

**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

#### **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 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**  
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**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**  
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**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**

	<b>Unrestricted Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>2022 Total £</b>	<b>2021 Total £</b>
<b>Incoming Resources</b>					
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
<b>Total incoming resources</b>	<b>2,800</b>	<b>1,000</b>	<b>2,000</b>	<b>5,800</b>	<b>2,744</b>
<b>Resources Expended</b>					
Purchases and projects	-	-	1,969	1,969	8,634
Insurance and subscriptions	95	-	-	95	75
Website	192	-	-	192	185
Sundries	50	-	-	50	-
<b>Total resources expended</b>	<b>337</b>	<b>-</b>	<b>1,969</b>	<b>2,306</b>	<b>8,894</b>
<b>Net movement in funds</b>	<b>2,463</b>	<b>1,000</b>	<b>31</b>	<b>3,494</b>	<b>(6,150)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	<b>6,032</b>	<b>-</b>	<b>426</b>	<b>6,458</b>	<b>12,608</b>
<b>Total funds carried forward</b>	<b>8,495</b>	<b>1,000</b>	<b>457</b>	<b>9,952</b>	<b>6,458</b>

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

**BALANCE SHEET**

**31 MARCH 2022**

	<b>Unrestricted Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>2022 Total £</b>	<b>2021 Total £</b>
<b>Current assets</b>					
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
<b>Total current assets</b>	<b>8,930</b>	<b>1,000</b>	<b>457</b>	<b>10,387</b>	<b>8,338</b>
<b>Current liabilities</b>					
Creditors and accruals	435	-	-	435	1,880
<b>Total current liabilities</b>	<b>435</b>	<b>-</b>	<b>-</b>	<b>435</b>	<b>1,880</b>
<b>Total net assets</b>	<b>8,495</b>	<b>1,000</b>	<b>457</b>	<b>9,952</b>	<b>6,458</b>
<b>Funds of the Charity</b>					
Unrestricted funds	8,495	-	-	8,495	6,032
Designated funds	-	1,000	-	1,000	-
Restricted funds	-	-	457	457	426
<b>Total funds carried forward</b>	<b>8,495</b>	<b>1,000</b>	<b>457</b>	<b>9,952</b>	<b>6,458</b>

For and on behalf of the Trustees

Claire Collins  
Treasurer

5 October 2022



**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**  
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**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**

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

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