

**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
Total incoming resources	22,285	247	22,532	4,688
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	-
Total resources expended	1,898	5,120	7,018	1,814
Net movement in funds	20,387	(4,873)	15,514	2,874
Reconciliation of funds				
Total funds brought forward	12,291	10,845	23,136	20,262
Total funds carried forward	32,678	5,972	38,650	23,136

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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	241	-	-	241	1,790
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

3. CREDITORS AND ACCRUALS

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

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/>