

## **2023-2024 SWHEA Board Chair's Report**

The Saltaire Collection was initiated by the people of Saltaire to tell the unique story of this World Heritage Site, located in the Bradford District, West Yorkshire. It has a wealth of information for researchers, schools, visitors and adult learners. The period covered by the collection items is from Titus Salt's era in Bradford from 1820, the origins of Saltaire in the 1850's, to the lives of residents, workers and businesses to the present day.

The Collection covers all aspects of work and living in the village, its surrounding area, the histories of its buildings and its international connections, told through books, a variety of documents, maps, plans, art and objects, a good number have been donated by the Salt and Robert's families. Shipley College hold the Collection in trust for the community.

The Collection is managed, through a perennial agreement with Shipley College, by The Saltaire World Heritage Education Association's board of trustees. Charity Reg. no. 1158756.

During 2023, SWHEA trustees worked with the Engagement Team from the National Lottery Heritage Fund (NLHF) to agree a funding bid that would take the first steps to achieving greater resilience for the Charity and identify the most suitable location, with public access, to house the Collection for the long term future. The project is named as Bright Future: Saltaire Collection.

### **SWHEA's Achievements and performance 2023-2024**

A grant of £93,172.00 was awarded in December 2023 and work commenced from 3rd January 2024 to appoint two consultants, a Business Mentor, an External Evaluator and a full time professional staff member to manage the project. The detailed tasks agreed are within a project plan that sets out timescales and targets. The main tasks include

1. A Skills Audit and Training Needs Analysis for SWHEA Trustees and volunteers
2. Revision of the three year business plan by December 2024
3. Agreed partnerships with community groups representing disabled people and those of minority ethnic origins, to advise SWHEA on accessibility requirements
4. An Options Appraisal of all potential venues for relocation of the Collection with a sub set of venues with potential for outreach work
5. A feasibility study of the shortlisted options identified

6. Appointment of a Museum Design Consultant for the option rated as the most feasible to identify all likely 'fit out costs' for a new location

7. Preparation of a second phase bid with a delivery year to manage the fit out of a new museum for Saltaire and ideal staffing posts for a 3 year delivery programme

Progress on all tasks has been good. Some delay Progress on all tasks has been good, but the schedule of tasks has been affected by the loss of the Museum Development Project Manager in November 2024. Work to finish the tasks in that role remit is being undertaken by two freelancers – with one contracted to completed the work on securing concept designs and indicative costs for fitting out a new location for the collection and the second contract to progress work on sustainable development.

Alongside the work for the Bright Future project, SWHEA has continued to host research and other visitors (by appointment) lead historical tours of the Saltaire Site, prepared and delivered education events and exhibitions and participated in museum and local cultural networks – collaborating with others on heritage focused programmes within the Bradford 2025 and Cultural Voice networks.

A major task has been to continue to prepare the wide range of policies and procedures required by Arts Council England (ACE) in preparing to submit an application for Museum Accreditation. This process is now subject to 'significant change', given the work to relocate the collection, and has necessitated a re-submission to ACE for permission to continue to work towards accreditation. This application was submitted in September 2024 and is now approved with a completion date of October 2027 for submission to ACE,

SWHEA has gained some new volunteers during the year who have settled in well and four new board members have been recruited. Our Treasurer R. Haluszczak resigned in October 2024 and the board members will make a decision about his replacement in the coming weeks.

SWHEA continues to depend on the hard work and commitment of our wonderful volunteers, without them we could not have completed our ambitious programme in 2023-2024.

Stephanie Webb (Chair of Trustee Board)

Date January 20<sup>th</sup>, 2025

# **The Saltaire World Heritage Education Association**

Charity number 1158756

## **Annual Report and Financial Statements for the year ended 30 September 2024**



## **Saltaire Collection**



# **The Saltaire World Heritage Education Association**

## **Annual Report and Financial Statements for the year ended 30 September 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Saltaire World Heritage Education Association**

## **Trustees' report for the year ended 30 September 2024**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Stephanie Webb	Chair	
John Briggs	Deputy Chair	
Maggie Smith	Secretary	
Stella Downs		
Charlotte Houlahan		
Bethany Richardson-Smith		
Lauren Talbot		Appointed 13 May 2024
Roman Haluszczak		Resigned 18 October 2024
Katie McAdam		Resigned 10 January 2024
Alexandra Haley		Resigned 4 December 2023
Elizabeth Barker		Resigned 27 November 2023
Victoria Smith		Resigned 27 November 2023

**Charity number** 1158756 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
ShIPLEY College of Education	HSBC Bank plc
Victoria Road	PO Box 45
ShIPLEY	47 Market Street
BD18 3LQ	Bradford
	BD1 1LW

### **Independent examiner**

Rhys North ACA

### **West Yorkshire Community Accountancy Service CIO**

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, 14 May 2020 and 28 May 2020 and is governed by a constitution.

### **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 2024**

### **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**

Managing the Saltaire Collection to museum and SPECTRUM standards

Enabling public access to the collection through digital means and visits by appointment to the collection

Note: an updated website now hosts all collection catalogued items, 12% of the collection is digitised and recent work, funded by Bradford Metropolitan District Council (BMDC) has enabled accessible elements for the website that include a widget to enable changes of font, text contrast, lighting adjustment etc, audio visual elements and an additional digitisation programme of work.

Provision of learning opportunities for learners of all ages through workshops on site and in schools

Events and Exhibitions for members of the public

Recruitment and training for volunteers in collection management, communication and marketing, income generation and research methods

Recruitment for new trustees and training programmes to upskill existing trustees

Collaborative work with other local heritage and cultural organisations.

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and for SWHEA, in particular the advancement of education, relating to the world heritage site of Saltaire. Encouraging research into and re-interpretation of Saltaire's multi-faceted heritage, aiming to facilitate a wider, more diverse, involvement in and a greater understanding of this important cultural asset.

#### **Achievements and performance**

The Saltaire Collection was initiated by the people of Saltaire to tell the unique story of this World Heritage Site, located in the Bradford District, West Yorkshire. It has a wealth of information for researchers, schools, visitors and adult learners. The period covered by the collection items is from Titus Salt's era in Bradford from 1820, the origins of Saltaire in the 1850's, to the lives of residents, workers and businesses to the present day. The Collection covers all aspects of work and living in the village, its surrounding area, the histories of its buildings and its international connections, told through books, a variety of documents, maps, plans, art and objects, a good number have been donated by the Salt and Robert's families. Shipley College hold the Collection in trust for the community.

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# **The Saltaire World Heritage Education Association**

## **Trustees' report (continued) for the year ended 30 September 2024**

### **Achievements and performance**

A grant of £93,172.00 was awarded in December 2023 and work commenced from 3<sup>rd</sup> January 2024 to appoint two consultants, a Business Mentor, an External Evaluator and a full time professional staff member to manage the project. The detailed tasks agreed are within a project plan that sets out timescales and targets. The main tasks include

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6. Appointment of a Museum Design Consultant for the option rated as the most feasible to identify all likely 'fit out costs' for a new location
7. Preparation of a second phase bid with a delivery year to manage the fit out of a new museum for Saltaire and ideal staffing posts for a 3 year delivery programme

Progress on all tasks has been good.

The grant is allocated in 3 tranches – 50% for the first 6 months period

40% for the next 5-6 months (or when the 50% allocated is completely expended) and the last 10% on completion of a satisfactory report to NLHF.

Alongside the work for the Bright Future project, SWHEA has continued to host research and other visitors (by appointment) lead historical tours of the Saltaire Site, prepared and delivered education events and exhibitions and participated in museum and local cultural networks – collaborating with others on heritage focused programmes within the Bradford 2025 and Cultural Voice networks.

A major task has been to continue to prepare the wide range of policies and procedures required by Arts Council England (ACE) in preparing to submit an application for Museum Accreditation. This process is now subject to 'significant change', given the work to relocate the collection, and has necessitated a re-submission to ACE for permission to continue to work towards accreditation. This application was submitted in September 2024.

### **Financial review**

The net receipts for the year were £20,184, including net payments of £239 on unrestricted funds and net receipts of £20,423 on restricted funds.

**The Saltaire World Heritage Education Association**  
**Trustees' report (continued) for the year ended 30 September 2024**

**Reserves policy**

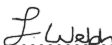
The charity's free reserves, at the year end were £6,318.

The primary purpose of the reserves for the Saltaire Collection is to ensure the long-term sustainability of our organization. Reserves should be used to:

- Mitigate financial risks and uncertainties.
- Support the continuation of our cultural programmes and activities.
- Cover unexpected operational expenses.

Given our small size and limited financial capacity, we will aim to maintain total unrestricted reserves at a level not exceeding £6,000.

Approved by the board of trustees on 7.2.2025 .....

Signed:  ..... (Trustee)

Name: ..Stephanie Webb.....



# **The Saltaire World Heritage Education Association**

## **Independent examiner's report to the trustees of The Saltaire World Heritage Education Association**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2024, 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.

### **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 charity as required by section 130 of the Charities Act;
- 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: Rhys North ACA

Date: .....

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**The Saltaire World Heritage Education Association**  
**Receipts and payments account**  
**for the year ended 30 September 2024**

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Receipts</b>					
Grants	(2)	-	47,546	47,546	10,753
Donations		1,036	-	1,036	441
Merchandise sales		10	-	10	-
Charity draw subscription		2,265	-	2,265	2,225
Other income		-	-	-	106
<b>Total receipts</b>		<u>3,311</u>	<u>47,546</u>	<u>50,857</u>	<u>13,525</u>
<b>Payments</b>					
Salaries NI and pensions		-	16,716	16,716	-
Staff and volunteer travel		-	146	146	370
Equipment, materials and repair		86	95	181	-
Professional fees		-	6,434	6,434	9,145
Insurance		157	-	157	435
IT and website		724	565	1,289	561
Publicity		-	141	141	40
Other expenditure		276	160	436	765
Independent examination		600	-	600	300
Charity draw expenditure		1,480	-	1,480	1,580
Project costs		227	2,866	3,093	-
<b>Total payments</b>		<u>3,550</u>	<u>27,123</u>	<u>30,673</u>	<u>13,196</u>
<b>Net receipts / (payments)</b>		<u>(239)</u>	<u>20,423</u>	<u>20,184</u>	<u>329</u>
<b>Fund balances brought forward</b>		<u>6,557</u>	<u>2,580</u>	<u>9,137</u>	<u>8,808</u>
<b>Fund balances carried forward</b>	(3)	<u>6,318</u>	<u>23,003</u>	<u>29,321</u>	<u>9,137</u>

**The Saltaire World Heritage Education Association**  
**Statement of assets and liabilities**  
**as at 30 September 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	6,318	23,003	29,321	9,137
<b>Total cash funds</b>	<u>6,318</u>	<u>23,003</u>	<u>29,321</u>	<u>9,137</u>

**Debtors and prepayments**

	2024
	£
Prepayments - insurance	105
	<u>105</u>

**Assets retained for the charity's own use**

3 x Laptops  
2 x 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  
Asus laptop  
Logitech Microphone

**Liabilities**

	2024
	£
Accruals - independent examiner fee	858
	<u>858</u>

The financial statements were approved by the board of trustees on 7.2.2025 .....

Signed: L Webb ..... (Trustee)

Name: Stephanie Webb .....

# **The Saltaire World Heritage Education Association**

## **Notes to the accounts**

### **for the year ended 30 September 2024**

#### **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

##### **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 2024**

2 Grants and donations	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Museum Development Yorkshire	-	960	960	2,293
National Lottery Heritage Fund (NLHF)	-	46,586	46,586	8,460
	<u>-</u>	<u>47,546</u>	<u>47,546</u>	<u>10,753</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Museum Development Yorkshire	(480)	960	480	-	-
NLHF - Brighter Futures	-	46,586	23,848	-	22,738
BMDC - Accessibility grant	3,060	-	2,795	-	265
	<u>2,580</u>	<u>47,546</u>	<u>27,123</u>	<u>-</u>	<u>23,003</u>

Fund name	Purpose of restriction
Museum Development Yorkshire	Towards removal costs associated with the temporary relocation of the charity's collection.
NLHF - Brighter Futures	To complete an options appraisal and feasibility study for relocation of the Saltaire Collection and improve SWHEA's sustainability.
BMDC - Accessibility grant	To support costs for audio and visual learning resources as part of the new website.

**4 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.

06 February 2025

**To the trustees of The Saltaire World Heritage Education Association**

**Please note that this letter is addressed to each member of your trustee board. I suggest that it is copied to each member and considered at your next meeting.**

Dear Trustees

Please print out a minimum of two copies of the accounts emailed to you.

Would you please arrange for each copy to be approved by the trustees, signed in black ink (on the trustees' annual report and the statement of assets and liabilities pages). Please then either email me a scan of your signed accounts or (if that is difficult) attach a photo of just the signed pages.

I will then email you my examiner's report with a jpeg signature which you can print and insert into your original signed copy. I will also email you a pdf version of the accounts which show the name of the person who signed the accounts and the date signed for the purpose of filing at the Charity Commission.

The Charity Commission prefers to have the accounts filed online and the pdf version of the accounts referred to above will enable you to do this. Receipt is required at the Charity Commission no later than 10 months from the end date of your latest accounts. Please do not scan and pdf the signed accounts as this will create a file which is too big for filing.

I would like to thank Maggie for the records provided and responding to my queries during the course of my work.

### **Observations and recommendations**

Enclosed is a sheet setting out my observations and recommendations. Please consider these and do not hesitate to contact me for further information or advice on any of the issues raised. WYCAS can provide training and support to help you make improvements; call us or visit our website (details at bottom right of this letter).

WYCAS would like to thank you for your custom. We would appreciate you taking a few minutes to complete our short on-line survey.

Please visit [www.wycas.org.uk/survey](http://www.wycas.org.uk/survey)

[Join our mailing list HERE for regular updates!](#)

Yours sincerely

Rhys North

Head Office: Stringer House, 34 Lupton Street, Leeds, LS10 2QW. Email: [info@wycas.org.uk](mailto:info@wycas.org.uk)

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

