

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 07	Year 2020		Day 30	Month 06	Year 2021

## Section A Reference and administration details

**Charity name** The National Needlework Archive

**Other names charity is known by** NNA; Old Chapel Textile Centre

**Registered charity number (if any)** 1136942

**Charity's principal address** The Old Chapel

Main Street, Greenham Business Park

Newbury

**Postcode** RG19 6HW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Linda Connell	Managing Director		
2	Nigel Connell	Director		
3				
4				
5				
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15				
16				
17				
18				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Benedict Connell	
Edgar Meyer	

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document Memorandum and Articles of Association

(eg. trust deed, constitution)

How the charity is constituted  
(eg. trust, association, company)

A company limited by guarantee

Trustee selection methods  
(eg. appointed by, elected by)

Appointed

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

The NNA is a small charity, relying on dedicated volunteers to further its charitable aims.

All Trustees give their time voluntarily, and receive no remuneration

A Management Committee (consisting of one Trustee and three volunteers) guides the policies and aims of the charity, with various subcommittees responsible for specific activities.

The charity has received continuing support from The Greenham Common Trust.

Like so many charities, we continue to face challenges in raising funds to support our work. The pandemic exacerbated these challenges. We are mindful that in future years some of the fixed costs associated with maintaining our premises (an important aspect of our charitable remit to ensure public access to our work) will continue to rise. Last year we put in place a plan to set aside modest financial reserves against these risks. This has been initiated, although the difficulties wrought by the current economic climate continue to present a challenge.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

One of the principal objectives of the charity is to advance the education of the public in all aspects of textiles and textile heritage in the United Kingdom. It seeks to do this by the collection and maintenance of information and artefacts, the provision of lectures, exhibitions and other educational events, the promotion of research and the dissemination of such research. This continues to be the charity's aim, notwithstanding the difficulties presented by the current ongoing situation.

The NNA maintains a documentary and photographic record of textiles located in the community throughout the United Kingdom. In addition, the archive helps raise the profile and esteem of textiles housed in public, or semi-public places, and those owned by community groups or associations. The NNA continues to highlight the historical, sociological and design value of this vast resource of textile art, with the continued growth of its special collections. This work has continued, albeit in a limited way.

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

In considering our objectives for the year, the NNA has, as always, been mindful of the Charity Commission's guidance on public benefit. The principle of public access has always been important to us. As a national charity, we have a responsibility to ensure that our activities (including exhibitions) are made available across the UK wherever possible, despite the financial burden that the charity's objective of national outreach often imposes. Additionally, the charity is working towards its application for museum accreditation.

The management committee took the decision to significantly curtail, and in some cases postpone, many of the face-to-face activities based in The Old Chapel Textile Centre, on the grounds of public health considerations. This inevitable led to some differences in the ways that the charity has been able to meet its objectives.

Nonetheless, we were able to continue to engage with the public in a number of ways, as detailed in Section D below.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

The charity has, since its inception, relied heavily on the dedication and support of its volunteers. All are part-time, sometimes devoting entire days to the charity's activities, sometimes just a few hours each week.

Members of the public who visit our headquarters often comment on the enthusiasm and knowledgeability of our volunteers, who help with all aspects of the charity's work, from book-keeping, giving talks to visitors about our work, recording and cataloguing our recording and conservation projects, taking an active role in our conservation work, and making tea for visitors! We cannot overestimate their value in helping the charity achieve its aims.

The pandemic severely restricted the activities, and tremendous support, on which we rely. Many of our volunteers appreciate that they are at greater risk because of their age or health, and have wisely isolated to protect both themselves and those close to them whom they might be shielding. This has inevitably curtailed many of the charity's activities, as well as the number of volunteers on which we rely. In line with government guidelines, we were obliged to close our main premises, which are the location of many of our face-to-face activities. As a consequence, the number of volunteers on whose help we rely dropped accordingly.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year****Public Education**

In previous years, one of the ways in which we have achieved our aims is through exhibitions and public events in England, Scotland and Wales.

The pandemic made this impossible, and as a consequence we placed heavier reliance of electronic means – such as the NNA website and social media – to explain its objectives to the public and to gather and disseminate information. We were still able to offer advice on the care and recording of textiles, and give guidance relating to research issues in the community, to everyone who contacted us.

Our wide-ranging programme of exhibitions have previously enabled members of the public to engage with the charity and learn about the importance of conserving textiles, whilst appreciating the skills of leading practitioners. Unfortunately, these all had to be cancelled or postponed. Of particular disappointment was the cancelled nationwide exhibition of a selection of conserved ToCH banners; only the exhibitions in central London and Birmingham were able to be mounted, before the pandemic interrupted the remaining exhibitions.

We are planning to re-introduce a further series of exhibitions, in Newbury and at other UK locations, once circumstances allow.

**‘The Country Wife’**

Work on the conservation of this nationally-important textile mural, made for the Festival of Britain in 1951, has continued in a limited way, although we were unable to share our work with the general public in the ways that we have in previous years. Whilst the preservation of such an iconic piece of social history continues to be one of the focal points of the charity’s work, the enforced unavailability of NNA volunteers, and of the professional conservators under whose guidance they work, continued to severely limit this activity

**Acquisitions of ‘at risk’ textiles**

Whilst the primary purpose of the Archive is to record textiles in the community, it is increasingly finding itself being sought out as ‘place of care’ for textiles known to have (intrinsic) value, but which for various reasons cannot be kept by their current owners. Examples of such textiles include institutional banners and teaching samples from other organisations and museums. We were able to continue this work and the conservation of these articles where possible, while adhering to government safety guidelines.

**Workshops**

Although all face-to-face workshops were regrettably cancelled, the charity undertook online workshop activities which were made available to the public.

**Engagement in Textile-related projects**

Thanks to support from the Arts Council, we were able to promote another of our very successful ‘Poetry In Stitches’ projects, with the theme of ‘Lockdown’. The deadline for completed work was extended to encourage as wide a spread of participation as possible, even though it was not safe to exhibit the pieces as extensively as we had done in previous years.



**Brief statement of the charity's policy on reserves**

The charity has limited financial reserves. As noted above, we have initiated setting aside modest financial reserves.

Fundraising continues to be an activity which, of necessity, makes heavy demands on the Trustees and volunteers. We have used the time during lockdown to explore new avenues for fundraising.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

A more complete picture of the charity's financial situation is included in the Company Accounts.

Building on last year's successful application, we once again successfully applied for Business Rates assistance from West Berkshire Council. These grants made a significant difference to the charity's financial viability for this year. Without this support, it is unlikely that the charity would have been in a position to continue its work into the future.

**Section F Other optional information**

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Nigel Connell	
<b>Full name(s)</b>	Nigel Alan David Connell	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee and Director	
<b>Date</b>	27 <sup>th</sup> April 2022	

Registration number: 07295246

# The National Needlework Archive

Annual Report and Unaudited Financial Statements

for the Year Ended 30 June 2021

Mr Andrew Eagles  
Chartered Institute of Management Accountants  
Twitchen  
Odiham Road  
Riseley  
Berks  
RG7 1SD



**The National Needlework Archive**

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# **The National Needlework Archive**

## **Company Information**

<b>Directors</b>	Mr Benedict Connell Prof Nigel Connell Mrs Linda Connell
<b>Registered office</b>	5 Bolderwood Road Bassett Southampton Hampshire SO16 7BW
<b>Accountants</b>	Mr Andrew Eagles Chartered Institute of Management Accountants Twitchen Odiham Road Riseley Berks RG7 1SD

**Chartered Accountants' Report to the Board of Directors on the Preparation of the  
Unaudited Statutory Accounts of  
The National Needlework Archive  
for the Year Ended 30 June 2021**

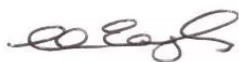
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of The National Needlework Archive for the year ended 30 June 2021 as set out on pages 3 to 5 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Chartered Institute of Management Accountants (CIMA) we are subject to its ethical and other professional requirements which are detailed at <http://cimaglobal.com/professional-ethics>.

This report is made solely to the Board of Directors of The National Needlework Archive, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of The National Needlework Archive and state those matters that we have agreed to state to the Board of Directors of The National Needlework Archive, as a body, in this report in accordance with the rules of CIMA, which are detailed at <http://www.cimaglobal.com>.. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The National Needlework Archive and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that The National Needlework Archive has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of The National Needlework Archive. You consider that The National Needlework Archive is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of The National Needlework Archive. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



.....

Mr Andrew Eagles  
Chartered Institute of Management Accountants  
Twitchen  
Odiham Road  
Riseley  
Berks  
RG7 1SD  
26 March 2022

## **The National Needlework Archive**

### **Profit and Loss Account for the Year Ended 30 June 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Turnover	40,097	46,392
Cost of raw materials and consumables	(4,566)	(5,399)
Other charges	<u>(11,738)</u>	<u>(7,854)</u>
Profit for the year	<u><u>23,793</u></u>	<u><u>33,139</u></u>

## **The National Needlework Archive**

**(Registration number: 07295246)**

### **Balance Sheet as at 30 June 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Current assets	61,730	35,931
Creditors: Amounts falling due within one year	<u>(11,012)</u>	<u>(9,006)</u>
Total assets less current liabilities	50,718	26,925
Creditors: Amounts falling due after more than one year	<u>(3,000)</u>	<u>(3,000)</u>
	<u>47,718</u>	<u>23,925</u>
Capital and reserves	<u>47,718</u>	<u>23,925</u>

#### **1 General information**

The company is a private company limited by share capital, incorporated in England and Wales.

The address of its registered office is:

5 Bolderwood Road

Bassett

Southampton

Hampshire

SO16 7BW

England

These financial statements were authorised for issue by the Board on 26 March 2022.

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with FRS 105 'The Financial Reporting Standard applicable to the Micro-entities Regime'.

#### **2 Staff numbers**

The average number of persons employed by the company (including directors) during the year, was 0 (2020 - 0).

These financial statements have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

For the financial year ending 30 June 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved and authorised by the Board on 26 March 2022 and signed on its behalf by:

**The National Needlework Archive**

**(Registration number: 07295246)**

**Balance Sheet as at 30 June 2021**

.....  
Prof Nigel Connell  
Director

## The National Needlework Archive

### Detailed Profit and Loss Account for the Year Ended 30 June 2021

	2021 £	2020 £
Turnover (analysed below)	40,097	46,392
Cost of sales (analysed below)	<u>(4,566)</u>	<u>(5,399)</u>
Gross profit	<u>35,531</u>	<u>40,993</u>
Gross profit (%)	88.61%	88.36%
<b>Administrative expenses</b>		
Establishment costs (analysed below)	(6,749)	(6,145)
General administrative expenses (analysed below)	(4,989)	(1,679)
Finance charges (analysed below)	<u>-</u>	<u>(30)</u>
	<u>(11,738)</u>	<u>(7,854)</u>
Operating profit	<u>23,793</u>	<u>33,139</u>
Profit before tax	<u><u>23,793</u></u>	<u><u>33,139</u></u>

This page does not form part of the statutory financial statements.

# The National Needlework Archive

## Detailed Profit and Loss Account for the Year Ended 30 June 2021

	2021 £	2020 £
<b>Turnover</b>		
Donations	794	3,461
Friends	-	4
Educational Activities	-	1,234
Admissions, space hire, sale of donated items	4,937	3,083
Other income	-	4,799
Grants and subsidies	34,366	33,811
	<u>40,097</u>	<u>46,392</u>
<b>Cost of sales</b>		
Materials	(226)	(1,093)
Speakers & Exhibitions	(389)	(292)
Subcontract cost	(3,951)	(4,014)
	<u>(4,566)</u>	<u>(5,399)</u>
<b>Establishment costs</b>		
Rent and rates	(5,199)	(4,200)
Light, heat and power	(633)	(924)
Insurance	(917)	(1,021)
	<u>(6,749)</u>	<u>(6,145)</u>
<b>General administrative expenses</b>		
Repairs and renewals	(268)	(362)
Telephone and fax	(465)	(411)
Computer software and maintenance costs	(2,810)	(145)
Printing, postage and stationery	(39)	(72)
Sundry expenses	(916)	(225)
Travel and subsistence	(107)	-
Advertising	-	(80)
Accountancy fees	(384)	(384)
	<u>(4,989)</u>	<u>(1,679)</u>
<b>Finance charges</b>		
Bank charges	-	(30)

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Chartered Accountants' Report to the Board of Directors on the Preparation of the Unaudited  
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for the Year Ended 30 June 2021

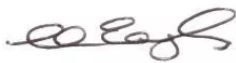
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As a practising member firm of the Chartered Institute of Management Accountants (CIMA) we are subject to its ethical and other professional requirements which are detailed at <http://cimaglobal.com/professional-ethics>.

This report is made solely to the Board of Directors of The National Needlework Archive, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of The National Needlework Archive and state those matters that we have agreed to state to the Board of Directors of The National Needlework Archive, as a body, in this report in accordance with the rules of CIMA, which are detailed at <http://www.cimaglobal.com>.. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The National Needlework Archive and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that The National Needlework Archive has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of The National Needlework Archive. You consider that The National Needlework Archive is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of The National Needlework Archive. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



.....

Mr Andrew Eagles  
Chartered Institute of Management Accountants Twitchen  
Odiham Road  
Riseley  
Berks  
RG7 1SD

26 March 2022