

NORFOLK FAMILY HISTORY SOCIETY

AGENDA, MINUTES, and TRUSTEES REPORT

for presentation at the
29th ANNUAL GENERAL MEETING
at
KIRBY HALL, NORWICH
on
SATURDAY 18th OCTOBER 2025



This meeting will be held at 12.00 Noon BST in person at Kirby Hall.

There will also be a Zoom link to the meeting details of which will be issued to members nearer the time.

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NOTICE OF MEETING

The 29th Annual General Meeting of the Norfolk Family History Society will be held at Kirby Hall, 70 St Giles Street, Norwich, Norfolk on Saturday 18th October 2025 at 12.00 Noon BST. A video link will also be available (details will appear later on the website).

AGENDA

No.	Item	Resolution
1	Apologies for absence	
2	To accept the Minutes of the 2023-24 AGM held on 19 th October 2024	1
3	Matters arising from the Minutes of the meeting of 19 th October 2024.	
4	To receive the Directors' / Trustees' Report for the year ended 31 st March 2025.	2
5	To consider and approve the Accounts for the year ended 31 st March 2025 (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 Mr Richard Ashberry - note 1	5
8	Re-appointment of Mrs Belinda Broad - note 1	6
9	Reappointment of Mr Charles Bush- note 1	7
10	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 Richard Ashberry, currently the Company Secretary was appointed to the Board in 2017 and last reappointed in 2023.

Mrs Belinda Broad, currently the Membership Secretary was appointed to the Board in 2021 and last reappointed in 2023.

Mr Charles Bush, currently the Premises Manager was appointed to the Board in 2021 and last reappointed in 2023.

MINUTES OF THE AGM OF 19th October 2024

Minutes of the 28th Annual General Meeting of the Norfolk Family History Society held at Kirby Hall and via live Zoom link on Saturday 19th October 2024 at 12.00pm.

44 voting members attended: 23 via Zoom and 21 at Kirby Hall.

Chair's Introduction

Phil Whiscombe (PW) opened the meeting by welcoming everyone, thanking all volunteers and trustees and introducing the trustees.

PW presented the key points of the year from the trustees' report:

- Problems in the current economic climate have led to increased costs, particularly on energy (our supplier has been changed and work done on the heating system to reduce costs) and lower membership numbers. Work continues to try and improve retention rates but there is a clear trend for members to join for one year and extract all the information they want from the society databases.
- Our new website is taking longer than expected to develop. Good progress is being made, but it is too early to forecast an accurate go live date.
- We continue with visitor support at Kirby Hall and from this we receive positive feedback. Zoom talks (monthly) have proved popular with all members and enable non-local ones to benefit from them as part of the membership package.
- The Ancestor magazine in its new format generates many positive comments.
- Our Facebook site continues to thrive and now has over 6,600 members. Thanks to Peter Steward and

Belinda Broad for moderating and developing this and encouraging participants to join the society.

- Attempts have been made to work with the UEA on some development projects but unfortunately these have not materialised.
- Attendance at family history fairs has been considered but as most volunteers are working hard at Kirby Hall, finding people to attend fairs is problematical. This is a resource intensive operation but trustees would welcome any offers of help to enable our presence to be established.
- Publicity continues to be a major problem and trustees would welcome any potential volunteers to lead and work on this facet of the society.

1. Apologies for absence

53 proxy forms were received giving authority to the Chair to vote on their behalf for the indicated resolutions. Apologies were also received from four other members. The meeting was therefore declared quorate.

2. Minutes of the 27th AGM of 21st October 2023

- **Resolution 1:** acceptance of the minutes was proposed by Manda Cockburn, seconded by Caroline Wilkinson and approved unanimously.

3. Matters arising from the Minutes of the meeting of 21st October 2023

- Working with younger people - attempts have been made to work with the UEA on some development projects but unfortunately these have not materialised. We have had some positive work experience placements and resources for younger people are now

in place at Kirby Hall.

4. To receive the Directors' / Trustees' Report for the year ended 31st March 2024

- **Resolution 2:** acceptance of the report was proposed by Edmund Perry, seconded by Marion Attew and approved unanimously.

5. To consider and approve the Accounts for the year ended 31st March 2024

Carole Taylor (treasurer) introduced the accounts and made the following points:

- Membership numbers continue to fall with the trend being for new members to join for one year and not renew as they have used the resources of the society to cover their particular research. It is the longer standing members who tend to renew each year.
- Donations and legacies have made a good contribution this year and overall expenditure has reduced. Assets continue to depreciate but overall the society was in quite a healthy situation with fund balances showing a small increase. The Kirby Hall fund continues to increase in value.

Peter Parker – asked when the accounts would be placed on the website. Now that they have been approved, they will be placed within the next few days.

- **Resolution 3:** approval of the accounts was proposed by Belinda Broad, seconded by Judith Parks and carried

with three abstentions.

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 Belinda Broad, seconded by Manda Cockburn and carried with one abstention.

7. Re-appointment of Mrs Carol Reeve as a trustee – Resolution 5.

- Resolution 5, 6 and 7 were proposed by Edmund Perry, seconded by Patrick Palgrave-Moore and approved unanimously.

8. Re-appointment of Mrs Carole Taylor as a trustee – Resolution 6.

9. Re-appointment of Mr Phil Whiscombe as a trustee – Resolution 7

10. To transact any other business of the company

Edmund Perry – asked for information about Beachshore and the new website. Phil Whiscombe reported that it provides more accessible information, is more integrated and provides a smoother user experience. Images are linked to the transcripts, easier uploading of data and the sending out of emails to members is more straightforward. It was noted that there will be glitches when it is first launched but these would be remedied as quickly as possible. Belinda Broad added that the membership database will be

embedded and not run as a separate file as now. This will make life much easier.

Marion Attew – asked where we got our work experience students from. Ellen Carr replied that one was an A level student, a relative of one of our volunteers and the other was a GCSE student introduced by a local school. Thanks were expressed to Val Parsons for the ongoing organisation of these experiences. Positive feedback has been received from members for our zoom meetings and efforts are being made to revive the London Group.

Patrick Palgrave-Moore – reported that a new publication was now available from the Norfolk and Norwich Archaeological Society and details could be obtained from the secretary.

Margaret Murgatroyd – expressed a vote of thanks to all the transcribers.

Edmund Perry – proposed a vote of thanks to all the trustees.

Members were thanked for their continuing support and attendance at this meeting which closed at 12.35.

Richard Ashberry – NFHS Company Secretary

REFERENCE DETAILS

Registered Company number: 03194731

Registered Charity number: 1055410

Registered office:

Kirby Hall

70 St. Giles Street

NORWICH

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
Richard Ashberry	Dec 2017		Company Secretary
Belinda Broad	Feb 2021		Membership Secretary
Charles Bush	Feb 2021		Premises Maintenance
Ellen Carr	Sep 2017	Mar 2024	Librarian
Alan Harper	Mar 2023		Ancestor Editor
Carol Reeve	Nov 2012		Volunteer Co-ordinator
Carole Taylor	April 2007		Treasurer
Phil Whiscombe	April 2014		Chair/IT Maintenance

The Society has no salaried staff. All activities are undertaken by unpaid volunteers.

ADMINISTRATIVE DETAILS

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

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and 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 ten times per year. The committee 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 regularly meet most months 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 and welcomes any interest from members. 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 resource centre 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 on membership and volunteers as a consequence of changing expectations of the public and of various demographic issues.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Objects of the Norfolk Family History Society (NFHS) 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 Resource Centre. This is staffed by volunteers and normally opens to the public on Tuesdays, Wednesdays, Thursdays and Saturdays (morning only). Full details of opening hours are on 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 magazine, 'The Norfolk Ancestor' with lively and interesting articles and information. The magazine 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 resource centre 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 7,000+ members on 31st March 2025.
- 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 the internet at our resource centre for four family history subscription websites - Ancestry, findmypast, British Newspaper Archive and The Genealogist plus a number of NFHS electronic databases covering many topics including family trees and manors and property.
- Provides thousands of fiche and film items for reference purposes within the resource centre and for transcription activities.
- Has digitally copied the donated family tree collection and made this available on the NORS database.
- 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, Wills and Manors' documentation in the resource centre.
- Collects many miscellaneous items about Norfolk villages and towns.

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

- Continue to improve the facilities inside the resource centre including upgrading the IT technology and developing a new website.
- Maintain the property, ensuring that the fabric and contents are appropriately stored and protected.
- Refurbish the office to provide an environment more conducive to modern working.
- Provide, where possible, a more welcoming and inclusive feel for all visitors and volunteers who staff the resource centre.
- Continue to computerise the resource centre records.
- Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
- Continue to develop the NORS online database and to incorporate it into our new website to improve functionality, presentation, and ease of use.
- Identify and implement actions to help to promote membership.

PERFORMANCE AND ACHIEVEMENTS

Membership

The membership of the NFHS on 31st March 2025 was:

Year	UK	USA	Australia	Canada	NZ	Other	Total
2023/24	2917	101	175	60	24	46	3323
2024/25	2656	81	169	59	26	38	3029

Again, overall membership numbers are down, although there have been 434 new members during the year which is broadly similar to 2023/24 which was 443. This indicates that we continue to attract members during the year, but more fail to renew, probably also due to an ageing membership as well as those just joining for one year to benefit from the facilities on offer. We have collected figures this year on where new members join from:

Internet	NRG	Rejoined	Kirby Hall	Family friend	Library search	Facebook	External event
162	66	80	33	15	4	58	16

Extensive efforts are made after every year end by the membership secretary to contact members who have failed to renew their membership to encourage them to re-join.

Resource Centre Achievements

We have received several donated archive document collections during the year that have and will continue to be sorted and where possible the data extracted for access by our members.

Documents for research challenges and investigation for work experience student placements have been developed and employed for this year's student. It is felt that both the student and the Society benefit from being able to provide some real-world experience for the students and the feedback from them has been positive.

A new pavement advertising sign with two A1 size posters purchased and placed outside the front door whenever we are open to help raise awareness of the centre.

We continue to review books that become available from the City Bookshop and other sources and purchase these when they are relevant to the Society's aims.

A new film and fiche scanner has been purchased, and a small group of volunteers have been instructed on how to use it to achieve the best results. It has provided a marked improvement in usability over the previous scanner and it is hoped that it will enable us to provide better images more speedily for our transcribers. Attempts continue to sell the old scanner.

Ongoing projects extracting data for eventual uploading to NORS such as wills, manors and property, poll books, strays, BMDs, family trees etc., have continued through the year with the tasks being carried out by our dedicated team of volunteers steadily working through the documents available to us.

Our look-up service continues to answer a steady stream of queries from our members throughout the year.

Stock checks were carried out during the year with no losses reported. Updated catalogues for library books and pedigrees have been uploaded to the website.

A decision was made to dispose of our limited stock of hard copy Ordnance Survey maps as they occupy a lot of valuable space and the National Library of Scotland provides a free source of a comprehensive array of all the OS mapping online which should satisfy all the map requirements in the resource centre.

We have continued to regularly change the wall displays both within and outside of the building to provide interesting family history and Norfolk related subjects for our visitors to study.

Our librarian, Ellen Carr, gave notice that she would be standing down from the role as of 31st March 2024. Our thanks go to Ellen for the incredible amount of hard work that she has undertaken to dramatically improve the presentation and cataloguing of documents within the resource centre. She will be sorely missed by the Society both for her input into the resource centre and as an active and constructive trustee. Happily, we will continue to see Ellen in Kirby Hall as she has said she will continue to volunteer.

Norfolk Ancestor Achievements

Four full colour 'Norfolk Ancestors' were produced and distributed to time both in hard copy and online formats.

Use of illustrations has been more creative (by, for example, putting shadows around photographs to make them look 'real' and pop out from the page).

The number of contributed articles from members remains healthy with enough supplied to keep pace with those published in each issue.

For the first time the Editor has had positive feedback on the quizzes suggesting that they have struck the right balance between being 'challenging' yet 'do-able.'

Flow of new books for review is slow (even online versions from Pen and Sword); however, the Editor remains on their distribution list and picks any up that sound relevant. If pushed for space, the single page 'Bookshelf' is the easiest page to drop in any given issue.

Other Achievements

The Society was, for the first time, represented at the Volunteers Extravaganza Day at The Forum in Norwich. The event was well supported and we were able to interact with many potential volunteers on the day but translating them into actual is more of a challenge.

The Editor is progressing with a churchyard survey at St Andrews church, Bacton.

Premises Achievements

Best Practice - We continue to apply best practice where possible. Project managing in-house continues to create huge cost savings and benefits. Trade buying of goods, negotiation of multiple contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, negotiating zero or low delivery costs and keeping finger on the pulse to help keep work in progress costs manageable.

Office refurbishment project – In this period the previous hold on modification of the office was lifted and a substantial refit was carried out. All new office furniture, desks, chairs, carpet, electrical upgrades, wall monitor and conference table summarise some of the activities that have brought the previous tired look and feel to a now more pleasant and vibrant work area for the whole of NFHS.

Energy Supplier - After much research and commercial costs sought within the energy market, our previous energy supplier 'Opus' was changed to Octopus Energy. Octopus have proven to be a breath of fresh air and our treasurer reported overhead costs had fallen and at one stage we were back in line with our fixed monthly direct debit payments – a remarkable change from previous years' onerous and unforeseen energy rises.

Heating – Further modifications have been made to the wall heaters situated at high level in the main hall. These have now had all their isolators changed to 'Electronic Step Timers'. This modification now inhibits users who in the past would have switched them on but not necessarily switched them off. Another energy and money saving initiative.

Car Park Access – The all new digital boron lock replaced in 2023/24 was again vandalised. However, this time a replacement was easily sourced and the code was changed as per NFHS policy and had minimal impact on staff unlike previous years when having to change locks and keys caused huge administration upheaval.

Exterior – We have continued to be impacted by rough sleepers at the front of Kirby Hall. A non-deleterious galvanised steel planter was refurbished and placed on concrete piers across the sleeping area. At time of writing, there have been no further reports of rough sleeping so the hope is this initiative has eradicated this activity. Edmund Perry continues to keep the

outside appearance looking fresh and welcoming and is also nurturing this latest planter.

Building Periodical Electrical Certification— During the Office Refurbishment Project closure of Kirby Hall, the building was fully tested and then issued with an EICR – Electrical Installation Condition Report. This certification covers us for the next 5 years and also encompasses all modifications carried out for Project ORP.

Emergency Lighting— All internal emergency lighting has been annually inspected and few failures were detected. Any failed emergency lights have now been upgraded to LED, thus further saving energy costs whilst producing higher light output.

Chubb Fire Alarm— The now defunct ‘Red Care’ analogue system controlling the fire alarm has now been removed and upgraded to an all new GSM system in readiness for the impending digital changeover.

Miscellaneous— General repairs and modifications continue to be applied including cloakroom water heater valve leaking, kitchen cabinet shelving repairs, door stops, office air heater curtain etc. solidifying. We continue to monitor and spend as required to keep Kirby Hall safe, comfortable and operational.

Volunteer Achievements

The total number of visitors to Kirby Hall over the year was 460, slightly up on the year before.

A Zoom meeting was held monthly, except for August and December. Figures show members participating in talks on the night are on average 80-100. The talks are recorded, where permitted by the speakers, and placed on the events page of our website and a lot of interest has been shown in this by 100+ viewing each recording. These figures include a significant number from members overseas.

Heritage Open Days were held in September. Last year’s dates were Friday September 6th – Saturday September 14th We opened Kirby Hall on our normal working days, Tues, Wed, and Thurs. 10.am-4.pm. Although Saturday is normally a half day, 10.am -1.pm we did get volunteers to work

on this occasion in the afternoon. Numbers were slightly down from the year before - 58 visitors.

A Volunteers Social was held last October which was attended by 23 helpers. It's a very positive way for volunteers to catch up with each other particularly if they don't work together.

IT Services Achievements

Optimism about the early completion of the new integrated NFHS Website and NORS database proved to be misplaced. We continue to work with Beachshore to overcome the issues that have arisen in converting our existing data and membership requirements to suit the new site and look forward to being able to launch it later this year.

We have continued our relationship with Anglian Internet providing our routine IT technical support.

We will continue to monitor any changes to the planned withdrawal of Windows 10 support by Microsoft due in October 2025 to ensure that the current computers we have in Kirby Hall that cannot be upgraded to Windows 11 will be replaced in time.

We have been unable to implement the planned change in our broadband provision from the analogue PSTN system to full fibre digital due to the lack of response from our security and fire alarm provider, Chubb, in upgrading the diallers to operate on the digital system. As soon as the upgrading takes place, we will implement the change to full fibre with a consequent improvement in the speed and stability of our broadband.

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 resource centre is open free to the public on four 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.

MEMBER BENEFIT


In return for their subscription to the Society members receive:

- 'The Norfolk Ancestor', the Society's quarterly magazine in either hard copy or electronic format depending on the class of membership selected.
- Online access to the Society's 5 million plus Norfolk birth, baptism, marriage and death records as well as monumental inscriptions, Family Trees, Manor and property records etc.
- Access in the Kirby Hall Resource Centre to the worldwide online genealogical records in the library editions of Ancestry, findmypast, The Genealogist and the British Newspaper Archive.
- Access to all the hard copy records, family trees, pedigrees, manors and property records and publications etc, lodged in Kirby Hall.
- Assistance in researching family history by our volunteers in Kirby Hall and online.
- Regular Zoom talks open to all our members wherever they reside. These cover very varied topics, not necessarily restricted to Norfolk, and with the consent of the speaker, are recorded and placed on our website.

FUTURE DEVELOPMENTS

- Trustees will require to have an increased focus on monitoring costs and revenue as with diminishing membership numbers we need to be fully aware of our reduction in income and its potential impact on how the Society continues to function. Attention to succession planning for trustees to ensure continuity of governance is essential.
- Continue to move with the times and adjust NFHS accordingly to keep pace.
- Continue to seek volunteers and/or trustees to lead on our publicity requirements and the development and supervision of our Resource Centre.
- Attend more family and local history events, as volunteer resources permit, so as to publicise the benefits of Society membership and the recruitment of volunteers within the wider public.
- The provision of Zoom talks, the use of social media and digital video presentation to better align the Society with the changes taking place within the family history fraternity.
- Promote the educational objectives of the Society through such things as student work placements and any other participative events.
- Establishing new ways to attract new members and retain members we have. Change premises name and fit all new signage externally so as to portray a more modern and attractive image to the public.
- The all new NFHS website to go live and thus significantly enhance the ease of use of our NORS database as well as providing considerable improvements to our financial and membership administration.
- Upgrade /replace PCs and IT systems over to Windows 11 following the cessation of support by Microsoft for Windows 10 in October 2025.
- Upgrade/change our analogue telecommunication system to a full digital operation and transfer from BT to Anglian Internet for better control of our systems.

- Look to introduce cyber protection insurance for NFHS.
- Change intruder system to a full digital operation.
- Carry out any improvements to the fabric of Kirby Hall so as to improve the environment and to keep running costs in control.

A handwritten signature in black ink, appearing to read 'Phil Whiscombe', with a stylized, flowing script.

.....
Phil Whiscombe – Chair Norfolk Family History Society

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, RESOURCE CENTRE & REGISTERED OFFICE

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

Telephone (01603) 763718

Email: secretary@nfhs.co.uk

www.norfolkfhs.org.uk

Charity registration number 1055410 (England and Wales)

Company registration number 03194731

NORFOLK FAMILY HISTORY SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

NORFOLK FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

C Taylor
P Whiscombe
C Reeve
R Ashberry
B Broad
C Bush
A Harper

Charity number (England and Wales)

1055410

Company number

03194731

Registered office

Kirby Hall
70 St Giles Street
NORWICH
Norfolk
United Kingdom
NR2 1LS

Independent examiner

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
United Kingdom
NR3 1RT

NORFOLK FAMILY HISTORY SOCIETY

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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and 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.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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).

Objectives and activities

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 4 regular sessions each week, Saturday mornings having recently been added (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.

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

- Continue to improve the facilities inside the resource centre including upgrading the IT technology and developing a new website.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Refurbish the office to provide an environment more conducive to modern working.
 - Provide, where possible, a more welcoming and inclusive feel for all visitors and volunteers who staff the resource centre.
 - Continue to computerise the resource centre records.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Continue to develop the NORS online database and to incorporate it into our new website to improve functionality, presentation, and ease of use.
 - Identify and implement actions to help to promote membership.
-

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives: 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 magazine, 'The Norfolk Ancestor' with lively and interesting articles and information. The magazine 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 resource centre 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 7,000+ members on 31st March 2025.
- 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 the internet at our resource centre for four family history subscription websites - Ancestry.com, findmypast.co.uk, British Newspaper Archive and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors and property.
- Provides thousands of fiche and film items for reference purposes within the resource centre and for transcription activities.
- Has digitally copied the Family Tree collection and made this available on the NORS database.
- 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, Wills and Manors' documentation in the resource centre.
- Collects many miscellaneous items about Norfolk villages and towns.

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 resource centre is open free to the public on four 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.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Volunteers

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

The total number of visitors to Kirby Hall over the year was 460, slightly up on the year before.

A Zoom meeting was held monthly, except for August and December. Figures show members participating in talks on the night are on average 80-100. The talks are recorded, where permitted by the speakers, and placed on the events page of our website and a lot of interest has been shown in this by 100+ viewing each recording. These figures include a significant number from members overseas.

Heritage Open Days were held in September. Last year's dates were Friday September 6th – Saturday September 14th. We opened Kirby Hall on our normal working days, Tues, Wed, and Thurs. 10.am-4.pm. Although Saturday is normally a half day, 10.am -1.pm we did get volunteers to work on this occasion in the afternoon. Numbers were slightly down from the year before - 58 visitors.

A Volunteers Social was held last October which was attended by 23 helpers. It's a very positive way for volunteers to catch up with each other particularly if they don't work together.

Achievements and performance

Membership

The membership of the NFHS on 31st March was:

Year	UK	USA	Australia	Canada	NZ	Other	Total
2023/24	2,917	101	175	60	24	46	3,323
2024/25	2,656	81	169	59	26	38	3,029

Again, overall membership numbers are down, although there have been 434 new members during the year which is broadly similar to 2023/24 which was 443. This indicates that we continue to attract members during the year, but more fail to renew, probably also due to an ageing membership as well as those just joining for one year to benefit from the facilities on offer. We have collected figures this year on where new members join from:

Internet	NRG	Rejoined	Kirby Hall	Family Friend	Library search	Facebook	External event
162	66	80	33	15	4	58	16

Extensive efforts are made after every year end by the membership secretary to contact members who have failed to renew their membership to encourage them to re-join.

MEMBER BENEFIT

In return for their subscription to the Society members receive:

- 'The Norfolk Ancestor', the society's quarterly magazine in either hard copy or electronic format depending on the class of membership selected.
- Online access to the Society's nearly 5 million Norfolk birth, baptism, marriage and death records as well as monumental inscriptions, Family Trees, Manor and property records etc.
- Access in the Kirby Hall resource centre to the worldwide online genealogical records in the library editions of Ancestry.co.uk, Findmypast.co.uk and TheGenealogist.co.uk.
- Access to all the hard copy records, family trees, pedigrees, manors and property records and publications etc, lodged in Kirby Hall.
- Assistance in researching family history by our volunteers in Kirby Hall and online.
- Regular Zoom talks open to all our members wherever they reside. These cover very varied topics, not necessarily restricted to Norfolk, and can, with the consent of the Speaker, be recorded and placed on our website.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Resource Centre Achievements

We have received several donated archive document collections during the year that have and will continue to be sorted and where possible the data extracted for access by our members.

Documents for research challenges and investigation for work experience student placements have been developed and employed for this year's student. It is felt that both the student and the Society benefit from being able to provide some real-world experience for the students and the feedback from them has been positive.

A new pavement advertising sign with two A1 size posters purchased and placed outside the front door whenever we are open to help raise awareness of the centre.

We continue to review books that become available from the City Bookshop and other sources and purchase these when they are relevant to the Society's aims.

A new film and fiche scanner has been purchased, and a small group of volunteers have been instructed on how to use it to achieve the best results. It has provided a marked improvement in usability over the previous scanner and it is hoped that it will enable us to provide better images more speedily for our transcribers. Attempts continue to sell the old scanner.

Ongoing projects extracting data for eventual uploading to NORS such as wills, manors and property, poll books, strays, BMDs, family trees etc., have continued through the year with the tasks being carried out by our dedicated team of volunteers steadily working through the documents available to us.

Our look-up service continues to answer a steady stream of queries from our members throughout the year.

Stock checks were carried out during the year with no losses reported. Updated catalogues for library books and pedigrees have been uploaded to the website.

A decision was made to dispose of our limited stock of hard copy Ordnance Survey maps as they occupy a lot of valuable space and the National Library of Scotland provides a free source of a comprehensive array of all the OS mapping online which should satisfy all the map requirements in the resource centre.

We have continued to regularly change the wall displays both within and outside of the building to provide interesting family history and Norfolk related subjects for our visitors to study.

Our librarian, Ellen Carr, gave notice that she would be standing down from the role as of 31st March 2024. Our thanks go to Ellen for the incredible amount of hard work that she has undertaken to dramatically improve the presentation and cataloguing of documents within the resource centre. She will be sorely missed by the Society both for her input into the resource centre and as an active and constructive trustee. Happily, we will continue to see Ellen in Kirby Hall as she has said she will continue to volunteer.

Norfolk Ancestor Achievements

Four full colour 'Norfolk Ancestors' were produced and distributed to time both in hard copy and online formats.

Use of illustrations has been more creative (by, for example, putting shadows around photographs to make them look 'real' and pop out from the page).

The number of contributed articles from members remains healthy with enough supplied to keep pace with those published in each issue.

For the first time the Editor has had positive feedback on the quizzes suggesting that they have struck the right balance between being 'challenging' yet 'do-able.'

Flow of new books for review is slow (even online versions from Pen and Sword); however, the Editor remains on their distribution list and picks any up that sound relevant. If pushed for space, the single page 'Bookshelf' is the easiest page to drop in any given issue.

Other Achievements

The Society was, for the first time, represented at the Volunteers Extravaganza Day at The Forum in Norwich. The event was well supported and we were able to interact with many potential volunteers on the day but translating them into actual is more of a challenge.

The Editor is progressing with a churchyard survey at St Andrews church, Bacton.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Premises Achievements

Best Practice - We continue to apply best practice where possible. Project managing in-house continues to create huge cost savings and benefits. Trade buying of goods, negotiation of multiple contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, negotiating zero or low delivery costs and keeping finger on the pulse to help keep work in progress costs manageable.

Office refurbishment project – In this period the previous hold on modification of the office was lifted and a substantial refit was carried out. All new office furniture, desks, chairs, carpet, electrical upgrades, wall monitor and conference table summarise some of the activities that have brought the previous tired look and feel to a now more pleasant and vibrant work area for the whole of NFHS.

Energy Supplier - After much research and commercial costs sought within the energy market, our previous energy supplier 'Opus' was changed to Octopus Energy. Octopus have proven to be a breath of fresh air and our treasurer reported overhead costs had fallen and at one stage we were back in line with our fixed monthly direct debit payments – a remarkable change from previous years' onerous and unforeseen energy rises.

Heating – Further modifications have been made to the wall heaters situated at high level in the main hall. These have now had all their isolators changed to 'Electronic Step Timers'. This modification now inhibits users who in the past would have switched them on but not necessarily switched them off. Another energy and money saving initiative.

Car Park Access – The all new digital boron lock replaced in 2023/24 was again vandalised. However, this time a replacement was easily sourced and the code was changed as per NFHS policy and had minimal impact on staff unlike previous years when having to change locks and keys caused huge administration upheaval.

Exterior – We have continued to be impacted by rough sleepers at the front of Kirby Hall. A non-deteriorous galvanised steel planter was refurbished and placed on concrete piers across the sleeping area. At time of writing, there have been no further reports of rough sleeping so the hope is this initiative has eradicated this activity. Edmund Perry continues to keep the outside appearance looking fresh and welcoming and is also nurturing this latest planter.

Building Periodical Electrical Certification – During the Office Refurbishment Project closure of Kirby Hall, the building was fully tested and then issued with an EICR – Electrical Installation Condition Report. This certification covers us for the next 5 years and also encompasses all modifications carried out for Project ORP.

Emergency Lighting – All internal emergency lighting has been annually inspected and few failures were detected. Any failed emergency lights have now been upgraded to LED, thus further saving energy costs whilst producing higher light output.

Chubb Fire Alarm – The now defunct 'Red Care' analogue system controlling the fire alarm has now been removed and upgraded to an all new GSM system in readiness for the impending digital changeover.

Miscellaneous - General repairs and modifications continue to be applied including cloakroom water heater valve leaking, kitchen cabinet shelving repairs, door stops, office air heater curtain etc. solidifying. We continue to monitor and spend as required to keep Kirby Hall safe, comfortable and operational.

IT Services Achievements

Optimism about the early completion of the new integrated NFHS Website and NORS database proved to be misplaced. We continue to work with Beachshore to overcome the issues that have arisen in converting our existing data and membership requirements to suit the new site and look forward to being able to launch it later this year.

We have continued our relationship with Anglian Internet providing our routine IT technical support.

We will continue to monitor any changes to the planned withdrawal of Windows 10 support by Microsoft due in October 2025 to ensure that the current computers we have in Kirby Hall that cannot be upgraded to Windows 11 will be replaced in time.

We have been unable to implement the planned change in our broadband provision from the analogue PSTN system to full fibre digital due to the lack of response from our security and fire alarm provider, Chubb, in upgrading the diallers to operate on the digital system. As soon as the upgrading takes place, we will implement the change to full fibre with a consequent improvement in the speed and stability of our broadband.

Financial review

The results for the year are set out on 9 to 20.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Major risks

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 resource centre 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 on membership and volunteers as a consequence of the coronavirus pandemic and other demographic issues.

Plans for future periods

FUTURE DEVELOPMENTS

- Trustees will require to have an increased focus on monitoring costs and revenue as with diminishing membership numbers we need to be fully aware of our reduction in income and its potential impact on how the Society continues to function. Attention to succession planning for trustees to ensure continuity of governance is essential.
- Continue to move with the times and adjust NFHS accordingly to keep pace.
- Continue to seek volunteers and/or trustees to lead on our publicity requirements and the development and supervision of our Resource Centre.
- Attend more family and local history events, as volunteer resources permit, so as to publicise the benefits of Society membership and the recruitment of volunteers within the wider public.
- The provision of Zoom talks, the use of social media and digital video presentation to better align the Society with the changes taking place within the family history fraternity.
- Promote the educational objectives of the Society through such things as student work placements and any other participative events.
- Establishing new ways to attract new members and retain members we have. Change premises name and fit all new signage externally so as to portray a more modern and attractive image to the public.
- The all new NFHS website to go live and thus significantly enhance the ease of use of our NORS database as well as providing considerable improvements to our financial and membership administration.
- Upgrade /replace PCs and IT systems over to Windows 11 following the cessation of support by Microsoft for Windows 10 in October 2025.
- Upgrade/change our analogue telecommunication system to a full digital operation and transfer from BT to Anglian Internet for better control of our systems.
- Look to introduce cyber protection insurance for NFHS.
- Change intruder system to a full digital operation.
- Carry out any improvements to the fabric of Kirby Hall so as to improve the environment and to keep running costs in control.

Structure, governance and management

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.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Taylor

P Whiscombe

C Reeve

E Carr

(Resigned 30 March 2025)

R Ashberry

B Broad

C Bush

A Harper

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Recruitment and appointment of 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.

The trustees' report was approved by the Board of Trustees.

P Whiscombe

Trustee

15 October 2025

NORFOLK FAMILY HISTORY SOCIETY

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 2025.

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.

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

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 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 Companies Act 2006 other than any requirement that the financial statements 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 financial statements 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 Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 10 December 2025

NORFOLK FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
	Notes						
Income from:							
Donations and legacies	3	63,195	-	63,195	54,349	-	54,349
Charitable activities	4	113	-	113	93	-	93
Investments	5	5,489	-	5,489	4,904	-	4,904
Total income		<u>68,797</u>	<u>-</u>	<u>68,797</u>	<u>59,346</u>	<u>-</u>	<u>59,346</u>
Expenditure on:							
Raising funds	6	18,693	1,514	20,207	17,309	1,514	18,823
Charitable activities	7	35,602	-	35,602	36,826	-	36,826
Total expenditure		<u>54,295</u>	<u>1,514</u>	<u>55,809</u>	<u>54,135</u>	<u>1,514</u>	<u>55,649</u>
Net gains/(losses) on investments	12	<u>3,612</u>	<u>-</u>	<u>3,612</u>	<u>(474)</u>	<u>-</u>	<u>(474)</u>
Net income/(expenditure) and movement in funds		18,114	(1,514)	16,600	4,737	(1,514)	3,223
Reconciliation of funds:							
Fund balances at 1 April 2024		<u>181,555</u>	<u>115,065</u>	<u>296,620</u>	<u>176,818</u>	<u>116,579</u>	<u>293,397</u>
Fund balances at 31 March 2025		<u>199,669</u>	<u>113,551</u>	<u>313,220</u>	<u>181,555</u>	<u>115,065</u>	<u>296,620</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2025

		2025	2024
	Notes	£	£
Fixed assets			
Tangible assets	14	170,026	160,114
Investments	15	97,297	93,684
		<u>267,323</u>	<u>253,798</u>
Current assets			
Debtors	16	6,768	7,322
Cash at bank and in hand		59,054	57,804
		<u>65,822</u>	<u>65,126</u>
Creditors: amounts falling due within one year	17	(13,208)	(13,400)
Net current assets		<u>52,614</u>	<u>51,726</u>
Total assets less current liabilities		<u>319,937</u>	<u>305,524</u>
Creditors: amounts falling due after more than one year	18	(6,717)	(8,904)
Net assets		<u><u>313,220</u></u>	<u><u>296,620</u></u>
The funds of the charity			
Endowment funds	19	113,551	115,065
Unrestricted funds	20	199,669	181,555
		<u><u>313,220</u></u>	<u><u>296,620</u></u>

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 2025.

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 15 October 2025

P Whiscombe
Trustee

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

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" 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)". 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 statements.

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 or grantors 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.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

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 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.

1.10 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.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

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 effective interest method.

Derecognition of financial liabilities

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

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

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 both current and future periods.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	19,656	4,264
Membership fees	43,539	50,085
	<u>63,195</u>	<u>54,349</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sales of publications and souvenirs		
Sale of goods	-	36
Other income	113	57
	<u>113</u>	<u>93</u>

5 Investments

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £
Interest and dividends	5,489	4,904
	<u>5,489</u>	<u>4,904</u>

6 Expenditure on raising funds

	Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fundraising and publicity						
Support costs	18,693	1,514	20,207	17,309	1,514	18,823
	<u>18,693</u>	<u>1,514</u>	<u>20,207</u>	<u>17,309</u>	<u>1,514</u>	<u>18,823</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on charitable activities

	Core activity 2025 £	Core activity 2024 £
Direct costs		
Kirby Hall Expenditure	13,837	15,170
Postage and distribution cost of Norfolk Ancestor	6,953	7,146
Publications costs of Norfolk Ancestor	6,433	6,682
Projects and Library	4,246	3,506
Bookstalls	-	6
Stationery and consumables for members	513	247
Subscriptions paid	951	960
Group meeting expenses	1,088	1,512
Insurance	1,581	1,597
	<u>35,602</u>	<u>36,826</u>
Analysis by fund		
Unrestricted funds	<u>35,602</u>	<u>36,826</u>

8 Support costs

	Support costs £	Governance costs £	2025 £	Support costs £	Governance costs £	2024 £
Depreciation	6,112	-	6,112	4,172	-	4,172
Trustees' expenses	2,470	-	2,470	2,046	-	2,046
Telephone and broadband	1,980	-	1,980	1,812	-	1,812
Post and stationery	548	-	548	1,028	-	1,028
Computer costs	5,710	-	5,710	5,028	-	5,028
General administration	123	-	123	137	-	137
Volunteer expenses	683	-	683	961	-	961
Bank charges	1,257	-	1,257	2,336	-	2,336
Accountancy	-	1,324	1,324	-	1,303	1,303
	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>
Analysed between						
Fundraising	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>

Governance costs includes payments to the Accountants of £1,290 (2024- £1,290) for Independent Examination fees.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9	Net movement in funds	2025	2024
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the independent examination of the charity's financial statements	1,290	1,290
	Depreciation of owned tangible fixed assets	6,112	4,172
		<u> </u>	<u> </u>

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 reimbursed for expenses totalling £2,470 (2024 : £2,046)

11 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

12 Gains and losses on investments

	Unrestricted funds	Unrestricted funds
	2025	2024
	£	£
Gains/(losses) arising on:		
Revaluation of investments	3,612	(474)
	<u> </u>	<u> </u>

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

14 Tangible fixed assets

	Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost						
At 1 April 2024	151,401	13,217	39,528	21,289	23,685	249,120
Additions	-	2,495	13,391	-	138	16,024
	<u>151,401</u>	<u>15,712</u>	<u>52,919</u>	<u>21,289</u>	<u>23,823</u>	<u>265,144</u>
At 31 March 2025	151,401	15,712	52,919	21,289	23,823	265,144
Depreciation and impairment						
At 1 April 2024	36,336	1,273	34,188	17,209	-	89,006
Depreciation charged in the year	1,514	142	4,456	-	-	6,112
	<u>37,850</u>	<u>1,415</u>	<u>38,644</u>	<u>17,209</u>	<u>-</u>	<u>95,118</u>
At 31 March 2025	37,850	1,415	38,644	17,209	-	95,118
Carrying amount						
At 31 March 2025	<u>113,551</u>	<u>14,297</u>	<u>14,275</u>	<u>4,080</u>	<u>23,823</u>	<u>170,026</u>
At 31 March 2024	<u>115,065</u>	<u>11,944</u>	<u>5,340</u>	<u>4,080</u>	<u>23,685</u>	<u>160,114</u>

15 Fixed asset investments

	Listed Investments £
Cost or valuation	
At 1 April 2024	93,684
Valuation changes	3,613
	<u>97,297</u>
At 31 March 2025	97,297
Carrying amount	
At 31 March 2025	<u>97,297</u>
At 31 March 2024	<u>93,684</u>

16 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	2,857	2,857
Prepayments and accrued income	3,911	4,465
	<u>6,768</u>	<u>7,322</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Other creditors	11,276	11,468
Accruals and deferred income	1,932	1,932
	<u>13,208</u>	<u>13,400</u>

18 Creditors: amounts falling due after more than one year

	2025 £	2024 £
Other creditors	6,717	8,904
	<u>6,717</u>	<u>8,904</u>

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.

	At 1 April 2024 £	Resources expended £	At 31 March 2025 £
Permanent endowments			
Kirby Hall	115,065	(1,514)	113,551
	<u>115,065</u>	<u>(1,514)</u>	<u>113,551</u>

Previous year:

	At 1 April 2023 £	Resources expended £	At 31 March 2024 £
Permanent endowments			
Kirby Hall	116,579	(1,514)	115,065
	<u>116,579</u>	<u>(1,514)</u>	<u>115,065</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Gains and losses	At 31 March 2025
	£	£	£	£	£
Kirby Hall designated fund	147,687	5,184	(132)	3,612	156,351
General funds	33,868	63,613	(54,163)	-	43,318
	<u>181,555</u>	<u>68,797</u>	<u>(54,295)</u>	<u>3,612</u>	<u>199,669</u>
	<u><u>181,555</u></u>	<u><u>68,797</u></u>	<u><u>(54,295)</u></u>	<u><u>3,612</u></u>	<u><u>199,669</u></u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Gains and losses	At 31 March 2024
	£	£	£	£	£
Kirby Hall designated fund	143,797	4,496	(132)	(474)	147,687
General funds	33,021	54,850	(54,003)	-	33,868
	<u>176,818</u>	<u>59,346</u>	<u>(54,135)</u>	<u>(474)</u>	<u>181,555</u>
	<u><u>176,818</u></u>	<u><u>59,346</u></u>	<u><u>(54,135)</u></u>	<u><u>(474)</u></u>	<u><u>181,555</u></u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds 2025	Designated funds 2025	Endowment funds 2025	Total 2025	Unrestricted funds 2024	Endowment funds 2024	Total 2024
	£	£	£	£	£	£	£
Fund balances at 31 March 2025 are represented by:							
Tangible assets	56,475	-	113,551	170,026	45,049	115,065	160,114
Investments	97,297	-	-	97,297	93,684	-	93,684
Current assets/(liabilities)	52,614	-	-	52,614	51,726	-	51,726
Long term liabilities	(6,717)	-	-	(6,717)	(8,904)	-	(8,904)
	199,669	-	113,551	313,220	181,555	115,065	296,620

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

Charity registration number 1055410 (England and Wales)

Company registration number 03194731

NORFOLK FAMILY HISTORY SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

NORFOLK FAMILY HISTORY SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

C Taylor
P Whiscombe
C Reeve
R Ashberry
B Broad
C Bush
A Harper

Charity number (England and Wales)

1055410

Company number

03194731

Registered office

Kirby Hall
70 St Giles Street
NORWICH
Norfolk
United Kingdom
NR2 1LS

Independent examiner

Argents Accountants Limited
15 Palace Street
NORWICH
Norfolk
United Kingdom
NR3 1RT

NORFOLK FAMILY HISTORY SOCIETY

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NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

Incorporation

The Norfolk Family History Society, which is governed by its Memorandum and 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.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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).

Objectives and activities

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 4 regular sessions each week, Saturday mornings having recently been added (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.

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

- Continue to improve the facilities inside the resource centre including upgrading the IT technology and developing a new website.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Refurbish the office to provide an environment more conducive to modern working.
 - Provide, where possible, a more welcoming and inclusive feel for all visitors and volunteers who staff the resource centre.
 - Continue to computerise the resource centre records.
 - Maintain the range of services available to its members and the public at our resource centre, the website and on the NORS online database.
 - Continue to develop the NORS online database and to incorporate it into our new website to improve functionality, presentation, and ease of use.
 - Identify and implement actions to help to promote membership.
-

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

In furtherance of the Society's objectives, the NFHS has established the following activities, services and facilities which contribute towards those objectives: 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 magazine, 'The Norfolk Ancestor' with lively and interesting articles and information. The magazine 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 resource centre 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 7,000+ members on 31st March 2025.
- 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 the internet at our resource centre for four family history subscription websites - Ancestry.com, findmypast.co.uk, British Newspaper Archive and thegenealogist.co.uk plus a number of NFHS electronic databases covering many topics including family trees and manors and property.
- Provides thousands of fiche and film items for reference purposes within the resource centre and for transcription activities.
- Has digitally copied the Family Tree collection and made this available on the NORS database.
- 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, Wills and Manors' documentation in the resource centre.
- Collects many miscellaneous items about Norfolk villages and towns.

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 resource centre is open free to the public on four 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.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Volunteers

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

The total number of visitors to Kirby Hall over the year was 460, slightly up on the year before.

A Zoom meeting was held monthly, except for August and December. Figures show members participating in talks on the night are on average 80-100. The talks are recorded, where permitted by the speakers, and placed on the events page of our website and a lot of interest has been shown in this by 100+ viewing each recording. These figures include a significant number from members overseas.

Heritage Open Days were held in September. Last year's dates were Friday September 6th – Saturday September 14th. We opened Kirby Hall on our normal working days, Tues, Wed, and Thurs. 10.am-4.pm. Although Saturday is normally a half day, 10.am -1.pm we did get volunteers to work on this occasion in the afternoon. Numbers were slightly down from the year before - 58 visitors.

A Volunteers Social was held last October which was attended by 23 helpers. It's a very positive way for volunteers to catch up with each other particularly if they don't work together.

Achievements and performance

Membership

The membership of the NFHS on 31st March was:

Year	UK	USA	Australia	Canada	NZ	Other	Total
2023/24	2,917	101	175	60	24	46	3,323
2024/25	2,656	81	169	59	26	38	3,029

Again, overall membership numbers are down, although there have been 434 new members during the year which is broadly similar to 2023/24 which was 443. This indicates that we continue to attract members during the year, but more fail to renew, probably also due to an ageing membership as well as those just joining for one year to benefit from the facilities on offer. We have collected figures this year on where new members join from:

Internet	NRG	Rejoined	Kirby Hall	Family Friend	Library search	Facebook	External event
162	66	80	33	15	4	58	16

Extensive efforts are made after every year end by the membership secretary to contact members who have failed to renew their membership to encourage them to re-join.

MEMBER BENEFIT

In return for their subscription to the Society members receive:

- 'The Norfolk Ancestor', the society's quarterly magazine in either hard copy or electronic format depending on the class of membership selected.
- Online access to the Society's nearly 5 million Norfolk birth, baptism, marriage and death records as well as monumental inscriptions, Family Trees, Manor and property records etc.
- Access in the Kirby Hall resource centre to the worldwide online genealogical records in the library editions of Ancestry.co.uk, Findmypast.co.uk and TheGenealogist.co.uk.
- Access to all the hard copy records, family trees, pedigrees, manors and property records and publications etc, lodged in Kirby Hall.
- Assistance in researching family history by our volunteers in Kirby Hall and online.
- Regular Zoom talks open to all our members wherever they reside. These cover very varied topics, not necessarily restricted to Norfolk, and can, with the consent of the Speaker, be recorded and placed on our website.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Resource Centre Achievements

We have received several donated archive document collections during the year that have and will continue to be sorted and where possible the data extracted for access by our members.

Documents for research challenges and investigation for work experience student placements have been developed and employed for this year's student. It is felt that both the student and the Society benefit from being able to provide some real-world experience for the students and the feedback from them has been positive.

A new pavement advertising sign with two A1 size posters purchased and placed outside the front door whenever we are open to help raise awareness of the centre.

We continue to review books that become available from the City Bookshop and other sources and purchase these when they are relevant to the Society's aims.

A new film and fiche scanner has been purchased, and a small group of volunteers have been instructed on how to use it to achieve the best results. It has provided a marked improvement in usability over the previous scanner and it is hoped that it will enable us to provide better images more speedily for our transcribers. Attempts continue to sell the old scanner.

Ongoing projects extracting data for eventual uploading to NORS such as wills, manors and property, poll books, strays, BMDs, family trees etc., have continued through the year with the tasks being carried out by our dedicated team of volunteers steadily working through the documents available to us.

Our look-up service continues to answer a steady stream of queries from our members throughout the year.

Stock checks were carried out during the year with no losses reported. Updated catalogues for library books and pedigrees have been uploaded to the website.

A decision was made to dispose of our limited stock of hard copy Ordnance Survey maps as they occupy a lot of valuable space and the National Library of Scotland provides a free source of a comprehensive array of all the OS mapping online which should satisfy all the map requirements in the resource centre.

We have continued to regularly change the wall displays both within and outside of the building to provide interesting family history and Norfolk related subjects for our visitors to study.

Our librarian, Ellen Carr, gave notice that she would be standing down from the role as of 31st March 2024. Our thanks go to Ellen for the incredible amount of hard work that she has undertaken to dramatically improve the presentation and cataloguing of documents within the resource centre. She will be sorely missed by the Society both for her input into the resource centre and as an active and constructive trustee. Happily, we will continue to see Ellen in Kirby Hall as she has said she will continue to volunteer.

Norfolk Ancestor Achievements

Four full colour 'Norfolk Ancestors' were produced and distributed to time both in hard copy and online formats.

Use of illustrations has been more creative (by, for example, putting shadows around photographs to make them look 'real' and pop out from the page).

The number of contributed articles from members remains healthy with enough supplied to keep pace with those published in each issue.

For the first time the Editor has had positive feedback on the quizzes suggesting that they have struck the right balance between being 'challenging' yet 'do-able.'

Flow of new books for review is slow (even online versions from Pen and Sword); however, the Editor remains on their distribution list and picks any up that sound relevant. If pushed for space, the single page 'Bookshelf' is the easiest page to drop in any given issue.

Other Achievements

The Society was, for the first time, represented at the Volunteers Extravaganza Day at The Forum in Norwich. The event was well supported and we were able to interact with many potential volunteers on the day but translating them into actual is more of a challenge.

The Editor is progressing with a churchyard survey at St Andrews church, Bacton.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Premises Achievements

Best Practice - We continue to apply best practice where possible. Project managing in-house continues to create huge cost savings and benefits. Trade buying of goods, negotiation of multiple contractors, hands on working on various projects, managing the compliance paperwork, control of contractors, negotiating zero or low delivery costs and keeping finger on the pulse to help keep work in progress costs manageable.

Office refurbishment project – In this period the previous hold on modification of the office was lifted and a substantial refit was carried out. All new office furniture, desks, chairs, carpet, electrical upgrades, wall monitor and conference table summarise some of the activities that have brought the previous tired look and feel to a now more pleasant and vibrant work area for the whole of NFHS.

Energy Supplier - After much research and commercial costs sought within the energy market, our previous energy supplier 'Opus' was changed to Octopus Energy. Octopus have proven to be a breath of fresh air and our treasurer reported overhead costs had fallen and at one stage we were back in line with our fixed monthly direct debit payments – a remarkable change from previous years' onerous and unforeseen energy rises.

Heating – Further modifications have been made to the wall heaters situated at high level in the main hall. These have now had all their isolators changed to 'Electronic Step Timers'. This modification now inhibits users who in the past would have switched them on but not necessarily switched them off. Another energy and money saving initiative.

Car Park Access – The all new digital boron lock replaced in 2023/24 was again vandalised. However, this time a replacement was easily sourced and the code was changed as per NFHS policy and had minimal impact on staff unlike previous years when having to change locks and keys caused huge administration upheaval.

Exterior – We have continued to be impacted by rough sleepers at the front of Kirby Hall. A non-deteriorous galvanised steel planter was refurbished and placed on concrete piers across the sleeping area. At time of writing, there have been no further reports of rough sleeping so the hope is this initiative has eradicated this activity. Edmund Perry continues to keep the outside appearance looking fresh and welcoming and is also nurturing this latest planter.

Building Periodical Electrical Certification – During the Office Refurbishment Project closure of Kirby Hall, the building was fully tested and then issued with an EICR – Electrical Installation Condition Report. This certification covers us for the next 5 years and also encompasses all modifications carried out for Project ORP.

Emergency Lighting – All internal emergency lighting has been annually inspected and few failures were detected. Any failed emergency lights have now been upgraded to LED, thus further saving energy costs whilst producing higher light output.

Chubb Fire Alarm – The now defunct 'Red Care' analogue system controlling the fire alarm has now been removed and upgraded to an all new GSM system in readiness for the impending digital changeover.

Miscellaneous - General repairs and modifications continue to be applied including cloakroom water heater valve leaking, kitchen cabinet shelving repairs, door stops, office air heater curtain etc. solidifying. We continue to monitor and spend as required to keep Kirby Hall safe, comfortable and operational.

IT Services Achievements

Optimism about the early completion of the new integrated NFHS Website and NORS database proved to be misplaced. We continue to work with Beachshore to overcome the issues that have arisen in converting our existing data and membership requirements to suit the new site and look forward to being able to launch it later this year.

We have continued our relationship with Anglian Internet providing our routine IT technical support.

We will continue to monitor any changes to the planned withdrawal of Windows 10 support by Microsoft due in October 2025 to ensure that the current computers we have in Kirby Hall that cannot be upgraded to Windows 11 will be replaced in time.

We have been unable to implement the planned change in our broadband provision from the analogue PSTN system to full fibre digital due to the lack of response from our security and fire alarm provider, Chubb, in upgrading the diallers to operate on the digital system. As soon as the upgrading takes place, we will implement the change to full fibre with a consequent improvement in the speed and stability of our broadband.

Financial review

The results for the year are set out on 9 to 20.

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Major risks

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 resource centre 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 on membership and volunteers as a consequence of the coronavirus pandemic and other demographic issues.

Plans for future periods

FUTURE DEVELOPMENTS

- Trustees will require to have an increased focus on monitoring costs and revenue as with diminishing membership numbers we need to be fully aware of our reduction in income and its potential impact on how the Society continues to function. Attention to succession planning for trustees to ensure continuity of governance is essential.
- Continue to move with the times and adjust NFHS accordingly to keep pace.
- Continue to seek volunteers and/or trustees to lead on our publicity requirements and the development and supervision of our Resource Centre.
- Attend more family and local history events, as volunteer resources permit, so as to publicise the benefits of Society membership and the recruitment of volunteers within the wider public.
- The provision of Zoom talks, the use of social media and digital video presentation to better align the Society with the changes taking place within the family history fraternity.
- Promote the educational objectives of the Society through such things as student work placements and any other participative events.
- Establishing new ways to attract new members and retain members we have. Change premises name and fit all new signage externally so as to portray a more modern and attractive image to the public.
- The all new NFHS website to go live and thus significantly enhance the ease of use of our NORS database as well as providing considerable improvements to our financial and membership administration.
- Upgrade /replace PCs and IT systems over to Windows 11 following the cessation of support by Microsoft for Windows 10 in October 2025.
- Upgrade/change our analogue telecommunication system to a full digital operation and transfer from BT to Anglian Internet for better control of our systems.
- Look to introduce cyber protection insurance for NFHS.
- Change intruder system to a full digital operation.
- Carry out any improvements to the fabric of Kirby Hall so as to improve the environment and to keep running costs in control.

Structure, governance and management

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.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Taylor

P Whiscombe

C Reeve

E Carr

(Resigned 30 March 2025)

R Ashberry

B Broad

C Bush

A Harper

NORFOLK FAMILY HISTORY SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Recruitment and appointment of 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.

The trustees' report was approved by the Board of Trustees.

P Whiscombe

Trustee

15 October 2025

NORFOLK FAMILY HISTORY SOCIETY

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 2025.

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.

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

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 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 Companies Act 2006 other than any requirement that the financial statements 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 financial statements 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 Accountants Limited
15 Palace Street
NORWICH
Norfolk
NR3 1RT
United Kingdom

Dated: 10 December 2025

NORFOLK FAMILY HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
	Notes						
Income from:							
Donations and legacies	3	63,195	-	63,195	54,349	-	54,349
Charitable activities	4	113	-	113	93	-	93
Investments	5	5,489	-	5,489	4,904	-	4,904
Total income		<u>68,797</u>	<u>-</u>	<u>68,797</u>	<u>59,346</u>	<u>-</u>	<u>59,346</u>
Expenditure on:							
Raising funds	6	18,693	1,514	20,207	17,309	1,514	18,823
Charitable activities	7	35,602	-	35,602	36,826	-	36,826
Total expenditure		<u>54,295</u>	<u>1,514</u>	<u>55,809</u>	<u>54,135</u>	<u>1,514</u>	<u>55,649</u>
Net gains/(losses) on investments	12	<u>3,612</u>	<u>-</u>	<u>3,612</u>	<u>(474)</u>	<u>-</u>	<u>(474)</u>
Net income/(expenditure) and movement in funds		18,114	(1,514)	16,600	4,737	(1,514)	3,223
Reconciliation of funds:							
Fund balances at 1 April 2024		<u>181,555</u>	<u>115,065</u>	<u>296,620</u>	<u>176,818</u>	<u>116,579</u>	<u>293,397</u>
Fund balances at 31 March 2025		<u>199,669</u>	<u>113,551</u>	<u>313,220</u>	<u>181,555</u>	<u>115,065</u>	<u>296,620</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

NORFOLK FAMILY HISTORY SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2025

		2025	2024
	Notes	£	£
Fixed assets			
Tangible assets	14	170,026	160,114
Investments	15	97,297	93,684
		<u>267,323</u>	<u>253,798</u>
Current assets			
Debtors	16	6,768	7,322
Cash at bank and in hand		59,054	57,804
		<u>65,822</u>	<u>65,126</u>
Creditors: amounts falling due within one year	17	(13,208)	(13,400)
Net current assets		<u>52,614</u>	<u>51,726</u>
Total assets less current liabilities		<u>319,937</u>	<u>305,524</u>
Creditors: amounts falling due after more than one year	18	(6,717)	(8,904)
Net assets		<u><u>313,220</u></u>	<u><u>296,620</u></u>
The funds of the charity			
Endowment funds	19	113,551	115,065
Unrestricted funds	20	199,669	181,555
		<u>313,220</u>	<u>296,620</u>

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 2025.

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 15 October 2025

P Whiscombe
Trustee

Company registration number 03194731 (England and Wales)

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

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" 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)". 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 statements.

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 or grantors 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.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

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 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.

1.10 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.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

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 effective interest method.

Derecognition of financial liabilities

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

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

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 both current and future periods.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	19,656	4,264
Membership fees	43,539	50,085
	<u>63,195</u>	<u>54,349</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sales of publications and souvenirs		
Sale of goods	-	36
Other income	113	57
	<u>113</u>	<u>93</u>

5 Investments

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £
Interest and dividends	5,489	4,904
	<u>5,489</u>	<u>4,904</u>

6 Expenditure on raising funds

	Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fundraising and publicity						
Support costs	18,693	1,514	20,207	17,309	1,514	18,823
	<u>18,693</u>	<u>1,514</u>	<u>20,207</u>	<u>17,309</u>	<u>1,514</u>	<u>18,823</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on charitable activities

	Core activity 2025 £	Core activity 2024 £
Direct costs		
Kirby Hall Expenditure	13,837	15,170
Postage and distribution cost of Norfolk Ancestor	6,953	7,146
Publications costs of Norfolk Ancestor	6,433	6,682
Projects and Library	4,246	3,506
Bookstalls	-	6
Stationery and consumables for members	513	247
Subscriptions paid	951	960
Group meeting expenses	1,088	1,512
Insurance	1,581	1,597
	<u>35,602</u>	<u>36,826</u>
Analysis by fund		
Unrestricted funds	<u>35,602</u>	<u>36,826</u>

8 Support costs

	Support costs £	Governance costs £	2025 £	Support costs £	Governance costs £	2024 £
Depreciation	6,112	-	6,112	4,172	-	4,172
Trustees' expenses	2,470	-	2,470	2,046	-	2,046
Telephone and broadband	1,980	-	1,980	1,812	-	1,812
Post and stationery	548	-	548	1,028	-	1,028
Computer costs	5,710	-	5,710	5,028	-	5,028
General administration	123	-	123	137	-	137
Volunteer expenses	683	-	683	961	-	961
Bank charges	1,257	-	1,257	2,336	-	2,336
Accountancy	-	1,324	1,324	-	1,303	1,303
	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>
Analysed between						
Fundraising	<u>18,883</u>	<u>1,324</u>	<u>20,207</u>	<u>17,520</u>	<u>1,303</u>	<u>18,823</u>

Governance costs includes payments to the Accountants of £1,290 (2024- £1,290) for Independent Examination fees.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9	Net movement in funds	2025	2024
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the independent examination of the charity's financial statements	1,290	1,290
	Depreciation of owned tangible fixed assets	6,112	4,172
		<u> </u>	<u> </u>

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 reimbursed for expenses totalling £2,470 (2024 : £2,046)

11 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

12 Gains and losses on investments

	Unrestricted funds	Unrestricted funds
	2025	2024
	£	£
Gains/(losses) arising on:		
Revaluation of investments	3,612	(474)
	<u> </u>	<u> </u>

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

14 Tangible fixed assets

	Freehold land and buildings £	Property improvements £	Plant and equipment £	Website £	Library stock £	Total £
Cost						
At 1 April 2024	151,401	13,217	39,528	21,289	23,685	249,120
Additions	-	2,495	13,391	-	138	16,024
	<u>151,401</u>	<u>15,712</u>	<u>52,919</u>	<u>21,289</u>	<u>23,823</u>	<u>265,144</u>
At 31 March 2025	151,401	15,712	52,919	21,289	23,823	265,144
Depreciation and impairment						
At 1 April 2024	36,336	1,273	34,188	17,209	-	89,006
Depreciation charged in the year	1,514	142	4,456	-	-	6,112
	<u>37,850</u>	<u>1,415</u>	<u>38,644</u>	<u>17,209</u>	<u>-</u>	<u>95,118</u>
At 31 March 2025	37,850	1,415	38,644	17,209	-	95,118
Carrying amount						
At 31 March 2025	<u>113,551</u>	<u>14,297</u>	<u>14,275</u>	<u>4,080</u>	<u>23,823</u>	<u>170,026</u>
At 31 March 2024	<u>115,065</u>	<u>11,944</u>	<u>5,340</u>	<u>4,080</u>	<u>23,685</u>	<u>160,114</u>

15 Fixed asset investments

	Listed Investments £
Cost or valuation	
At 1 April 2024	93,684
Valuation changes	3,613
	<u>97,297</u>
At 31 March 2025	97,297
Carrying amount	
At 31 March 2025	<u>97,297</u>
At 31 March 2024	<u>93,684</u>

16 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	2,857	2,857
Prepayments and accrued income	3,911	4,465
	<u>6,768</u>	<u>7,322</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Other creditors	11,276	11,468
Accruals and deferred income	1,932	1,932
	<u>13,208</u>	<u>13,400</u>

18 Creditors: amounts falling due after more than one year

	2025 £	2024 £
Other creditors	6,717	8,904
	<u>6,717</u>	<u>8,904</u>

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.

	At 1 April 2024 £	Resources expended £	At 31 March 2025 £
Permanent endowments			
Kirby Hall	115,065	(1,514)	113,551
	<u>115,065</u>	<u>(1,514)</u>	<u>113,551</u>

Previous year:

	At 1 April 2023 £	Resources expended £	At 31 March 2024 £
Permanent endowments			
Kirby Hall	116,579	(1,514)	115,065
	<u>116,579</u>	<u>(1,514)</u>	<u>115,065</u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Gains and losses	At 31 March 2025
	£	£	£	£	£
Kirby Hall designated fund	147,687	5,184	(132)	3,612	156,351
General funds	33,868	63,613	(54,163)	-	43,318
	<u>181,555</u>	<u>68,797</u>	<u>(54,295)</u>	<u>3,612</u>	<u>199,669</u>
	<u><u>181,555</u></u>	<u><u>68,797</u></u>	<u><u>(54,295)</u></u>	<u><u>3,612</u></u>	<u><u>199,669</u></u>
 Previous year:	 At 1 April 2023	 Incoming resources	 Resources expended	 Gains and losses	 At 31 March 2024
	£	£	£	£	£
Kirby Hall designated fund	143,797	4,496	(132)	(474)	147,687
General funds	33,021	54,850	(54,003)	-	33,868
	<u>176,818</u>	<u>59,346</u>	<u>(54,135)</u>	<u>(474)</u>	<u>181,555</u>
	<u><u>176,818</u></u>	<u><u>59,346</u></u>	<u><u>(54,135)</u></u>	<u><u>(474)</u></u>	<u><u>181,555</u></u>

NORFOLK FAMILY HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds 2025	Designated funds 2025	Endowment funds 2025	Total 2025	Unrestricted funds 2024	Endowment funds 2024	Total 2024
Fund balances at 31 March 2025 are represented by:	£	£	£	£	£	£	£
Tangible assets	56,475	-	113,551	170,026	45,049	115,065	160,114
Investments	97,297	-	-	97,297	93,684	-	93,684
Current assets/(liabilities)	52,614	-	-	52,614	51,726	-	51,726
Long term liabilities	(6,717)	-	-	(6,717)	(8,904)	-	(8,904)
	199,669	-	113,551	313,220	181,555	115,065	296,620

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.