

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

England & Wales · Charity number 1165223

Details

Status Registered

Legal form CIO

Registered 2016-01-19

Register [View on the Charity Commission register](#)

Contact

Address 32 High Street
Berkeley
Gloucestershire
GL13 9BJ

Phone 01452 426240

Email contact@foga.uk

Website foga.online

Activities

Objects: THE OBJECT OF THE CIO IS: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE UNDERSTANDING AND PRESERVATION OF THE DOCUMENTED HERITAGE OF THE HISTORIC COUNTY OF GLOUCESTERSHIRE, ESPECIALLY BY THE PROMOTION, SUPPORT AND IMPROVEMENT OF GLOUCESTERSHIRE ARCHIVES.

Activities: SUPPORTS AND PROMOTES THE ARCHIVES SERVICE FOR THE COUNTIES OF GLOUCESTERSHIRE AND SOUTH GLOUCESTERSHIRE

Classification

- **How:** Makes Grants To Organisations, Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Gloucestershire
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£22,532	£7,018	-	-
2024-03-31	£4,688	£1,814	-	-
2023-03-31	£13,920	£3,610	-	-
2022-03-31	£5,800	£2,306	-	-
2021-03-31	£2,744	£8,894	-	-

Trustees

Name	Role	Appointed
CLIVE FRANCIS ANDREWS BD AKCFRSA	Chair	2016-01-19
Caroline Mary Brodie Meller		2016-01-19
Claire Elizabeth Gibson		2020-09-07
David Charles Cook		2020-02-10
Dr CHERRY ANN KNOTT		2018-08-23
Dr Michael George Swanwick		2024-05-22
HEATHER MARGARET FORBES MArAd FARA		2016-01-19
STEPHEN ANTHONY HAYGARTH		2016-01-19

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

England & Wales - Charity number 1165223

Accounts

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2025



**friends of
Gloucestershire
Archives**

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report for the year ended 31 March 2025.

Administrative information

President

Edward Gillespie OBE, Lord-Lieutenant of Gloucestershire

Trustees

The trustees during the year were as follows:

Clive Andrews	Chair
Heather Forbes	Head of Archive Services (ex officio)
Caroline Meller	Secretary
Claire Gibson	Treasurer
David Cook	
Stephen Haygarth	
Dr Cherry Ann Knott	
Dr Michael Swanwick	Appointed 22 May 2024

The trustees were assisted by:

Brenda Fenner	Membership Secretary
Ethan Langfield	Events
Paul Evans	Social Media

Registered address

Gloucestershire Archives
Alvin Street
Gloucester
GL1 3DW

Bankers

Lloyds Bank
130 High Street
Cheltenham
GL50 1EW

Independent Examiner

S.E. Brown FCA, CTA
2 Chancel Way
Charlton Kings
Cheltenham
GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 – cont.

Object

The object of the charity is: To advance the education of the public in the understanding and preservation of the documented heritage of the historic county of Gloucestershire, especially by the promotion, support and improvement of Gloucestershire Archives.

Structure, Governance and Management

The charity was registered with the Charity Commission on 19 January 2016.

The charity was created as a successor to The Friends of Gloucestershire Archives (Registered Charity No. 1029013), which was an unincorporated organisation founded in 1993.

The current charity has a membership which is open to anyone who is interested in furthering its purposes. Members pay a small annual subscription, but this may be waived by the trustees.

The constitution provides for a minimum of six and a maximum of 12 trustees. The constitution sets out the powers of the trustees, the manner of appointment, resignation and removal of trustees, and the procedures and controls which govern the administration of the charity. The head of the archive service for Gloucestershire is an ex officio trustee. It is the policy of the charity to provide appropriate induction and training for all new trustees.

Public benefit

The trustees of the Friends of Gloucestershire Archives CIO have paid due regard to the Charity Commission's guidance on public benefit. The trustees believe that the requirements of the public benefit test are being met.

Risk management

The trustees periodically review the operational, financial, regulatory, legal and strategic risks affecting the charity. Appropriate measures to mitigate the effects of identified risks are in place and remain under review.

Fundraising

The charity does not use third parties for fundraising and the trustees are satisfied that their own fundraising activities comply with best practice as set out by the Fundraising Regulator.

Reserves policy

The trustees aim to retain approximately one third of the annual subscription income as a reserve. Reserve funds can be drawn on at short notice to purchase Gloucestershire related documents for the Archives if they are offered for sale. When making such purchases the trustees are guided by Gloucestershire Archive staff.

Data Protection

The charity has a data protection policy which was introduced in May 2018 in accordance with the General Data Protection Regulations. A copy of the policy is available on the charity's website.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 – cont.

Achievements and Performance

In May 2024 the trustees were pleased to welcome the return of Dr Michael Swanwick as a trustee. Michael had served as a trustee before, and was secretary from 2008 to 2013. Ethan Langfeld, recently appointed an apprentice at the Heritage Hub, assumed responsibility for assisting the trustees with organising events. We are very grateful to both of them for taking on these roles. We are also very grateful to other members of the Archive staff, Brenda Fenner for continuing to undertake the role of Membership Secretary, and Paul Evans who helps the charity with social media.

During the year Claire Collins was appointed County and Diocesan Archivist, while Heather Forbes took on a new part-time role as Head of Archive Services. Claire kindly agreed to continue as the Friends' treasurer despite her new responsibilities, although in the longer term the trustees hope to find someone with appropriate skills who can relieve her of the burden of overseeing the Friends' finances. Trustees were grateful to know that Heather will continue as ex-officio trustee, a role she has held since 2005.

We are immensely grateful to Sue Brown for voluntarily sharing her financial expertise by giving advice and for continuing as the charity's External Examiner, a role she has now fulfilled for over a decade.

In the last Annual Report it was announced that the Friends were a beneficiary of the will of long-time member of the Friends Pat Bath. In August 2024 the charity received an interim payment of over £2,500 as part of her legacy. The Executor has experienced problems in selling her property, so the balance of the legacy is yet to be received.

Long standing member of the Friends, Miss Nancy Lockwood, sadly died in December 2023, at which time the Friends were told that they were a beneficiary of her will. Nancy was the longest serving volunteer at the Archives, so it was she who had been chosen to cut the celebratory cake when The Princess Royal opened the renovated Archive building in 2019. A few days after the end of the 2024/25 financial year the Friends received the legacy which amounted to just under £16,000. Since the year end the trustees have decided that they would use the legacy, together with the initial instalment of Pat Bath's bequest, to fund a Graduate Archive Trainee for a year. The post attracted over 60 applicants, and an appointment has since been made. Gloucestershire Archives has an extremely successful record of training archivists but had not been able to make such an appointment recently because of financial constraints. Hopefully the successful applicant will find their year in Gloucester a starting point for a fulfilling career in archive services, something which would be immensely gratifying to both Pat Bath and Nancy Lockwood.

The Friends purchased a number of documents for the Archives during the year. The Staunton Court farm account book for 1853-9, provides a detailed record of the management of the farm; a Cheltenham pharmacist's notebook, includes details of medications prescribed, with customer's names and addresses, and also particulars of local 'pauper lunatics'; and an early 20th Century book records the poor rates paid by residents of Cold Ashton. The Friends also successfully bid at auction for a random collection of 90 vellum and paper documents dating from 1617 to 1932, including deeds, documents and indentures, all concerning Gloucestershire people and places. The collection is currently being examined and catalogued.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 – cont.

Achievements and Performance – cont.

Trustees agreed a donation of £100 to assist with document purchases by the Gloucestershire Police Archive. The archive is based at the Heritage Hub and police documents are included in the main Archives' online catalogue.

During the year the trustees set up a non-profit account with Microsoft which will shortly enable the Friends' documents to be stored digitally in a central location ensuring easy access for trustees, and ensuring digital preservation of the documents.

The charity successfully applied to be placed on the Charity Commission's new register of merged charities. This formally links the old FoGA charity with the newer Charitable Incorporated Organisation (FoGA CIO) ensuring that any legacies left in the name of the previous charity can be received by the CIO without legal complications.

The trustees' decision last year to hold joint talks with the Gloucestershire Family History Society has been successful and the talks during the year have been very well attended. Members have also welcomed the opportunity regularly to meet informally with members of the Family History Society.

The Friends were pleased to welcome the Lord-Lieutenant of Gloucestershire, the charity's President, to speak at its well-attended 2024 Annual General Meeting. The charity has long been supported by the County's Lords-Lieutenant, for which we are immensely grateful.

Members of the Friends received two newsletters during the year, and we are grateful to John Putley for taking the lead role in compiling them, and for making major contributions.

The Friends again held their annual mystery tour, which many members were able to enjoy. The trustees gratefully acknowledge the skill and hard work of Dr John Chandler in planning and conducting the tour, as he had done in many previous years.

Although membership numbers decreased very slightly during the year the charity continues to flourish and fulfil its purpose of supporting Gloucestershire Archives.



Signed on behalf of the Trustees
Clive Andrews,
Chair

9 October 2025

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

I report on the accounts of the Charity for the year ended 31 March 2025, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) 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.

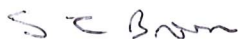
Basis of Independent Examiner's report

My examination was carried out in accordance with the 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 matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S.E. Brown FCA, CTA

9 October 2025

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2025

	Unrestricted Funds £	Restricted Funds £	2025 Total £	2024 Total £
Incoming Resources				
Subscriptions: Ordinary	810	-	810	850
Subscriptions: Family	330	-	330	255
Subscriptions: Groups	240	-	240	280
Gift Aid	246	-	246	189
Donations	855	120	975	2,245
Legacies	18,634	-	18,634	-
Events	975	-	975	690
Interest	195	127	322	179
	<u>22,285</u>	<u>247</u>	<u>22,532</u>	<u>4,688</u>
Total incoming resources				
Resources Expended				
Purchases	819	120	939	595
Projects	-	5,000	5,000	-
Insurance and subscriptions	95		95	95
Website	234		234	198
Events	660	-	660	855
Annual General Meeting	4	-	4	71
Sundries	86	-	86	-
	<u>1,898</u>	<u>5,120</u>	<u>7,018</u>	<u>1,814</u>
Total resources expended				
Net movement in funds	20,387	(4,873)	15,514	2,874
Reconciliation of funds				
Total funds brought forward	<u>12,291</u>	<u>10,845</u>	<u>23,136</u>	<u>20,262</u>
Total funds carried forward	<u>32,678</u>	<u>5,972</u>	<u>38,650</u>	<u>23,136</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

BALANCE SHEET

31 MARCH 2025

	Note	Unrestricted Funds £	Restricted Funds £	2025 Total £	2024 Total £
Current assets					
Debtors and prepayments	2	241	-	241	1,790
Bank current account		18,386	40	18,426	2,319
Bank deposit account		14,417	-	14,417	9,627
Bank deposit account – Designated and Restricted		-	5,932	5,932	9,845
Total current assets		<u>33,044</u>	<u>5,972</u>	<u>39,016</u>	<u>23,581</u>
Current liabilities					
Creditors and accruals	3	366	-	366	445
Total current liabilities		<u>366</u>	<u>-</u>	<u>366</u>	<u>445</u>
Total net assets		<u>32,678</u>	<u>5,972</u>	<u>38,650</u>	<u>23,136</u>
Funds of the Charity					
Unrestricted funds		32,678	-	32,678	12,291
Restricted funds	4	-	5,972	5,972	10,845
Total funds carried forward		<u>32,678</u>	<u>5,972</u>	<u>38,650</u>	<u>23,136</u>

For and on behalf of the Trustees



Claire Gibson,
Treasurer

9 October 2025

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

		2025			2024
	General	General	Restricted	Total	
	£	£	£	£	£
Gift Aid	241	-	-	241	1,790
	<u>241</u>	<u>-</u>	<u>-</u>	<u>241</u>	<u>1,790</u>

3. CREDITORS AND ACCRUALS

		2025			2024
	General	General	Restricted	Total	
	£	£	£	£	£
Subscriptions received in advance		150	-	150	45
Donations		-	-	-	400
Purchases		216	-	216	-
		<u>366</u>	<u>-</u>	<u>366</u>	<u>445</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS – cont.

FOR THE YEAR ENDED 31 MARCH 2025

4. RESTRICTED FUNDS

	Purchases for GA	Witts Catalogue	Young Catalogue £	For the Record	Total £
Balance 1 April 2024		5,047	5,485	313	10,845
Receipts	120	62	62	3	247
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	120	5,109	5,547	316	11,092
Payments	120	5,000	-	-	5,120
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance 31 March 2025	-	109	5,547	316	5,972
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

England & Wales - Charity number 1165223

Accounts

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2024



friends of
Gloucestershire
Archives

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report for the year ended 31 March 2024.

Administrative information

President

Edward Gillespie OBE, Lord-Lieutenant of Gloucestershire

Trustees

The trustees during the year were as follows:

Clive Andrews	Chair
Heather Forbes	County Archivist (ex officio)
Caroline Meller	Secretary
Claire Gibson	Treasurer
Stephen Haygarth	
Dr Cherry Ann Knott	
David Cook	

The trustees were assisted by:

Ally McConnell	Membership Secretary (until November 2023)
Brenda Fenner	Membership Secretary (from November 2023)
Jemma Fowkes	Events
Rhianna Watson	Social Media

Registered address

Gloucestershire Archives
Alvin Street
Gloucester
GL1 3DW

Bankers

Lloyds Bank
130 High Street
Cheltenham
GL50 1EW

Independent Examiner

S.E. Brown FCA, CTA
2 Chancel Way
Charlton Kings
Cheltenham
GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 – cont.

Object

The object of the charity is: To advance the education of the public in the understanding and preservation of the documented heritage of the historic county of Gloucestershire, especially by the promotion, support and improvement of Gloucestershire Archives.

Structure, Governance and Management

The charity was registered with the Charity Commission on 19 January 2016.

The charity was created as a successor to The Friends of Gloucestershire Archives (Registered Charity No. 1029013), which was an unincorporated organisation founded in 1993.

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Public benefit

The trustees of the Friends of Gloucestershire Archives CIO have paid due regard to the Charity Commission's guidance on public benefit. The trustees believe that the requirements of the public benefit test are being met.

Risk management

The trustees periodically review the operational, financial, regulatory, legal and strategic risks affecting the charity. Appropriate measures to mitigate the effects of identified risks are in place and remain under review.

Fundraising

The charity does not use third parties for fundraising and the trustees are satisfied that their own fundraising activities comply with best practice as set out by the Fundraising Regulator.

Reserves policy

The trustees aim to retain approximately one third of the annual subscription income as a reserve. Reserve funds can be drawn on at short notice to purchase Gloucestershire related documents for the Archives if they are offered for sale. When making such purchases the trustees are guided by Gloucestershire Archive staff.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 – cont.

Data Protection

The charity has a data protection policy which was introduced in May 2018 in accordance with the General Data Protection Regulations. A copy of the policy is available on the charity's website.

Achievements and Performance

During the 2023/24 financial year the Friends celebrated their 30th anniversary. At the Annual General Meeting tribute was paid to the founding members, many of whom had continued to support the organisation over many years. During the charity's existence numerous outings had been organised to historical venues, countless members' talks had been held, and a great number of documents and items of equipment had been purchased for Gloucestershire Archives. Perhaps the most outstanding achievement had been the raising of over £130,000 towards the recent major refurbishment of the Archive building.

In the previous financial year the Friends received two donations totalling over £10,000, each one accompanying specific collections of documents deposited at the Archives. One collection consisted of papers of the prominent Witts family, many of whom lived in Upper Slaughter, Gloucestershire. The papers deal with a wide range of topics of both national and local interest and cover the years 1755 to 2008. The second collection comprised the personal papers of world-renowned sculptor and building conservationist Rory Young, who died in February 2023. He was born and lived in Gloucestershire, but his work took him to Scotland, York Minster, St Albans Cathedral, Southwell Minster, Christchurch Priory and elsewhere. Since the year end the donations have started to be used to cover the cost of cataloguing the two collections and of providing them with suitable protective enclosures.

The Friends also received a grant of £1,000 from The Gilbert Lane Trust, the charitable arm of G.R. Lane Health Products, best known for products such as Kalms and Earex. The grant has been used to purchase large book support systems, which can be used in the Archives' research room to help protect the bindings of different types of old books while they are being read. As many of the fragile books being researched are often Victorian hospital and patient registers it seemed an appropriate use of a grant from a medical organisation.

The Friends were notified that they were to be the recipient of a legacy from the late Patricia Bath, a founding member who was for many years the charity's secretary. It is expected that the amount of the bequest will be known in time for it to be reported in the next annual report.

The Friends continued to experience significant competition when bidding for documents for sale on the open market. Other county archives have had a similar experience. However, the Friends were able to purchase a significant collection of documents, ledgers, diaries, and photographs relating to the Whiteway Colony, a residential community in the Cotswolds established in 1898 by Tolstoyans. Residents have included immigrant anarchists, conscientious objectors and refugees from the Spanish Civil War. Mohandas Gandhi visited in 1909 but by then residents were already moving away from their founding ideology. The Colony still exists today and houses, among others, descendants of its original settlers.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 – cont.

Achievements and Performance – cont.

The Friends' annual mystery tour remains a firm favourite with members. Transported this year in Gloucester Rugby's luxury liveried coach (at no additional cost) members visited Roman remains at Caerwent, explored the medieval layout of Cowbridge, and delighted in the architectural and historical splendour of the great church at Llantwit Major. Planned and organised by distinguished local historian Dr John Chandler it was, as always, both enjoyable and educational.

For the first time this year the Friends joined with Gloucestershire Family History Society in arranging joint talks for members. Given the overlapping interests of the two organisations, holding talks for both memberships seemed a prudent use of resources.

The trustees held an extraordinary meeting in January to review the numerous policies which the Charity Commission expects each charity to have, such as an investment policy, a social media policy, and policies regarding trustee expenses and conflicts of interest. The trustees believe they are fully compliant with the Charity Commission's requirements in this respect.

The Friends continued to maintain the large shrub border which they planted, and which considerably enhances the entrance to the Archive building.

Membership numbers increased slightly during the year, and the Friends began exploring the possibility of installing a card reader at the reception desk to encourage more donations to the Friends from casual visitors.



Signed on behalf of the Trustees
Clive Andrews
Chair

10 October 2024

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

I report on the accounts of the Charity for the year ended 31 March 2024, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) 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 report

My examination was carried out in accordance with the 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 matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S.E. Brown FCA, CTA

10 October 2024

2 Chancel Way
Charlton Kings
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FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	2024 Total £	2023 Total £
Incoming Resources				
Subscriptions: Ordinary	850	-	850	800
Subscriptions: Family	255	-	255	270
Subscriptions: Groups	280	-	280	260
Gift Aid	189	-	189	1,341
Donations	2,245	-	2,245	11,232
Events	690	-	690	
Interest	75	104	179	17
	<u>4,584</u>	<u>104</u>	<u>4,688</u>	<u>13,920</u>
Total incoming resources				
Resources Expended				
Purchases	448	147	595	2,313
Projects	-		-	1,000
Insurance and subscriptions	95		95	95
Website	198		198	192
Events	855	-	855	-
Annual General Meeting	71	-	71	-
Sundries	-	-	-	10
	<u>1,667</u>	<u>147</u>	<u>1,814</u>	<u>3,610</u>
Total resources expended				
Net movement in funds	2,917	(43)	2,874	10,310
Reconciliation of funds				
Total funds brought forward	<u>9,374</u>	<u>10,888</u>	<u>20,262</u>	<u>9,952</u>
Total funds carried forward	<u>12,291</u>	<u>10,845</u>	<u>23,136</u>	<u>20,262</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

BALANCE SHEET

31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	2024 Total £	2023 Total £
Current assets				
Debtors and prepayments	790	1,000	1,790	1,601
Bank current account	2,319	-	2,319	3,686
Bank deposit account	9,627	-	9,627	5,552
Bank deposit account – Designated and Restricted	-	9,845	9,845	9,888
Total current assets	<u>12,736</u>	<u>10,845</u>	<u>23,581</u>	<u>20,727</u>
Current liabilities				
Creditors and accruals	445	-	445	465
Total current liabilities	<u>445</u>	<u>-</u>	<u>445</u>	<u>465</u>
Total net assets	<u>12,291</u>	<u>10,845</u>	<u>23,136</u>	<u>20,262</u>
Funds of the Charity				
Unrestricted funds	12,291	-	12,291	9,374
Designated funds	-	-	-	-
Restricted funds	-	10,845	10,845	10,888
Total funds carried forward	<u>12,291</u>	<u>10,845</u>	<u>23,136</u>	<u>20,262</u>

For and on behalf of the Trustees



Claire Gibson
Treasurer

10 October 2024

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

	2024			Total £	2023 £
	General £	General £	Restricted £		
Gift Aid	790	-	1,000	1,790	1,601
	<u>790</u>	<u>-</u>	<u>1,000</u>	<u>1,790</u>	<u>1,601</u>

3. CREDITORS AND ACCRUALS

	2024			Total £	2023 £
	General £	General £	Restricted £		
Subscriptions received in advance	45	-	-	45	65
Donations	400	-	-	400	400
	<u>445</u>	<u>-</u>	<u>-</u>	<u>445</u>	<u>465</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS – cont.

FOR THE YEAR ENDED 31 MARCH 2024

4. RESTRICTED FUNDS

	Groundwork Garden Equipment £	Witts Catalogue	Young Catalogue £	For the Record	Total £
Balance 1 April 2023	31	5,003	5,425	429	10,888
Receipts	-	44	60	-	104
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	31	5,047	5,485	429	10,992
Payments	31	-	-	116	147
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance 31 March 2024	-	5,047	5,485	313	10,845
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

England & Wales - Charity number 1165223

Accounts

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2023



friends of
Gloucestershire
Archives

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

CHARITY NUMBER 1165223

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report for the year ended 31 March 2023.

Administrative information

President

Edward Gillespie OBE, Lord-Lieutenant of Gloucestershire

Trustees

The trustees during the year were as follows:

Clive Andrews	Chair
Heather Forbes	County Archivist (ex officio)
Caroline Meller	Secretary
Claire Gibson	Treasurer
Stephen Haygarth	
Dr Cherry Ann Knott	
David Cook	

The trustees were assisted by:

Ally McConnell	Membership Secretary (until November 2022)
Brenda Fenner	Membership Secretary (from November 2022)
Jemma Fowkes	Events
Rhianna Watson	Social Media

Registered address

Gloucestershire Archives
Alvin Street
Gloucester
GL1 3DW

Bankers

Lloyds Bank
130 High Street
Cheltenham
GL50 1EW

Independent Examiner

S.E. Brown FCA, CTA
2 Chancel Way
Charlton Kings
Cheltenham
GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 – cont.

Object

The object of the charity is: To advance the education of the public in the understanding and preservation of the documented heritage of the historic county of Gloucestershire, especially by the promotion, support and improvement of Gloucestershire Archives.

Structure, Governance and Management

The charity was registered with the Charity Commission on 19 January 2016.

The charity was created as a successor to The Friends of Gloucestershire Archives (Registered Charity No. 1029013), which was an unincorporated organisation founded in 1993.

The current charity has a membership which is open to anyone who is interested in furthering its purposes. Members pay a small annual subscription, but this may be waived by the trustees.

The constitution provides for a minimum of six and a maximum of 12 trustees. The constitution sets out the powers of the trustees, the manner of appointment, resignation and removal of trustees, and the procedures and controls which govern the administration of the charity. The head of the archive service for Gloucestershire is an ex officio trustee. It is the policy of the charity to provide appropriate induction and training for all new trustees.

Public benefit

The trustees of the Friends of Gloucestershire Archives CIO have paid due regard to the Charity Commission's guidance on public benefit. The trustees believe that the requirements of the public benefit test are being met.

Risk management

The trustees periodically review the operational, financial, regulatory, legal and strategic risks affecting the charity. Appropriate measures to mitigate the effects of identified risks are in place and remain under review.

Fundraising

The charity does not use third parties for fundraising and the trustees are satisfied that their own fundraising activities comply with best practice as set out by the Fundraising Regulator.

Reserves policy

The trustees aim to retain approximately one third of the annual subscription income as a reserve. Reserve funds can be drawn on at short notice to purchase Gloucestershire related documents for the Archives if they are offered for sale. When making such purchases the trustees are guided by Gloucestershire Archive staff.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 – cont.

Data Protection

The charity has a data protection policy which was introduced in May 2018 in accordance with the General Data Protection Regulations. A copy of the policy is available on the charity's website and is reviewed periodically.

Achievements and Performance

The 2022/23 financial year has been one of renewed activity after the enforced dormancy of the Covid pandemic and its aftermath.

The Friends resumed their usual programme of talks during the year. Subjects included John Nevil Maskeleyne, the famous Victorian magician who was born in Cheltenham, Trade Unions in Gloucestershire 1890-1925, and Disappeared Trades of Gloucestershire. All of them drew to a greater or lesser extent on documents to be found in Gloucestershire Archives. The Friends also organised a drop-in event when people could visit the Archives to see, and learn more about, documents purchased by the Friends.

Among documents the Friends purchased for the Archives this year was an agreement dated 31st July 1557 signed by the First Earl of Pembroke and relating to the Manor of Ruddle in the Gloucestershire parish of Newnham. Pembroke became brother-in-law to King Henry VIII through his marriage to Anne Parr, younger sister of Catherine. They also purchased an early 19th Century plan of an estate in South Gloucestershire, owned by Sir Henry Cann Lippincott, showing buildings, fields and gardens with owners' names, and identifying different types of cultivation. Another significant purchase was a 1782 map of the Forest of Dean, especially important as few early maps of the Forest exist.

Early in the year, with the assistance of a data protection specialist, the trustees reviewed their compliance with data protection legislation and were satisfied that the charity was acting appropriately. They also began a review of their risk register. A new leaflet was professionally designed and printed advertising the Friends and inviting people to become a member or to make a donation. It is particularly aimed at visitors to Gloucestershire Archives who wish to show their gratitude for the assistance they have received during their visit. A new section was added to the Friends' website about making bequests to the Friends.

The trustees agreed to foster relationships with other like-minded organisations, such as local history groups, by organising talks and other events jointly, thus increasing the number of participants while helping non-members learn more about the Friends' activities.

In the last Annual Report we announced that the editor of the Friends' newsletter was stepping down after 20 years. It is good to report that it has been possible to continue producing a bi-annual newsletter with the help of two of the Archives' staff. The newsletter is distributed free of charge to all members either digitally or as a printed copy.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 – cont.

Achievements and Performance – cont.

On a personal note, in June 2022, as Chair of the Friends, I attended a grand service in Westminster Abbey, in the presence of the then Prince of Wales, to celebrate the work of charities which had received grants from the Benefact Group. The Friends had previously received a £1,000 grant from Ecclesiastical Insurance, which is now part of the Group. The grant was used, together with a grant from the National Archives, to gather and preserve the stories and experiences of minority groups in Gloucester. Finally, my personal thanks to my fellow trustees for their help in maintaining the work of the Friends, and to all the Archive staff for their unfailing support.



Signed on behalf of the Trustees
Clive Andrews
Chair

12 October 2023

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) 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 report

My examination was carried out in accordance with the 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 matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S.E. Brown FCA, CTA

12 October 2023

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
Incoming Resources					
Subscriptions: Ordinary	800	-	-	800	860
Subscriptions: Family	270	-	-	270	270
Subscriptions: Groups	260	-	-	260	300
Gift Aid	341	-	1,000	1,341	222
Donations	1,116	-	10,116	11,232	1,147
Grants	-	-	-	-	3,000
Interest	11	-	6	17	1
	<u>2,798</u>	<u>-</u>	<u>11,122</u>	<u>13,920</u>	<u>5,800</u>
Total incoming resources					
Resources Expended					
Purchases and projects	1,622	-	691	2,313	1,969
Projects	-	1,000		1,000	
Insurance and subscriptions	95	-		95	95
Website	192	-		192	192
Sundries	10	-		10	50
	<u>1,919</u>	<u>1,000</u>	<u>691</u>	<u>3,610</u>	<u>2,306</u>
Total resources expended					
Net movement in funds	879	(1,000)	10,431	10,310	3,494
Reconciliation of funds					
Total funds brought forward	<u>8,495</u>	<u>1,000</u>	<u>457</u>	<u>9,952</u>	<u>6,458</u>
Total funds carried forward	<u>9,374</u>	<u>-</u>	<u>10,888</u>	<u>20,262</u>	<u>9,952</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

BALANCE SHEET

31 MARCH 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
Current assets					
Debtors and prepayments	601		1,000	1,601	260
Bank current account	3,686		-	3,686	3,129
Bank deposit account	5,552		-	5,552	5,541
Bank deposit account – Designated and Restricted	-	-	9,888	9,888	1,457
Total current assets	<u>9,839</u>	<u>-</u>	<u>10,888</u>	<u>20,727</u>	<u>10,387</u>
Current liabilities					
Creditors and accruals	465	-	-	465	435
Total current liabilities	<u>465</u>	<u>-</u>	<u>-</u>	<u>465</u>	<u>435</u>
Total net assets	<u>9,374</u>	<u>-</u>	<u>10,888</u>	<u>20,262</u>	<u>9,952</u>
Funds of the Charity					
Unrestricted funds	9,374	-	-	9,374	8,495
Designated funds	-	-	-	-	1,000
Restricted funds	-	-	10,888	10,888	457
Total funds carried forward	<u>9,374</u>	<u>-</u>	<u>10,888</u>	<u>20,262</u>	<u>9,952</u>

For and on behalf of the Trustees



Claire Gibson
Treasurer

12 October 2023

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

	2023			Total £	2022 £
	General £	Designated £	Restricted £		
Gift Aid	601	-	1,000	1,601	260
	<u>601</u>	<u>-</u>	<u>1,000</u>	<u>1,601</u>	<u>260</u>

3. CREDITORS AND ACCRUALS

	2023			Total £	2022 £
	General £	Designated £	Restricted £		
Subscriptions received in advance	65	-	-	65	35
Donations	400	-	-	400	400
	<u>465</u>	<u>-</u>	<u>-</u>	<u>465</u>	<u>435</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS – cont.

FOR THE YEAR ENDED 31 MARCH 2023

4. TRUSTEE EXPENSES

During the year expenses totalling £nil (2022 £nil) were paid to the Trustees to reimburse them for administration expenses incurred on behalf of the Charity.

5. DESIGNATED FUNDS

	Community Gatherer £	Total £
Balance 1 April 2022	1,000	1,000
Receipts	-	-
	<u>1,000</u>	<u>1,000</u>
Payments	1,000	1,000
	<u>1,000</u>	<u>1,000</u>
Balance 31 March 2023	-	-

6. RESTRICTED FUNDS

	For the Record £	Groundwork Garden Equipment £	Witts Catalogue	Young Catalogue £	Purchases	Total £
Balance 1 April 2022	426	31	-	-	-	457
Receipts	3	-	4,003	5,425	691	10,122
Gift Aid debtor	-	-	1,000	-	-	1,000
	<u>429</u>	<u>31</u>	<u>5,003</u>	<u>5,425</u>	<u>691</u>	<u>11,579</u>
Payments	-	-	-	-	691	691
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>691</u>	<u>691</u>
Balance 31 March 2023	<u>429</u>	<u>31</u>	<u>5,003</u>	<u>5,425</u>	<u>-</u>	<u>10,888</u>

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

England & Wales - Charity number 1165223

Accounts

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2022



friends of
Gloucestershire
Archives

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

CHARITY NUMBER 1165223

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report for the year ended 31 March 2022.

Administrative information

President

Edward Gillespie OBE, Lord-Lieutenant of Gloucestershire

Trustees

The trustees during the year were as follows:

Clive Andrews	Chair
Heather Forbes	County Archivist (ex officio)
Stephen Haygarth	Treasurer (until 7 October 2021)
Claire Collins	Treasurer (appointed 7 October 2021)
Caroline Meller	Secretary
Dr Cherry Ann Knott	Events (until February 2022)
David Cook	

The trustees were assisted by:

Ally McConnell	Membership Secretary
Jemma Fowkes	Events
Rhianna Watson	Social Media

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Independent Examiner

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2 Chancel Way
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GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 – cont.

Object

The object of the charity is: To advance the education of the public in the understanding and preservation of the documented heritage of the historic county of Gloucestershire, especially by the promotion, support and improvement of Gloucestershire Archives.

Structure, Governance and Management

The charity was registered with the Charity Commission on 19 January 2016.

The charity was created as a successor to The Friends of Gloucestershire Archives (Registered Charity No. 1029013), which was an unincorporated organisation founded in 1993.

The current charity has a membership which is open to anyone who is interested in furthering its purposes. Members pay a small annual subscription, but this may be waived by the trustees.

The constitution provides for a minimum of six and a maximum of 12 trustees. The constitution sets out the powers of the trustees, the manner of appointment, resignation and removal of trustees, and the procedures and controls which govern the administration of the charity. The head of the archive service for Gloucestershire is an ex officio trustee. It is the policy of the charity to provide appropriate induction and training for all new trustees.

Public benefit

The trustees of the Friends of Gloucestershire Archives CIO have paid due regard to the Charity Commission's guidance on public benefit. The trustees believe that the requirements of the public benefit test are being met.

Risk management

The trustees periodically review the operational, financial, regulatory, legal and strategic risks affecting the charity. Appropriate measures to mitigate the effects of identified risks are in place and remain under review.

Fundraising

The charity does not use third parties for fundraising and the trustees are satisfied that their own fundraising activities comply with best practice as set out by the Fundraising Regulator.

Reserves policy

The trustees aim to retain approximately one third of the annual subscription income as a reserve. Reserve funds can be drawn on at short notice to purchase Gloucestershire related documents for the Archives if they are offered for sale. When making such purchases the trustees are guided by Gloucestershire Archive staff.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 – cont.

Data Protection

The charity has a data protection policy which was introduced in May 2018 in accordance with the General Data Protection Regulations. A copy of the policy is available on the charity's website.

Achievements and Performance

The beginning of the financial year coincided with the Archives reopening after the third COVID lockdown, and this was warmly welcomed by the Friends. The activities of the Archives and the Friends had been severely curtailed by the pandemic. However, the Friends' trustees decided that it was best to be cautious and to continue dealing with business remotely for a while longer. Following the relaxation of social distancing rules, the trustees began to hold face-to-face meeting again in the late summer of 2021.

Soon after the re-opening of the Archives members were invited to participate in a virtual mystery tour organised by Dr John Chandler, who had organised actual mystery tours for the Friends in previous years. We are extremely grateful to him for all the research and detailed preparation that goes into the tours.

In June 2021 the Friends received a grant of £1,000 from Ecclesiastical Insurance (now part of the Benefact Group) under their *Movement for Good* scheme. After consultation with the Archives, the trustees decided to use the grant, together with a grant previously made to Gloucestershire Archives by the National Archives, to enable a young person under 30 to work with members of the Gloucester community, especially with minority groups. The young person will aim to help them understand the value of the archives they produce and encourage them to work with Gloucestershire Archives to preserve them for future generations. The young person will also record their oral histories, which will be deposited at the Archives for posterity. The trustees hope the project will provide developmental opportunities for the young person, provide new insights and understanding of archives within local communities, as well as enhancing the County's archive collection with written and oral material from hitherto under-represented minority groups.

The Archives' recent National Lottery funded development project, for which the Friends were the lead fundraisers, included the conversion of its rather barren outside space into a garden for the use of the local community. During the current year the Friends were successful in obtaining two grants of £1,000 from Groundwork, a Birmingham based environmental charity, for equipment and signage to further enhance the garden.

Membership of the Friends declined slightly during the pandemic and most likely because of it, but it is expected that numbers will increase again once more people are visiting the Archives.

During the year the trustees decided to promote the Friends on social media and, with the help of Archive staff, established accounts on Facebook, Twitter and Instagram, which quickly attracted hundreds of followers.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 – cont.

The Friends have continued to bid for Gloucestershire documents when they come up for sale at auctions. Sometimes there has been unexpected competition from other bidders, and it is unclear who these people might be who are prepared to bid significant amounts for Gloucestershire documents. It seems that other county archives have been experiencing similar competition. However, we were successful in buying some documents including a map of Prestbury Fields and Hill as allotted by Act of Parliament in 1731, together with related documents. Prestbury and Cheltenham local history societies also contributed to the purchase cost of £1,000 plus £360 auctioneer's fee.

The Friends also purchased a significant collection of letters and documents related to the Davy family of Tracy Park in South Gloucestershire. The Tracy Park estate was bought by General Sir William Davy in 1820 and remained in the family until 1926.

The Friends continued to produce a bi-annual newsletter for members containing news about the Friends as well as articles on the history and documents of Gloucestershire and South Gloucestershire. We are grateful to Liz Jack for editing it so efficiently, and especially for finding, and often writing, such interesting material. Sadly, since the year end Liz had had to step down from the role after almost 20 years: we extend to her our heartfelt gratitude.

Trustees and members were saddened to hear of the sudden death at the beginning of 2022 of Dr James Hodsdon. James was a trustee of the Friends and for three years its chair. He was also chair of the Bristol and Gloucestershire Archaeological Society, and was instrumental in setting up the Gloucestershire County History Trust to continue funding research for, and production of, the Victoria County History of Gloucestershire. He wrote and edited books on Cheltenham and also wrote entries in the Oxford Dictionary of National Biography. His wise counsel and support will be greatly missed.

Finally, my personal thanks to my fellow trustees for their help in maintaining the work of the Friends, and to all the Archive staff for their unfailing support.

Clive Andrews
Chair

5 October 2022

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

I report on the accounts of the Charity for the year ended 31 March 2022, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) 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 report

My examination was carried out in accordance with the 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 matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S.E. Brown FCA, CTA

5 October 2022

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2022

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2022 Total £	2021 Total £
Incoming Resources					
Subscriptions: Ordinary	860	-	-	860	845
Subscriptions: Family	270	-	-	270	315
Subscriptions: Groups	300	-	-	300	300
Gift Aid	222	-	-	222	207
Donations	1,147	-	-	1,147	1,075
Grants	-	1,000	2,000	3,000	-
Interest	1	-	-	1	2
	<u>2,800</u>	<u>1,000</u>	<u>2,000</u>	<u>5,800</u>	<u>2,744</u>
Total incoming resources					
Resources Expended					
Purchases and projects	-	-	1,969	1,969	8,634
Insurance and subscriptions	95	-	-	95	75
Website	192	-	-	192	185
Sundries	50	-	-	50	-
	<u>337</u>	<u>-</u>	<u>1,969</u>	<u>2,306</u>	<u>8,894</u>
Total resources expended					
	<u>2,463</u>	<u>1,000</u>	<u>31</u>	<u>3,494</u>	<u>(6,150)</u>
Net movement in funds					
Reconciliation of funds					
Total funds brought forward	6,032	-	426	6,458	12,608
	<u>8,495</u>	<u>1,000</u>	<u>457</u>	<u>9,952</u>	<u>6,458</u>
Total funds carried forward					

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

BALANCE SHEET

31 MARCH 2022

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2022 Total £	2021 Total £
Current assets					
Debtors and prepayments	260		-	260	1,138
Bank current account	3,129		-	3,129	1,458
Bank deposit account	5,541		-	5,541	5,541
Bank deposit account – Designated and Restricted	-	1,000	457	1,457	201
Total current assets	<u>8,930</u>	<u>1,000</u>	<u>457</u>	<u>10,387</u>	<u>8,338</u>
Current liabilities					
Creditors and accruals	435	-	-	435	1,880
Total current liabilities	<u>435</u>	<u>-</u>	<u>-</u>	<u>435</u>	<u>1,880</u>
Total net assets	<u><u>8,495</u></u>	<u><u>1,000</u></u>	<u><u>457</u></u>	<u><u>9,952</u></u>	<u><u>6,458</u></u>
Funds of the Charity					
Unrestricted funds	8,495	-	-	8,495	6,032
Designated funds	-	1,000	-	1,000	-
Restricted funds	-	-	457	457	426
Total funds carried forward	<u><u>8,495</u></u>	<u><u>1,000</u></u>	<u><u>457</u></u>	<u><u>9,952</u></u>	<u><u>6,458</u></u>

For and on behalf of the Trustees

Claire Collins
Treasurer

5 October 2022

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

	2022				2021
	General	Designated	Restricted	Total	
	£	£	£	£	£
Gift Aid	260	-	-	260	813
Donations for purchases	-	-	-	-	325
	<u>260</u>	<u>-</u>	<u>-</u>	<u>260</u>	<u>1,138</u>

3. CREDITORS AND ACCRUALS

	2022				2021
	General	Designated	Restricted	Total	
	£	£	£	£	£
Subscriptions received in advance	35	-	-	35	190
Donations	400	-	-	400	400
Purchases and projects	-	-	-	-	1,290
	<u>435</u>	<u>-</u>	<u>-</u>	<u>435</u>	<u>1,880</u>

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

NOTES TO THE ACCOUNTS – cont.

FOR THE YEAR ENDED 31 MARCH 2022

4. TRUSTEE EXPENSES

During the year expenses totalling £nil (2021 £nil) were paid to the Trustees to reimburse them for administration expenses incurred on behalf of the Charity.

5. DESIGNATED FUNDS

	Community Gatherer £	Total £
Balance 1 April 2021	-	-
Receipts	1,000	1,000
	<hr/>	<hr/>
Payments	1,000	1,000
	<hr/>	<hr/>
Balance 31 March 2022	-	-
	<hr/>	<hr/>
	1,000	1,000
	<hr/>	<hr/>

During the year the charity received a Movement for Good grant of £1,000 from Ecclesiastical Insurance. The Trustees decided to use it to set up a fund to enable a young person to work with the local community, especially minority groups, recording oral histories, and promoting the value of the archives.

6. RESTRICTED FUNDS

	For the Record £	Groundwork Garden Equipment £	Groundwork Signage £	Total £
Balance 1 April 2021	426	-	-	426
Receipts	-	1,000	1,000	2,000
	<hr/>	<hr/>	<hr/>	<hr/>
Payments	426	1,000	1,000	2,426
	<hr/>	<hr/>	<hr/>	<hr/>
Balance 31 March 2022	-	969	1,000	1,969
	<hr/>	<hr/>	<hr/>	<hr/>
	426	31	-	457
	<hr/>	<hr/>	<hr/>	<hr/>

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

England & Wales - Charity number 1165223

Accounts

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2021



**friends of
Gloucestershire
Archives**

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report for the year ended 31 March 2021.

Administrative information

President

Edward Gillespie OBE, Lord-Lieutenant of Gloucestershire

Trustees

The trustees during the year were as follows:

Clive Andrews	Chairman
Heather Forbes	County Archivist (ex officio)
Stephen Haygarth	Treasurer
Caroline Meller	Secretary
Dr Cherry Ann Knott	(Events until February 2021)
Claire Collins	Deputy Treasurer (appointed 7 September 2020)
Geoffrey North	(died 17 January 2021)
David Cook	

The trustees were assisted by:

Ally McConnell	Membership Secretary
Jemma Fowkes	Events
Rhianna Watson	Social Media

Registered Charity Number 1165223

Registered address

Gloucestershire Archives
Alvin Street
Gloucester
GL1 3DW

Bankers

Lloyds Bank
130 High Street
Cheltenham
GL50 1EW

Independent Examiner

S.E. Brown FCA, CTA
2 Chancel Way
Charlton Kings
Cheltenham
GL53 7RR

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 – cont.

Object

The object of the charity is: To advance the education of the public in the understanding and preservation of the documented heritage of the historic county of Gloucestershire, especially by the promotion, support and improvement of Gloucestershire Archives.

Structure, Governance and Management

The charity was registered with the Charity Commission on 19 January 2016.

The charity was created as a successor to The Friends of Gloucestershire Archives (Registered Charity No. 1029013), which was an unincorporated organisation founded in 1993.

The current charity has a membership which is open to anyone who is interested in furthering its purposes. Members pay a small annual subscription, but this may be waived by the trustees.

The constitution provides for a minimum of six and a maximum of 12 trustees. The constitution sets out the powers of the trustees, the manner of appointment, resignation and removal of trustees, and the procedures and controls which govern the administration of the charity. The head of the archive service for Gloucestershire is an ex officio trustee. It is the policy of the charity to provide appropriate induction and training for all new trustees.

Public benefit

The trustees of the Friends of Gloucestershire Archives CIO have paid due regard to the Charity Commission's guidance on public benefit. The trustees believe that the requirements of the public benefit test are being met.

Risk management

The trustees periodically review the operational, financial, regulatory, legal and strategic risks affecting the charity. Appropriate measures to mitigate the effects of identified risks are in place and remain under review.

Fundraising

The charity does not use third parties for fundraising and the trustees are satisfied that their own fundraising activities comply with best practice as set out by the Fundraising Regulator.

Reserves policy

The trustees aim to retain approximately one third of the annual subscription income as a reserve. Reserve funds can be drawn on at short notice to purchase Gloucestershire related documents for the Archives if they are offered for sale. When making such purchases the trustees are guided by Gloucestershire Archive staff.

Data Protection

The charity has a data protection policy which was introduced in May 2018 in accordance with the General Data Protection Regulations. A copy of the policy is available on the charity's website.

Achievements and Performance

The activities of the Friends were deeply overshadowed after March 2020 by the Covid-19 pandemic. National lockdowns and social distancing regulations meant that it was impossible to continue with the usual programme of talks and events. Likewise, it was impossible for trustees to meet face to face or to hold the Annual General Meeting in its usual format.

Despite three lockdowns in March and November 2020 and in January 2021 and numerous and varied restrictions in between, the trustees continued to exercise their roles ensuring that the charity continued to function as far as possible and to meet its legal obligations. Trustees opted to conduct their business by exchange of emails and adopted the same process for the Annual General Meeting whilst also giving members without access to the internet the opportunity to participate by post.

Trustees were greatly saddened by the death from Covid-19 in January 2021 of fellow trustee Geoffrey North. He and his late wife Elaine were long-standing supporters of the Friends and Geoff became a trustee in October 2019. Trustees and members will miss his loyalty, friendship and wise counsel.

The Friends continued to produce a bi-annual newsletter for members containing news about the Friends as well as articles on the history and documents of Gloucestershire and South Gloucestershire. We are grateful to former trustee Liz Jack for continuing to edit it so efficiently, and especially for finding, and often writing, such interesting material.

On six occasions during the year the Archives asked the Friends to consider purchasing Gloucestershire documents which were for sale at auction. The trustees agreed on each occasion but were only successful once in securing a document. It is a matter of concern that there appears to be an increase in the number of private collectors with significant financial resources bidding for historical Gloucestershire documents. When appropriate, Archive staff have contacted successful bidders suggesting that the documents, or copies, are deposited at the Archives. The Friends were, however, successful in obtaining a map of Prestbury Hill and Fields as allotted by Act of Parliament in 1731. The Friends donated £765, which was augmented by contributions from Prestbury and Cheltenham Local History Societies.

During the year a number of Archive staff have assisted the Friends in their work, for example by acting as Membership Secretary and by helping with events and social media, and we are very grateful to them for doing this, and to Heather Forbes, the County Archivist, for facilitating it.

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 – cont.

Achievements and Performance – cont.

On a personal note, I am very grateful to my fellow trustees for their hard work during such a difficult year, to members of the charity for their contributions, financial and otherwise, and to Heather Forbes, the County Archivist, and her staff for their unfailing support.

A handwritten signature in blue ink, appearing to read 'Clive Andrews', with a long horizontal flourish extending to the right.

Clive Andrews
Chairman

14 October 2021

INDEPENDENT EXAMINER'S REPORT

TO THE COMMITTEE OF THE FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) 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 report

My examination was carried out in accordance with the 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 matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirement of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S.E. Brown FCA, CTA

14 October 2021

2 Chancel Way
Charlton Kings
Cheltenham
Gloucestershire
GL53 7RR

FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2021

	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
	£	£	£	£
Incoming Resources				
Subscriptions: Ordinary	845	-	845	910
Subscriptions: Family	315	-	315	315
Subscriptions: Groups	300	-	300	300
Gift Aid	21	186	207	591
Donations	429	646	1,075	5,213
Event income	-	-	-	1,370
Interest	1	1	2	12
	<u>1,911</u>	<u>833</u>	<u>2,744</u>	<u>8,711</u>
Total incoming resources				
Resources Expended				
Purchases and projects	665	7,969	8,634	29,811
Event costs	-	-	-	1,395
Insurance and subscriptions	75	-	75	115
Website	185	-	185	210
Postage and stationery	-	-	-	41
Donations	-	-	-	-
Sundries	-	-	-	35
	<u>925</u>	<u>7,969</u>	<u>8,894</u>	<u>31,607</u>
Total resources expended				
Net movement in funds	986	(7,136)	(6,150)	(22,896)
Reconciliation of funds				
Total funds brought forward	5,046	7,562	12,608	35,504
	<u>6,032</u>	<u>426</u>	<u>6,458</u>	<u>12,608</u>
Total funds carried forward				

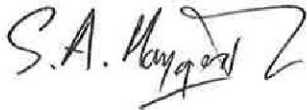
FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223

BALANCE SHEET

31 MARCH 2021

	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
	£	£	£	£
Current assets				
Debtors and prepayments	511	627	1,138	606
Bank current account	1,458	-	1,458	807
Bank deposit account	5,541	-	5,541	4,911
Bank deposit account – For the Record	77	124	201	7,074
	<u>7,587</u>	<u>751</u>	<u>8,338</u>	<u>13,398</u>
Total current assets				
Current liabilities				
Creditors and accruals	1,555	325	1,880	790
	<u>1,555</u>	<u>325</u>	<u>1,880</u>	<u>790</u>
Total current liabilities				
	<u>6,032</u>	<u>426</u>	<u>6,458</u>	<u>12,608</u>
Total net assets				
Funds of the Charity				
Unrestricted funds	6,032		6,032	5,046
Restricted funds		426	426	7,562
	<u>6,032</u>	<u>426</u>	<u>6,458</u>	<u>12,608</u>
Total funds carried forward				

For and on behalf of the Trustees



Stephen Haygarth
Treasurer

14 October 2021

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102).

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resource, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Tax reclaims on donations, gifts and subscriptions

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered is considered to be part of that donation, gift or subscription.

Recognition of outgoing resources

Expenditure is generally recognised when a liability is incurred.

Debtors

Debtors are stated at the amount expected to be recovered.

Liability recognition

Liabilities are recognised where it is more likely than not that there is legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2. DEBTORS AND PREPAYMENTS

	2021			2020
	General	Restricted	Total	
Gift Aid	511	302	813	606
Donations for purchases	-	325	325	-
	<u>511</u>	<u>627</u>	<u>1,138</u>	<u>606</u>

3. CREDITORS AND ACCRUALS

	2021			2020
	General	Restricted	Total	
Subscriptions received in advance	190	-	190	290
Donations	400	-	400	500
Purchases and projects	965	325	1,290	-
	<u>1,555</u>	<u>325</u>	<u>1,880</u>	<u>790</u>

**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO
CHARITY NUMBER 1165223**

NOTES TO THE ACCOUNTS – cont.

FOR THE YEAR ENDED 31 MARCH 2021

4. TRUSTEE EXPENSES

During the period expenses totalling £nil (2020 £26) were paid to the Trustees to reimburse them for administration expenses incurred on behalf of the Charity.

5. RESTRICTED FUNDS

	For the Record	Purchases for Gloucestershire Archives	Total
Balance 1 April 2020	7,562	-	7,562
Receipts	308	525	833
	<hr/>	<hr/>	<hr/>
	7,870	525	8,395
Payments	7,444	525	7,969
	<hr/>	<hr/>	<hr/>
Balance 31 March 2021	426	-	426
	<hr/>	<hr/>	<hr/>

