

**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.



**ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 – 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 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**  
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**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2021**

	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
	£	£	£	£
<b>Incoming Resources</b>				
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
<b>Total incoming resources</b>	<u>1,911</u>	<u>833</u>	<u>2,744</u>	<u>8,711</u>
<b>Resources Expended</b>				
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
<b>Total resources expended</b>	<u>925</u>	<u>7,969</u>	<u>8,894</u>	<u>31,607</u>
<b>Net movement in funds</b>	<u>986</u>	<u>(7,136)</u>	<u>(6,150)</u>	<u>(22,896)</u>
<b>Reconciliation of funds</b>				
<b>Total funds brought forward</b>	<u>5,046</u>	<u>7,562</u>	<u>12,608</u>	<u>35,504</u>
<b>Total funds carried forward</b>	<u>6,032</u>	<u>426</u>	<u>6,458</u>	<u>12,608</u>



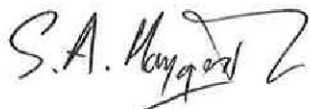
**FRIENDS OF GLOUCESTERSHIRE ARCHIVES CIO**  
**CHARITY NUMBER 1165223**

**BALANCE SHEET**

**31 MARCH 2021**

	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
	£	£	£	£
<b>Current assets</b>				
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
<b>Total current assets</b>	<u>7,587</u>	<u>751</u>	<u>8,338</u>	<u>13,398</u>
<b>Current liabilities</b>				
Creditors and accruals	1,555	325	1,880	790
<b>Total current liabilities</b>	<u>1,555</u>	<u>325</u>	<u>1,880</u>	<u>790</u>
<b>Total net assets</b>	<u>6,032</u>	<u>426</u>	<u>6,458</u>	<u>12,608</u>
<b>Funds of the Charity</b>				
Unrestricted funds	6,032		6,032	5,046
Restricted funds		426	426	7,562
<b>Total funds carried forward</b>	<u>6,032</u>	<u>426</u>	<u>6,458</u>	<u>12,608</u>

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**

	<b>2021</b>			<b>2020</b>
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	
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**

	<b>2021</b>			<b>2020</b>
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	
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**  
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**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**

	<b>For the Record</b>	<b>Purchases for Gloucestershire Archives</b>	<b>Total</b>
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
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Balance 31 March 2021	426	-	426
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