

SALTAIRE WORLD HERITAGE EDUCATION ASSOCIATION (SWHEA)

2021/2022 CHAIRS ANNUAL REPORT.

Preamble:

SWHEA manage the Saltaire Collection of historical items for Shipley College who hold it in trust for the community. In working on our charitable objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular for the advancement of education for learners of all ages.

NOTE: Since the 2020 AGM, as with all organisations, SWHEA has had to cope with the Covid 19 Pandemic. This has meant long periods of closure to visitors, few events for members of the public and very limited interactions with schools, colleges, universities, and independent adult learners. Nevertheless, some progress has been made and is briefly summarised below.

Our activities included -

- Working towards Museum Accreditation, aiming to meet the National UK Standards set for Museums across the three key areas of 'organisational health', 'users and their experiences', and 'collections management' to Spectrum standards.
- Exploring new ways to widen access to the collection for the benefit of learners young and old, whether in formal education settings, informal groups, or independent adult learners.
- Exploring how to best meet the needs of those groups who are often excluded from learning about heritage.
- Continuing to develop partnership work in order to better promote knowledge of the World Heritage site of Saltaire.
- Where possible, recruiting, training, and supporting volunteers who work in a variety of ways to develop, promote, engage others, and care for the collection
- Seeking donations and grants for specific and discrete pieces of work.

Progress in 2020/2021:

- SWHEA received Arts Council England approval as eligible to pursue museum accreditation in October 2020 and has since developed a statement of purpose, restructured its operational work, and become familiar with the national standards for museums.
- SWHEA received a small Culture Recovery Grant in December 2020 which enabled the creation and instalment of 59 'story boards' explaining the heritage of 3 historic buildings and one new building in Saltaire and the installation of 4 additional display cabinets to provide immediate access to aspects of Saltaire's heritage for the 3,800 post 16 and adult learners and their lecturers in Shipley College and provided new digital display equipment.

- Established 2 exhibition and tour events running over 21 days for over 450 members of the public during the time periods when Covid restrictions were eased. Evaluations of these show high levels of satisfaction from visitors. Thanks are due to Shipley Town Council and Bradford Council for small grant aid to enable these events.
- Receipt and accession of 44 new deposits to the collection of which a number were bulk deposits containing many items, for example, the Patsy Phillips collection which provides new insight into Sir James Roberts acquisition of land and title rights relating to Hirst Mill.
- Whilst work with schools has been severely limited during the period, 4 primary schools have received workshops, 5 others have received support to find relevant digital resources and 1 secondary school has received presentations on Saltaire's Foundation and stories of migration to work in textiles. Work commissioned by Historic England has led to 2 Vimeo and 7 digital lesson resources being made available for Yorkshire Schools on their website.
- The website, established in April 2019, has been further developed and continues to provide digital access to learning resources. Work has commenced to assess the best option for improving the site and, in particular, the online catalogue for 2022.
- 51 'visitors' conducting research have gained access to the collection through digital conversations, forwarding materials and digital copies of documents, maps, and plans. One interesting international group were final year students for Artois University, Northern France, and a copy of their completed work to compare Saltaire with Roubaix has been received.
- Shipley College have led on a significant bid for funding through the governments' 'Towns Funding programme' and have succeeded in gaining initial approval for a new digital, arts and heritage centre in Saltaire. Consultation work on the site footprint and design for a new building commences in 2022 and a full business plan has to be submitted by June 2022. This work will lead to permanent/accessible display space for the collection.
- SWHEA's new group of writers are developing additional research and two new pieces of research on Salts Hospital and PACE Microtechnology Ltd. are available on the collection's website. Work continues on Saltaire shops over time and an exploration of the history of Roberts Park.
- Partnerships have continued with Leeds Beckett University, Historic England, the Local Cultural Education Partnership, the Cultural Voice Forum, Bradford Museums and Galleries Service and community groups local to Saltaire, e.g., Saltaire Inspired and Shipley Glen Tramway. Saltaire History Club continue to be the key partner in our work and have contributed important new work to the collection in 2020.2021.
- A new project focused partnership with Bradford Council's World Heritage Officer, Saltaire Festival, Saltaire History Club, Bradford University, Shipley and Baildon town councils is progressing work to develop a self-guided tour app for visitors to Saltaire. In addition, the Saltaire Collection has been agreed as a 'Data Providing' partner with the National Science Museum who have received funding to develop a digital

congruence engine for researchers and students – the focus for Bradford will be its Industrial History.

- A very important in year partnership was formed with our sister World Heritage Sites- New Lanark and Derwent Valley - during 2021 as all three sites were inscribed by UNESCO at the same time in 2001. Many discussions took place about the links between the sites and our May/June exhibition include materials and a video about these sister sites. This linking will continue going forward.
- No recruitment of volunteers was thought useful during the year due to the limited access to the Collection working room and the inability to provide 'physical' induction and day to day support. Nevertheless, two new volunteers have come forward, have begun work, and are settling in.
- SWHEA's experienced volunteers are our biggest asset and their continued passion and commitment to our work is beyond measure. We have been very fortunate to retain our volunteers in the prevailing circumstances. We acknowledge their crucial importance in sustaining high quality management of the collection; in promoting our work and generating income through our fledgeling monthly draw and developing our website further.
- SWHEA has however conducted a recruitment exercise for new Trustees/Board Members and has been successful in gaining five new, very experienced museum and engagement professionals to support our forward work towards Museum Accreditation.

PLEASE NOTE: SWHEA's AGM will be held on 12/09/2022 in order to both allow time to induct prospective trustees and work towards enabling AGM's will coincide with annual accounts from 2023

The Saltaire World Heritage Education Association

Charity number 1158756

Annual Report and Financial Statements for the year ended 30 September 2021



Saltaire Collection



West Yorkshire Community Accounting Service

The Saltaire World Heritage Education Association

Annual Report and Financial Statements for the year ended 30 September 2021

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Prepared by West Yorkshire Community Accounting Service

The Saltaire World Heritage Education Association

Trustees' report for the year ended 30 September 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Rachael Durrett	Chair	
John Briggs	Deputy Chair	
Maggie Smith	Secretary	
Richard Midgley	Treasurer	
Elizabeth Barker	Trustee	
Ruth Quinn	Trustee	
Stella Downs	Trustee	
Ian Watson	Trustee	
Kim Beaumont	Trustee	Appointed 11 January 2021 Resigned 22 April 2021

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1158756, on 2 October 2014.

Principal address

ShIPLEY College of Education
Victoria Road
ShIPLEY
BD18 3LQ

Bankers

HSBC Bank plc
PO Box 45
47 Market Street
Bradford
BD1 1LW

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 2 October 2014. Initially registered as a CIO Association subsequently amended to a CIO Foundation on 12 February 2018. Further amended 12 May 2019 and 28 May 2020.

Method of recruitment and appointment of trustees

Up to two trustees of the charity may be appointed by the remaining members of the CIO - ShIPLEY College and Saltaire United Reformed Church. The trustees may appoint up to seven further trustees. Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.

The Saltaire World Heritage Education Association

Trustees' report (continued) for the year ended 30 September 2021

Objectives and activities

The charity's objects

The objects of the CIO are to advance education, for the public benefit, relating to the industrial heritage of Saltaire, in particular:

for students young and old, whether they are pupils in a course of education, adults researching history or visiting tourists wishing to learn more about the World Heritage site, so as to encourage an involvement in and a better understanding of its heritage and create the desire to preserve it in the future;

by encouraging the undertaking of further research into the heritage of Saltaire and the impacts of industrial change and globalisation on the local textile industry and the lives of village residents, in order to add to and enhance the existing historical archives and the learner experience.

The charity's main activities and Public benefit statement

SWHEA manage the Saltaire Collection of historical items for Shipley College who hold it in trust for the community. In working on our charitable objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular for the advancement of education for learners of all ages.

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Our activities included -

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Exploring new ways to widen access to the collection for the benefit of learners young and old, whether in formal education settings, informal groups or independent adult learners.

Exploring how to best meet the needs of those groups who are often excluded from learning about heritage.

Continuing to develop partnership work in order to better promote knowledge of the World Heritage site of Saltaire.

Where possible, recruiting, training, and supporting volunteers who work in a variety of ways to develop, promote, engage others, and care for the collection.

Seeking donations and grants for specific and discrete pieces of work.

Achievements and performance

SWHEA received Arts Council England approval as eligible to pursue museum accreditation in October 2020 and has since developed a statement of purpose, restructured its operational work and become familiar with the national standards for museums.

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The Saltaire World Heritage Education Association

Trustees' report (continued) for the year ended 30 September 2021

Achievements and performance (continued)

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Whilst work with schools has been severely limited during the period, 4 primary schools have received workshops, 5 others have received support to find relevant digital resources and 1 secondary school has received presentations on Saltaire's Foundation and stories of migration to work in textiles. Work commissioned by Historic England has led to 2 Vimeo and 7 digital lesson resources being made available for Yorkshire Schools on their website.

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The Saltaire World Heritage Education Association

Trustees' report (continued) for the year ended 30 September 2021

Financial review

The net receipts for the year were £238, including net receipts of £200 on unrestricted funds and net receipts of £38 on restricted funds.

The pandemic has significantly impacted our ability to provide education on the heritage of Saltaire and so has resulted in shortfalls of funds. Careful cost control and prudent budgeting has ensured that the risks caused by the shortfalls have been largely mitigated. Risk management is at the heart of our governance model and so this risk is managed through that process.

Our budget for this next financial year assumes the continuation of limitations on our activities but we have no concerns about our short- term financial sustainability due to core funding and financial reserves.

In the longer term our funding and income generation is dependent on Educational activities and the promotion that comes from those activities. If limitations continue, we will need to evolve our model so that more emphasis is put on online learning and we would seek specific funding to support that endeavour.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £7,246.

We need to consider why we might need to hold back some funds as reserves. As a small charity, with a simple structure and uncomplicated activities, these reasons are:

The risk of unforeseen emergency or other unexpected need for funds, e.g. an unexpected repair bill or finding 'seed-funding' for an urgent project.

Covering unforeseen day-to-day operational costs, e.g. IT updates

Planned commitments, or designations, that cannot be met by future income alone, e.g. plans for a major asset purchase (opportunistic acquisition) or to a significant project that requires the charity to provide 'matched funding' – (Pop Up museum).

The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received.

The key requirement is to protect the continuity of our core work around the Collection and Education.

Value of Reserves

To take the 4 reasons / risks identified in "Rationale" above, the proposed values are:

- a) Unforeseen emergency - £500
- b) Unforeseen day to day costs - £500
- c) Planned commitments that cannot be met by income - £1,000
- d) Short term cash flow deficits - £1,000

This gives total reserves of £3,000 against our unrestricted annual budget of £4,500, and so reflects financial prudence whilst releasing unrestricted funds to be deployed.

Part of the reason for the higher level of reserves than the policy is due to the uncertain times that we have been operating within. We have continued uncertainty about our income through grants, events and other normal fund-raising activities and therefore have taken a prudent approach to spending when the income line has been less certainty than we would like.

There has also been an inability to spend on some of our normal volunteering, educational and interpretation activities and so the activities which would normally reduce the amount of reserves held have not occurred, hence leaving higher reserves.

Signed on behalf of the board of trustees on

Signed: (Trustee)

Name:

The Saltaire World Heritage Education Association

Independent examiner's report to the trustees of The Saltaire World Heritage Education Association Charitable Incorporated Organisation

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2021, which are set out on pages 7 to 10.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. Whilst an independent examination is not required under section 145 of the Act, the trustees have opted for this type of scrutiny.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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 accounts to be reached.

Signed: Name: Claire Welling

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Saltaire World Heritage Education Association

Receipts and payments account

for the year ended 30 September 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants	(2)	-	15,716	15,716	21,297
Donations		305	-	305	677
Merchandise sales		329	-	329	639
Education related income		-	-	-	6,950
Charity draw income		2,335	-	2,335	-
Other income		205	-	205	20
Total receipts		<u>3,174</u>	<u>15,716</u>	<u>18,890</u>	<u>29,583</u>
Payments					
Project development:					
Salaries, NIC and pensions	(3)	-	-	-	10,134
Staff and volunteer travel		-	-	-	27
Staff and volunteer training		-	-	-	350
Rent		-	-	-	1,000
Equipment, materials and repair		-	9,381	9,381	2,649
Professional fees		146	5,163	5,309	10,060
Stewarding		-	600	600	-
Insurance		409	-	409	309
IT and website		753	-	753	249
Publicity		-	325	325	322
Other expenditure		-	209	209	46
Independent examination		276	-	276	276
Goods for resale		-	-	-	61
Charity draw expenditure		1,390	-	1,390	-
Total payments		<u>2,974</u>	<u>15,678</u>	<u>18,652</u>	<u>25,483</u>
Net movement in funds		<u>200</u>	<u>38</u>	<u>238</u>	<u>4,100</u>
Fund balances brought forward		<u>7,046</u>	<u>-</u>	<u>7,046</u>	<u>2,946</u>
Fund balances carried forward	(4)	<u>7,246</u>	<u>38</u>	<u>7,284</u>	<u>7,046</u>

The Saltaire World Heritage Education Association

Statement of assets and liabilities

as at 30 September 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	7,246	38	7,284	7,046
Total cash funds	<u>7,246</u>	<u>38</u>	<u>7,284</u>	<u>7,046</u>

Other monetary assets

Insurance prepayment			£	
Web hosting fees			205	
			<u>300</u>	
			<u>505</u>	

Assets retained for the charity's own use

3 x Laptops
 2x PC and software
 Wireless printer
 Dehumidifier
 Laminator
 Flat bed scanner
 Additional laptop/note pad
 Website domain and design
 Large floor standing display case
 2 x External hard drives
 59 x Story boards design, printing and installation
 4 x Wall mounted display cases
 TV monitor and stand

Liabilities

Independent examination			£	
			276	
			<u>276</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

The Saltaire World Heritage Education Association

Notes to the accounts

for the year ended 30 September 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

The Saltaire World Heritage Education Association

Notes to the accounts continued

for the year ended 30 September 2021

2 Grants	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
The National Heritage Memorial Fund	-	13,200	13,200	21,297
City of Bradford Metropolitan District Council	-	756	756	-
Shipley Town Council	-	1,760	1,760	-
	<u>-</u>	<u>15,716</u>	<u>15,716</u>	<u>21,297</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	-	9,761
Social security costs	-	553
Employment allowance	-	(553)
Pensions	-	373
	<u>-</u>	<u>10,134</u>

There were no employees during the year (2020: 1, 0.5 FTE).

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	-	373

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Popup Heritage Centre Project	-	2,516	2,478	38
Cultural Recovery Fund	-	13,200	13,200	-
	<u>-</u>	<u>15,716</u>	<u>15,678</u>	<u>38</u>

Fund name	Purpose of restriction
Popup Heritage Centre Project	To cover the costs of 19 day exhibition on Saltaire's Foundation from 28th May to 20th June 2021. Remaining balance to be used for a September 2021 event as agreed with the funder.
Cultural Recovery Fund	Towards creating and installing 59 Story Boards, purchasing a TV monitor and a stand and restoration of a valuable oil painting

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.