

**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.

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**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 31<sup>st</sup> 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 19<sup>th</sup> 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**  
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**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**  
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**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2023**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
<b>Incoming Resources</b>					
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
<b>Total incoming resources</b>	<b>2,798</b>	<b>-</b>	<b>11,122</b>	<b>13,920</b>	<b>5,800</b>
<b>Resources Expended</b>					
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
<b>Total resources expended</b>	<b>1,919</b>	<b>1,000</b>	<b>691</b>	<b>3,610</b>	<b>2,306</b>
<b>Net movement in funds</b>	<b>879</b>	<b>(1,000)</b>	<b>10,431</b>	<b>10,310</b>	<b>3,494</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	<b>8,495</b>	<b>1,000</b>	<b>457</b>	<b>9,952</b>	<b>6,458</b>
<b>Total funds carried forward</b>	<b>9,374</b>	<b>-</b>	<b>10,888</b>	<b>20,262</b>	<b>9,952</b>

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

**BALANCE SHEET**

**31 MARCH 2023**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
<b>Current assets</b>					
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
<b>Total current assets</b>	<u>9,839</u>	<u>-</u>	<u>10,888</u>	<u>20,727</u>	<u>10,387</u>
<b>Current liabilities</b>					
Creditors and accruals	465	-	-	465	435
<b>Total current liabilities</b>	<u>465</u>	<u>-</u>	<u>-</u>	<u>465</u>	<u>435</u>
<b>Total net assets</b>	<u>9,374</u>	<u>-</u>	<u>10,888</u>	<u>20,262</u>	<u>9,952</u>
<b>Funds of the Charity</b>					
Unrestricted funds	9,374	-	-	9,374	8,495
Designated funds	-	-	-	-	1,000
Restricted funds	-	-	10,888	10,888	457
<b>Total funds carried forward</b>	<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				2022
	General	Designated	Restricted	Total	
	£	£	£	£	£
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				2022
	General	Designated	Restricted	Total	
	£	£	£	£	£
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**  
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**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**

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

**6. RESTRICTED FUNDS**

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