

THE MILLS ARCHIVE TRUST
(A charitable incorporated organisation)
CIO Number 1155828

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR
THE YEAR 31 MARCH 2021



THE MILLS ARCHIVE TRUST

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THE MILLS ARCHIVE TRUST

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2021

Trustees

Dr RF Cookson MBE, Chairman

Dr AW Vaidya, Vice Chairman

Mrs MM Cookson

Mr MJ Evans

Mr G Hackney

Mr C Pinchbeck DL

Mr MJ Savage JP

Dr M Simons

Mr A Stoyel MBE

Director

Ms E Bartram

Charity registered number 1155828

Principal office

Watlington House 44 Watlington Street, Reading RG1 4RJ

Accountants

Holy Brook Associates Ltd Curious Lounge, 1st Floor, Pinnacle Building, Tudor Road, Reading, RG1 1NH

Bankers

Charities Aid Foundation

25 Kings Avenue, Kings Hill, West Malling ME19 4JQ

Santander Bridle Road, Bootle, Merseyside L30 4GB

Solicitors

Blandy and Blandy LLP One Friar Street, Reading RG1 1DA

MILLS ARCHIVE TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements of The Mills Archive Trust (the charity) for the year ended 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Structure, governance and management

The Mills Archive Trust is an educational charity registered with the Charity Commission for England and Wales. Registered as a Charitable Trust in April 2002 (registration no 1091534) the charity was incorporated as a Foundation Charitable Incorporated Organisation (registration no 1155828) in February 2014. The Charity is controlled by its constitution dated 18 February 2014 and the management of the Charity is the responsibility of the Trustees, who are elected under the terms of that constitution.

The Trustees confirm that in setting our objectives and planning our activities, they have given careful consideration to the Charity Commission's general guidance on public benefit.

Following the promotion of Elizabeth Bartram to Director of the Trust in February 2020, we had to delay the planned recruitment of a Development Manager until the covid impact became clearer. As Elizabeth was previously Development Director, she ensured that we maintained our momentum to enhance our Information Services by managing the contributions from the Millers' Mutual Association as well as obtaining a significant grant from the Garfield Weston Foundation for our *Hidden Heroes* programme.

Dr Jane Freebody joined us as Development Manager in December and launched her first appeal "Help us put the wind back in our sails" in February. Such was the generous response in the following six weeks that we were able to maintain our unrestricted reserve at the target level of 6 months of unrestricted expenditure.

Statement on risk management

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to mitigate these risks. In particular the measures we took to anticipate the coronavirus lockdown ensured the safety of our staff and volunteers by working at home. Unfortunately this has also meant that we have had to close to visiting researchers. By cutting back on immediate expenditure to a level that allowed a continuing but reduced service, we have managed the expected reduction in personal donations. We are cautiously optimistic for 2021-2022, but will continue to restrain expenditure for the coming year to maintain our level of unrestricted reserves.

Objects and activities for public benefit

The objects of the charity are:

to advance the education of the public in the subject of mills and milling by establishing and preserving and facilitating the public use of the archive to form, establish and support, and to aid in the formation, establishment and support of any other charities and voluntary bodies, established for, or advancing, charitable purposes, the same as, or similar to those of the charity, for the benefit of the public.

We are very grateful to our volunteers who have helped us achieve so much this year in spite of having to work from home. We've been overwhelmed by their commitment and the way they have rallied around to offer their help from a distance. We acknowledge the continuing backing from our regular supporters and the contributions from a number of new donors who have responded to our appeal to "Help put back the wind in our sails" during the last quarter of this financial year. Together they have enabled us to preserve records of our milling history and spread awareness of the urgent need to do more.

Although the temporary closure of the Archive during the pandemic made the acquisition of new collections more difficult, we nevertheless accessioned 33 new donations of archival material in 2020-21, totalling around 45 boxes and 390 MB of digital records. Significant additions included the photograph albums of millwright Derek Ogden, whose reports and large drawings are already in our catalogue; 19 drawings of Union Mill, Cranbrook, by artist Vincent Lines; a set of photos of many of the large Rank Hovis McDougall flour mills and items from the family of J F Morton, managing director of Hovis for many years.



Some items from the Morton Family collection



Our Mills make the World go Round project was completed with the help of one of our trustees. Funded by individual donations and the Foyle Foundation, our new educational pages summarise 13 different uses other than corn milling based on milling technology. Such uses range from crushing sugar cane, bone or chalk to the mixing of gunpowder and the production of paper or textiles.

The collection we received last year from Glenys and Alan Crocker as well as material from the Mildred Cookson Foundation Collection greatly enhanced the scope and depth of this window into our "non-flour" milling holdings.

Conservation work on 99 badly damaged drawings from the Rex Wailes and other collections was completed and these are now ready for digitisation. We are grateful for the support from the National Manuscripts Conservation Trust and the Englefield Charity, which has enabled us to conserve key drawings

from one of the most significant mill collections of the last 100 years and to store them in a new plan chest. The lockdown has meant that most of the cataloguing of the collection this year has been carried out without the aid of volunteers.



The Rex Wailes Collection has been a particular focus for Nathanael, our archivist, this year. A recently catalogued example from the Wailes' collection is the image (REXW-IMG-01-266) of the drainage mill at Ash Tree Farm, Norfolk, showing the artist Vincent Lines, at work. Shortly after the Second World War Lines collaborated with Rex to illustrate his seminal book *The English Windmill*, which used the mill as the centrepiece of a detailed discussion of the structure and function of East Anglian drainage mills.

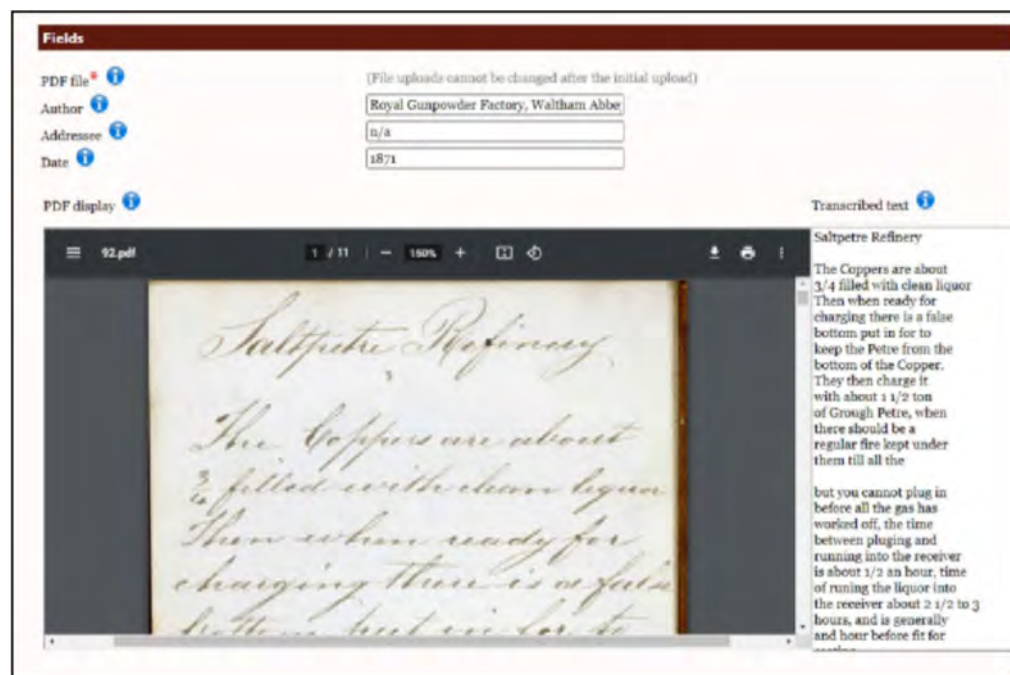
The covid-induced closure has meant a full year without physical visits, although our website traffic did increase. Nathanael has successfully introduced the opportunity presented by Zoom to set up demonstrations of archival material to virtual visitors. This experimental approach shows promise and we are considering how we expand its use even though we hope to welcome visitors through the doors before too long.

Continuing generous support from Perendale Publishers

during the lockdown has enabled us to continue improving our *Milling & Grain Room* to make it more interesting to visitors who may wish to see "behind the scenes". We have opened up some of the partitions to create more open space, which now houses our new plan chest, and we are moving our network server out of the room, freeing up further space to house our work-in-progress.



A screenshot during a Zoom demonstration



In January 2021, we received a small grant from the National Archives to fund *Archiving @ Home*, a digital platform so that people could transcribe some of our handwritten documents from the comfort of their own home.

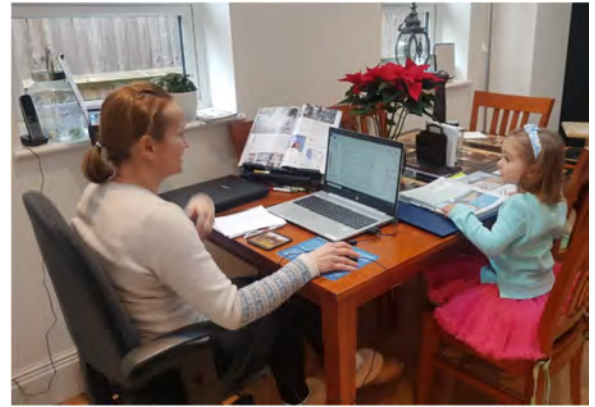
We rapidly developed and launched this initiative and it has helped to address the barrier to travel posed by the lockdown.

We will continue to benefit from it post-Covid. Those who are unable to take advantage of on-site volunteering can now help us remotely to expand the wealth of milling records available for research and enjoyment.

Staff rapidly adapted to working at home, assisted by enhancements to our digital capability funded by the Millers' Mutual Association. As office work becomes straightforward, we will adopt a mixed approach combining the best aspects of working from home and at the Archive.

Database Executive, Nataliya, contributed a great deal of digital material to our holdings working from home.

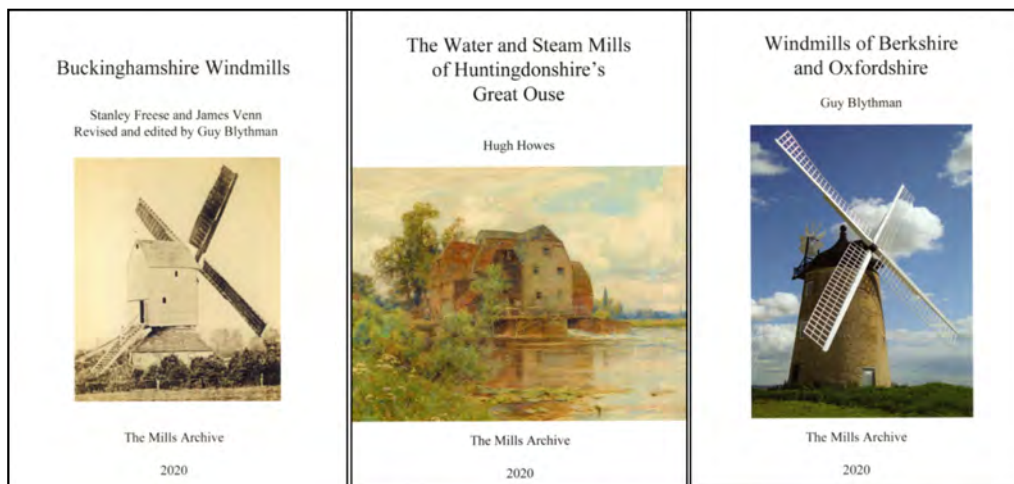
Our library now has much richer digital content as a result, a trend we will continue to emphasise.



Following extensive work in 2019, we launched our much faster website with improved searching and navigation in the spring of 2020. This benefited a wider public as our number of virtual visitors increased by 25% during the first few months of lockdown. As well as the archive catalogue, we have built well over 300 educational pages on many different aspects of mills and milling. Access to these and the databases we have created of 12,000 mills and almost 50,000 "mill people" meant our original website became progressively overloaded and slow to respond. We therefore separated all the data-hungry elements, enabling rapid searches and allowing the website to show the results within a few seconds.

During the year we published the eleventh in our Research Series, a definitive study of the windmills of Buckinghamshire as revealed by detailed research into our Stanley Freese (1902-1972) and James Venn (1921-2014) collections. Describing the book as a strikingly handsome volume, a purchaser commented

"Creating this exceptional publication from a large volume of source material has clearly been the result of a huge team effort. Please accept and pass on our sincere congratulations to all involved."



The Water and Steam Mills of Huntingdonshire's Great Ouse, the twelfth in the series, was followed by Windmills of Berkshire and Oxfordshire.

This series of printed volumes will be extended as new titles are developed, emphasizing our role as a custodian of milling history and acting as a balance to our increasing digital output.

During lockdown we optimised our resources, transforming our monthly emailed newsletters to different interest groups into a weekly e-newsletter to the full mailing list of almost 5,000 subscribers. These mailings on a variety of milling history topics are very popular, stimulating discussion and even the offer of relevant material.

Our e-newsletter about the connection of sugar mills with slavery led to offers of books and a potential research publication on the subject. It also generated a research opportunity with the University of Reading. We have collaborated with the History Department, who have successfully applied to their Undergraduate Research Opportunities Programme for a student to research into the connection between sugar mills and Caribbean slavery. They will work at the Archive starting in summer 2021.

Financial Position

The impact of covid included a £23,000 reduction in our expected unrestricted income to £70,000. Restricted income totaled £93,000, more than double the previous year. Expenditure control, including a recruitment delay, meant our unrestricted reserves were maintained above our target at 6.3 months of unrestricted expenditure. Overall reserves were at the same level as last year, with approximately half reserved for restricted expenses.

Reserves Policy

It is the policy of the charity to aim for an unrestricted reserve of six months of unrestricted expenditure.

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of incoming resources and application of resources of the charity for that year. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that financial statements comply with the Charities Act 2011, The Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 7 July 2021 and signed on their behalf by:



RF Cookson
Chairman
Date 7 July 2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Mills Archive Trust

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1155828

Set out on pages

11-14

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I 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 accounts to be reached.

Signed:

Date:

6th September 2021

Name:

Rachel Eden

Relevant professional qualification(s) or body (if any):	ACMA (Chartered Institute of Management Accountants)
Address:	Holy Brook Associates, Curious Lounge, 1st Floor, Pinnacle Building,
	Tudor Road, Reading, England,
	RG1 1NH

Section B	Disclosure
	NONE

THE MILLS ARCHIVE TRUST

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOME FROM:				
Voluntary income	6,000	63,623	69,623	161,038
Other trading activities	0	6,012	6,012	5,650
Miscellaneous income	0	46	46	202
Grants	87,030	0	87,030	37,889
TOTAL INCOME	93,030	69,682	162,712	204,779
	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
EXPENDITURE ON:				
Raising funds	3,462	25,077	28,539	27,950
Charitable activities	46,332	90,768	137,099	138,295
TOTAL EXPENDITURE	49,793	115,845	165,638	166,245
NET INCOME / (EXPENDITURE)	43,237	(46,163)	(2,927)	38,534
Cash balance at 1 April 2020	17,784	97,979	115,764	115,764
Cash balance at 31 March 2021	61,021	51,816	112,837	

All figures are rounded to whole £.

THE MILLS ARCHIVE TRUST

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2021

	2021 £	2020 £
CASH FUNDS		
Current accounts	16,093	9,575
Deposit account	90,943	106,146
Other accounts	5,801	42
Total:	<u>112,837</u>	<u>115,764</u>
OTHER MONETARY ASSETS		
Gift Aid	9,794	11,730
Total:	<u>9,794</u>	<u>11,730</u>
ASSETS FOR CHARITY'S OWN USE		
Library furniture	12,330	12,330
Total:	<u>12,330</u>	<u>12,330</u>
STATEMENT OF FUNDS		
General funds	31,877	78,624
Collections fund	5,181	5,181
Research & education fund	14,758	14,174
Restricted funds	61,021	17,784
Total:	<u>112,837</u>	<u>115,764</u>

The financial statements were approved by the Trustees on 11 May 2021 and signed on their behalf, by:

.....
R F Cookson
Chairman

.....
A W Vaidya
Vice Chairman

The following notes page(s) form part of these financial statements.

THE MILLS ARCHIVE TRUST

NOTES TO THE FINANCIAL STATEMENTS

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
VOLUNTARY INCOME				
Fees for services	0	4,388	4,388	2,466
Subscriptions	0	1,880	1,880	4,210
Donations	6,000	57,355	63,355	73,698
Legacies	0	0	0	80,663
Total:	6,000	63,623	69,623	161,038

OTHER TRADING ACTIVITIES

Sales	0	6,012	6,012	5,650
Total:	0	6,012	6,012	5,650

MISCELLANEOUS INCOME

Interest	0	46	46	125
Other income	0	0	0	78
Total:	0	46	46	202

GRANTS

HLF Grant	0	0	0	8,017
Millers' Mutual Grant	10,000	0	10,000	20,000
Minor Grants	0	0	0	2,500
NMCT Grant	0	0	0	4,972
Reading University Grant	0	0	0	2,400
Garfield Weston Grant	75,000	0	75,000	0
National Archives	2,030	0	2,030	0
Total:	87,030	0	87,030	37,889

RAISING FUNDS

Staff costs	0	25,000	25,000	25,000
Archive development & publicity	3,462	77	3,539	2,950
Total:	3,462	25,077	28,539	27,950

CHARITABLE ACTIVITIES

Cataloguing and materials	5,434	428	5,862	3,116
Furniture and equipment	6,770	0	6,770	45
IT development	11,970	0	11,970	11,091
Legal and finance	215	4,321	4,536	9,375
Miscellaneous and office expenses	303	781	1,084	1,849
Network and telephone	3,902	1,601	5,503	1,761
Rent, insurance and storage	575	24,399	24,974	25,178
Staff costs	10,500	54,383	64,883	69,287
Training, travel and subsistence	701	2,407	3,108	9,296

Website maintenance	5,962	2,447	8,410	7,297
Total:	46,332	90,768	137,099	138,295

Notes to the accounts

Trustee Remuneration and expenses:

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity. No trustee expenses have been incurred.

Independent Examiner remuneration

The Independent Examiner received remuneration of £360 including VAT. They did not undertake any other work for the firm but the same firm received remuneration of £346 including VAT for other services relating to payroll and pensions administration during the year.

Related parties

There were no related party transactions in the reporting period that require disclosure.

Staff

The average head count (number of staff employed) during the reporting period was Four.

No employees received employee benefits (excluding employer pension costs) of more than £60,000.

The charity operated a defined contribution plan. All of the costs associated with this were from unrestricted funds.

Accounting policies

The accounts are produced on a receipts and payments basis.

There are no material uncertainties about the charity's ability to continue

Public benefit

The charity is a Public Benefit Entity.