<u>-</u>	<u>-</u>	<u>121,121</u>	<u>-</u>	<u>(1,514)</u>	<u>-</u>	<u>-</u>	<u>119,607</u>

#### 20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific

	Balance at 1 April 2019	Incoming resources	Movement in funds		Balance at 1 April 2020	Incoming resources	Movement in funds		Balance at 31 March 2021
	£	£	Resources expended	Revaluations, gains and losses	£	£	Resources expended	Revaluations, gains and losses	£
Kirby Hall designated fund	142,180	4,365	(5,012)	(16,909)	124,624	3,315	(599)	14,524	141,864
	<u>142,180</u>	<u>4,365</u>	<u>(5,012)</u>	<u>(16,909)</u>	<u>124,624</u>	<u>3,315</u>	<u>(599)</u>	<u>14,524</u>	<u>141,864</u>



## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 21 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Endowment funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Endowment funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:							
Tangible assets	42,075	-	119,607	161,682	28,886	121,121	162,945
Investments	95,165	-	-	95,165	-	-	80,642
Current assets/(liabilities)	52,492	-	-	52,492	4,579	-	35,623
Long term liabilities	(7,522)	-	-	(7,522)	(7,212)	-	(7,212)
	<u>182,210</u>	<u>-</u>	<u>119,607</u>	<u>301,817</u>	<u>26,253</u>	<u>121,121</u>	<u>271,998</u>



## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2021*

#### 22 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).





## **NORFOLK FAMILY HISTORY SOCIETY**

(Formerly the Norfolk & Norwich Genealogical Society – Founded 1968)

A private company limited by guarantee

Registered in England, Company No. 3194731

Registered as a Charity – registration No. 1055410

HEADQUARTERS, LIBRARY & REGISTERED OFFICE

Kirby Hall, 70 St Giles Street, Norwich NR2 1LS

Telephone (01603) 763718

Email: [secretary@nfhs.co.uk](mailto:secretary@nfhs.co.uk)

[www.norfolkfhs.org.uk](http://www.norfolkfhs.org.uk)

PRODUCED BY THE NORFOLK FAMILY HISTORY SOCIETY