

NORFOLK ARCHIVES AND HERITAGE DEVELOPMENT FOUNDATION

England & Wales · Charity number 1167279

Details

Other names NORAH

Status Registered

Legal form CIO

Registered 2016-05-23

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

Contact

Address The Archive Centre
County Hall
Martineau Lane
Norwich
NR1 2DQ

Phone 01603222003

Email enquiries@norah-df.org.uk

Website www.norah-df.org.uk

Activities

Objects: THE OBJECT OF THE CIO IS(1) ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT, IN THE HISTORY OF NORFOLK BY WORKING IN CONJUNCTION WITH THE NORFOLK RECORD OFFICE AND ITS PARTNER ORGANISATIONS, IN PARTICULAR BUT NOT EXCLUSIVELY BY FUNDING;(A) THE ACQUISITION, PRESERVATION AND PROCESSING OF RECORDS AND PRINTED MATERIALS WORTHY OF PERMANENT RETENTION SO THEY CAN BE MADE ACCESSIBLE TO THE PUBLIC BY THE NORFOLK RECORD OFFICE AND ITS PARTNER ORGANISATIONS,(B) PROJECTS AND ACTIVITIES WHICH ENGAGE DIFFERENT AUDIENCES WITH RECORDS AND PRINTED MATERIALS WORTHY OF PERMANENT RETENTION.NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSES WHICH ARE NOT CHARITABLE IN ACCORDANCE WITH SECTION 7 OF THE CHARITIES AND TRUSTEE INVESTMENT (SCOTLAND) ACT 2005 AND SECTION 2 OF THE CHARITIES ACT (NORTHERN IRELAND) 2008.

Activities: The Norfolk Archives and Heritage Development Foundation provides funding to support; 1. Purchase of Norfolk's archives, so they can be made accessible to all.2. Preservation of Norfolk's archives,

namely storage, active conservation and digitisation.³ Engagement activities linked to the above and other archives.

Classification

- **How:** Makes Grants To Organisations, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£6,205	£4,262	-	-
2024-03-31	£5,361	£1,612	-	-
2023-03-31	£6,583	£12,166	-	-
2022-03-31	£1,626	£5,012	-	-
2021-03-31	£2,313	£48	-	-

Trustees

Name	Role	Appointed
Natalie Elizabeth Butler	Chair	2023-09-22
Alan Charles Steynor		2023-09-22
Brian James Horner		2023-09-22
Dr Christopher John KEMP		2023-09-22
Dr John Richard Alban		2023-09-22
Helen Marie Green		2023-09-22
Julian Matthew White		2023-09-22
Peter Robert Williams		2023-09-22

NORFOLK ARCHIVES AND HERITAGE DEVELOPMENT FOUNDATION

England & Wales - Charity number 1167279

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 April 2024 period start date to 31 March 2025 period end date

Charity name: Norfolk Archives and Heritage Development Foundation

Charity registration number: 1167279

Objectives and Activities

The object of the Norfolk Archives and Heritage Development Foundation, hereafter referred to as 'the Charity', as stated in its constitution, is the advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office (NRO) and its partner organisations, in particular but not exclusively by funding the following.

1. The acquisition, preservation and processing of records and printed materials worthy of permanent retention so they can be made accessible to the public by the NRO and its partner organisations.
2. Projects and activities which engage different audiences with records and printed materials worthy of permanent retention.

The Charity aims to fund the following activities in support of its charitable objectives for the public benefit.

1. The main aim of purchasing Norfolk's archives is to ensure they are made freely accessible, or surrogate copies for fragile items, to members of the public on a permanent basis by organisations such as archives, libraries, museums, and heritage centres. There must be clear and demonstrable evidence of public interest in any document purchased.
2. The aim of preservation is to allow archives to be accessed by members of the public now and in the future, whilst minimising the threat of damage, theft or loss. Activities associated with preservation include provision of secure storage, packaging, invasive conservation, and preservation digitisation.
3. The aim of processing Norfolk's archives is to make it easier for members of the public to access and interpret those archives. Associated activities include appraisal, cataloguing, indexing, summarisation, transcription and translation or digitisation for access.

4. Activities such as publication on the Internet and hard copy, exhibitions, talks and workshops support people's engagement with Norfolk's archive, the aims of which are threefold;
 - a. To enable people to learn more about Norfolk's past.
 - b. To develop individual capabilities, competences, skills and understanding.
 - c. To strengthen communities through an enhanced sense of common identity.

The main beneficiary for all activities of the Charity is the general public. The Charity also supports endeavours which focus on specific communities and new audiences.

All trustees have signed the Charity Commission for England and Wales trustee eligibility declaration in which they acknowledge understanding of the Charity's purpose and rules set out in its constitution.

Achievements and Performance

Grants Paid and Awarded by the Charity during 2024-5

During the financial year of 2024-5, NorAH has paid grants totalling £4,086, and agreed to spend a further £5,500. These grants support the work of heritage and community archive organisations in Norfolk to preserve and make accessible Norfolk's archives. In total, NorAH has given out and promised to pay over £66,200 since starting. The Charity anticipates that in the next 12 months it will be able to extend such support, subject to success with its fundraising efforts.

Archive Purchases

In July 2024, the Charity gave £2,100 to the Norfolk Record Office towards the purchase of several archive documents. They have been added to the permanent collections of the NRO, where they can be freely accessed by the public. All the documents purchased were being sold at auction, meaning they could have easily gone into private hands and therefore not be publicly accessible. Details of the documents purchased were given in the Charity's annual report for 2023-4. They include Stow Bridge school records, 1896 to 1904; court books and rolls for the following manors - Grimstone Rectory, Walsoken, Bromholme and Keswick in Bacton, and Lopham, 1652 to 1925; sketchbook of Hilda North, later Hilda Zigomala of Rougham Hall in Norfolk, 1885-6; business records of William Cox of Alburgh, coachbuilder, wheelwright, and carpenter, 1895-1933. All of the documents purchased have significant historical value, adding to our collective knowledge of the activities of Norfolk residents and organisations.

The Charity welcomes opportunities in the future to help secure important archives for free, public access which add to our collective understanding of Norfolk's past.

David Stannard Memorial Project

In July 2024, the Charity paid £1,786 to the Norfolk Record Office for work to conserve two fragile documents which matched the research interests of the late David Stannard, namely Norfolk's coastline, its erosion, and specifically the lost village of Eccles-on-Sea. After conservation work had been completed, both documents were exhibited at The Archive Centre in Norwich.

The first document was a rental, dated 1486, for the Manor of Eccles on Sea (NRO ref. EVL 673). It mentions six tenants whose holdings were 'debased' by the sea and therefore were given reductions in the amount of rent owed.

The second document was a lease for the Manor of Eccles on Sea, dated 1685 (NRO ref. HNR 723/1a). One of the terms of the lease was the 'right of wreck'. This right differs from one manor to the next. However, we know from the conserved lease and other documents which accompanied it what the arrangement was for Eccles-on-Sea.

The Charity welcomes opportunities to fund the conservation of fragile archives and hopes to support similar projects in the future. Without intervention, and depending upon their physical condition, fragile documents are either unavailable for research, or at best, require supervision from an archive conservator for which an appointment needs to be made. As with the two documents described above, conservation work allows documents to be freely accessible to researchers in the NRO's public searchroom, where they can be used to add to our collective knowledge about Norfolk's past.

Change Minds in King's Lynn and Norwich

In July 2024, the Charity gave £200 to the Norfolk Record Office (NRO) towards a Change Minds mental wellbeing project using archives targeted at young people in King's Lynn. In September 2024, the Charity agreed to give the Norfolk Record Office a further £500 to help support a similar project with young people aged 16 to 23 years old who are being supported by City College Norwich Mental Health Services. Participants use Norfolk's historical archives to research and develop creative responses to the lives of asylum patients in the past, developing a deeper understanding of their own experience along the way.

The Charity is very keen for archives to be used to improve wellbeing and hopes to support similar projects in the future.

Hall Marks: The Long Shadows of Norfolk's Lost Country Houses

In June 2024, the Charity offered to give the Norfolk Record Office £5,000 on condition of a successful funding application to the National Lottery Heritage Fund for its project entitled *Hall Marks: The Long Shadows of Norfolk's Lost Country Houses*. The Heritage Fund agreed to support the project in March 2025. Under the theme of Norfolk's lost country houses and estates, *Hall Marks* over the next two years will promote the use of archives to research local history; improve access to important sources for local history research; create and operate two significant volunteer projects aimed at indexing land ownership records and publishing information about Norfolk's lost country houses; deliver an exhibition about

Norfolk's lost country houses; and deliver several multi-session wellbeing workshops on understanding our local history.

The Charity is keen to support multi-faceted projects which encourage new audiences to engage with Norfolk's archives and to make it easier for everyone to access and interpret Norfolk's archives.

Norfolk Archives Supporter Scheme

The Charity continues to operate the Norfolk Archives Supporter scheme. It offers three types of membership: individual, organisation, and gift. In return for supporting the work of the Charity, members receive various benefits, including day photography permits for use in the Norfolk Record Office's public searchroom.

Events for Scheme members have included a visit in July 2024 to the British Archive for Contemporary Writing at the University of East Anglia and free attendance at a symposium on John Thelwall and Radical Norfolk in October 2024.

Talks Programme

The Charity continues to offer talks to organisations within Norfolk. The amount of money this raises has not recovered to pre-Covid levels. One of the reasons for this is a reduction in the number of talks being offered.

Financial Review

As of 31 March 2025, the Charity has total funds of £26,187. Of that, £13,504 is unrestricted. It is a decrease of £1,291 on the amount of unrestricted funds reported at the end of 2023-2024.

The Charity has no reserves policy. However, it continues to aim for a minimum reserve of £15,000, whilst carrying out activities and supporting projects which allow it to meet its charitable objectives. Having a reserve of this amount will allow the Charity to respond to unanticipated events, such as document sales and to possible reductions in support from the Norfolk Record Office.

The charity's current sources of funding are as follows.

1. Individual giving via two donation boxes at the NRO and via its website.
2. The charity claims Gift Aid on eligible donations.
3. Grants from trusts and charities.
4. Donations given in return for talks provided as part of its lecture programme.
5. The Norfolk Archive Supporter scheme.

Structure, Governance and Management

The Charity is a Foundation Charitable Incorporated Organisation (CIO), and its governing document is a constitution. The Charity does not hold any Trusts.

The constitution of the Charity allows for a maximum of 12 trustees. The chairman of the Norfolk Records Committee (NRC) is an *ex officio* member of the charity's board of trustees. The Charity's constitution allows the NRC to nominate one other trustee.

When filling vacancies, the Charity's board of trustees invite applications which are assessed against an agreed role description and person specification, and the needs of the charity at that moment. At the point of appointment, the charity undertakes checks and ensures all trustees sign eligibility and automatic disqualification declarations.

The Board has met regularly throughout the year and reviewed how effectively it has managed to support the local archive community.

Reference and Administrative Details

Charity name:	Norfolk Archives and Heritage Development Foundation
Other name the charity uses:	NorAH
Registered charity number:	1167279
Charity's principal address:	The Archive Centre, Martineau Lane, Norwich, Norfolk, NR1 2DQ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Date acted if not for whole year	Name of person (or body entitled to appoint trustee if any)
1 Mrs Natalie Butler	Chair	N/A	N/A
2 Mr Brian Horner	Treasurer	N/A	N/A
3 Dr John Alban	-	N/A	N/A
4 Michael Chenery of Horsbrugh	-	N/A	Norfolk Records Committee

5	Ms Helen Green	-	N/A	N/A
6	Dr Christopher Kemp	-	N/A	N/A
7	Ms India Sowe	-	N/A	N/A
8	Mr Alan Steynor	-	N/A	N/A
9	Mr Julian White	-	N/A	N/A
10	Mr Peter Williams	-	N/A	N/A
11	Vacant	N/A	N/A	N/A
12	Vacant	N/A	N/A	N/A

The Charity does not have any corporate trustees and none of its trustees hold title to property belonging to the charity.

Funds held as custodian trustees on behalf of others

The Charity does not hold any funds as custodian trustees on behalf of others.

Exemptions from disclosure

There are no exemptions from disclosure.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

	Signee 1	Signee 2
Signature		
Full name	Natalie Butler	BRIAN JAMES HORNER
Position	DIRECTOR	TREASURER
Date	19/9/25	19/9/25

Jonathan Draper, September 2025



Receipts and payments accounts

For the period from 01 Apr 2024 to 31 Mar 2025

CC16a

Section A Receipts and payments

	Unrestricted funds	Restricted funds Building the Archive Supporter Scheme	Designated funds Hall Marks	Designated funds David Stannard	Designated funds Norwich Consistory Court preservation	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts								
Donations	3,366	-	-	-	20	-	3,386	3,069
Other	2,819	-	-	-	-	-	2,819	2,292
Sub total (Gross income for A1)	6,185	-	-	-	20	-	6,205	5,361
A2 Asset and investment sales, (see table).								
	-	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-	-
Total receipts	6,185	-	-	-	20	-	6,205	5,361
A3 Payments								
Bank interest and charges	90	-	-	-	1	-	91	57
Compliance fees	35	-	-	-	-	-	35	35
Grants and donations paid	2,300	-	-	1,786	-	-	4,086	124
Materials and equipment	-	-	-	-	-	-	-	639
Refunds	50	-	-	-	-	-	50	120
Hire of rooms and catering	-	-	-	-	-	-	-	636
Sub total	2,475	-	-	1,786	1	-	4,262	1,611
A4 Asset and investment purchases, (see table)								
	-	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-	-
Total payments	2,475	-	-	1,786	1	-	4,262	1,611
Net of receipts/(payments)	3,710	-	-	- 1,786	19	-	1,943	3,749
A5 Transfers between funds	- 5,000	-	5,000	-	-	-	-	-
A6 Cash funds last year end	14,795	5,658	-	1,786	2,005	-	24,244	20,495
Cash funds this year end	13,505	5,658	5,000	-	2,024	-	26,187	24,244

Section B Statement of assets and liabilities at the end of the period

		Unrestricted funds	Restricted funds Building the Archive Supporter Scheme	Designated funds Neil Marks	Designated funds David Stannard	Designated funds Norwich Consistory Court preservation	Endowment funds
Categories	Details	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Donations, sales, grants	13,505	5,658	5,000	-	2,024	-
	Total cash funds	13,608	5,658	5,000	-	2,024	-
	<small>(agree balances with receipts and payments account(s))</small>	OK	OK	OK	OK	OK	OK
		Unrestricted funds	Restricted funds Building the Archive Supporter Scheme	Designated funds Neil Marks	Designated funds David Stannard	Designated funds Norwich Consistory Court preservation	Endowment funds
	Details	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B2 Other monetary assets	None to report	-	-	-	-	-	-
B3 Investment assets	None to report				Fund to which asset belongs N/A	Cost (optional) N/A	Current value (optional) N/A
					Fund to which asset belongs N/A	Cost (optional) N/A	Current value (optional) N/A
B4 Assets retained for the charity's own use	None to report				Fund to which liability relates N/A	Amount due (optional) N/A	When due (optional) N/A
B5 Liabilities	None to report				Fund to which liability relates N/A	Amount due (optional) N/A	When due (optional) N/A

Jonathan Draper, June 2025

	Signature	Full Name	Position	Date of approval
Signee 1		Natalie Butler	Chair	19/9/25
Signee 2		PETER ROBERT WILLIAMS	Trustee	19/9/25

NORFOLK ARCHIVES AND HERITAGE DEVELOPMENT FOUNDATION

England & Wales - Charity number 1167279

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 April 2023 period start date to 31 March 2024 period end date

Charity name: Norfolk Archives and Heritage Development Foundation

Charity registration number: 1167279

Objectives and Activities

The object of the Norfolk Archives and Heritage Development Foundation, hereafter referred to as 'the Charity', as stated in its constitution, is the advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office (NRO) and its partner organisations, in particular but not exclusively by funding the following.

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The Charity aims to fund the following activities in support of its charitable objectives for the public benefit.

1. The main aim of purchasing Norfolk's archives is to ensure they are made freely accessible, or surrogate copies for fragile items, to members of the public on a permanent basis by organisations such as archives, libraries, museums, and heritage centres. There must be clear and demonstrable evidence of public interest in any document purchased.
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4. Activities such as publication on the Internet and hard copy, exhibitions, talks and workshops support people's engagement with Norfolk's archive, the aims of which are threefold;
 - a. To enable people to learn more about Norfolk's past.
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The main beneficiary for all activities of the Charity is the general public. The Charity also supports endeavours which focus on specific communities and new audiences.

All trustees have signed the Charity Commission for England and Wales trustee eligibility declaration in which they acknowledge understanding of the Charity's purpose and rules set out in its constitution.

Achievements and Performance

Grants Awarded by the Charity during 2023-4

During the last financial year, NorAH has agreed to provide £4,310 in grants to support the efforts of heritage and community archive organisations in Norfolk, though not all of the payments were made during this reporting period. In total, NorAH has given out over £59,000 since starting. The Charity anticipates that in the next 12 months it will be able to extend such support, subject to success with its fundraising efforts.

Archive Purchases

In September 2023, the Charity agreed to give a grant of £2,100 to the Norfolk Record Office (NRO) towards the purchase of several archive documents. They have been added to the permanent collections of the NRO, where they can be freely accessed by the public. All the documents purchased were being sold at auction, meaning they could have easily gone into private hands and therefore not be publicly accessible.

Documents purchased with the help of this grant are as follows.

- Records of Stow Bridge Board School which date from 1896 to 1904. They include record books of work standards I II, III and IV, V, VI and VII; pupil teacher's record book, record book of work done by the infant class (NRO C/ED 185).
- Manor of Grimstone Rectory court book, 1803-1925 (NRO MC 3645).
- Manor of Walsoken court book, 1802-circa 1817 (NRO MC 3645).
- Sketchbook of Hilda North, later Hilda Zigomala of Rougham Hall in Norfolk, Jan 1885-Apr 1886 (NRO MC 3652).

- Manor of Bromholme and Keswick in Bacton court book, 1652-1660 and inserts, including Seymour family tree and notes covering 1531-1696 (NRO MC 3660)
- Manor of Lopham court roll, 1655-1661 (NRO ACC 2022/166)
- Ledger accounts of William Cox of Alburgh, coachbuilder, wheelwright, and carpenter (5 vols), 1895-1933 (NRO BR 408)
- Plan of fishing premises at South Denes, Great Yarmouth for Messrs Bloomfields, nineteenth century (NRO ACC 2023/117)

In all instances, the Charity is confident of the historical value of the documents purchased. Manorial records are a key resource for family and local historians. School records are an important resource for family historians and education and social historians. Business records are also important and are relatively rare. They allow local and social historians to research the links between those businesses and their clients. The period covered by the archive of William Cox also covers an important period in the history of transport, with the rise in popularity of the motor car and of the bicycle.

Many of these documents were exhibited at The Archives Centre in Norwich during the winter of 2023-4. The Charity welcomes opportunities in the future to help secure important archives for free, public access which add to our collective understanding of Norfolk's past.

Community Archive Fair

The Charity held a fair at the Forum in the middle of Norwich city centre to promote the Norfolk Archive Supporter scheme and the work of Norfolk-based community archives. In support of this, the Charity gave small grants of up to £50 to cover expenses to exhibit at the fair to the following organisations: Brundall Local History Group, Dragon Hall Heritage Group, Girlguiding Norfolk, Loddon and District Local History Group, the Norfolk Polish Heritage Group, the Norfolk Record Society, the Norfolk Wherry Trust, the Norwich Jewish Heritage Group, and the Wise Archive.

David Stannard Memorial Project

In May 2023, the Charity agreed that £1,786 donated to it in the 2022-3 should be used for the Norfolk Record Office (NRO) to conserve documents deemed to be fragile which matched David's research interests, namely Norfolk's coastline, its erosion, and specifically the lost village of Eccles-on-Sea.

The first document to be conserved and subsequently exhibited, was a rental, dated 1486, for the Manor of Eccles on Sea (NRO ref. EVL 673). A manorial rental contains a list of tenants' names, type of tenure, and the amount paid by each tenant. The conserved rental mentions six tenants whose holdings were 'debased' by the sea and therefore were given reductions in the amount of rent owed.

The second document which was conserved and subsequently exhibited was a lease for the Manor of Eccles on Sea, dated 1685 (NRO ref. HNR 723/1a). One of the terms of the lease was the 'right of wreck'. This right differs from one manor to the next. However, we know

from the conserved lease and other documents which accompanied it what the arrangement was for Eccles-on-Sea.

The conservation work was completed in 2023-4 and both documents featured in an exhibition at The Archive Centre in Norwich for several months. The Charity held a launch event in December 2023 to which members of David's family were invited together with members of the Norfolk Archive Supporter Scheme.

The Charity welcomes opportunities to fund the conservation of fragile archives and hopes to support similar projects in the future. Without intervention, and depending upon their physical condition, fragile documents are either unavailable for research, or at best, require supervision from an archive conservator for which an appointment needs to be made. As with the two documents described above, conservation work allows documents to be freely accessible to researchers in the NRO's public searchroom, where they can be used to add to our collective knowledge about Norfolk's past.

Previous Grants

Needham History Book Community Research Project

In October 2022, the Charity agreed to give Harleston and District Historical Society £1,000 towards a project to translate and transcribe some key archive documents relating to the history of Needham and to support members of the community to visit the Norfolk Record Office. This project was completed during 2023-4, culminating with the publication of Stephen Jeffery-Poulter's *Needham: History of a Norfolk Village*. In March 2024, the Charity hosted a launch event for the book which was held at The Archive Centre in Norwich. Stephen gave an entertaining and informative talk which focussed on the stories told by those key documents which were translated and transcribed because of the Charity's grant.

One of these documents is an early-fifteenth-century papal bull issued during the Western Schism by Pope John XXIII to the then Bishop of Norwich, Alexander Tottington. Transcribed in the Diocese of Norwich institution register (NRO ref. DN/REG 4 book 7), this document is a papal instruction for the Bishop of Norwich to ensure Mendham Priory fulfilled its obligations to provide a priest in Needham to administer sacrament. It is rare for a small hamlet to be the subject of such a powerful commandment and tells us a lot about the history of the church and Needham.

Without the support of the Charity, such important stories will remain hidden within archives to only those researchers who can read medieval, papal Latin.

Change Minds in King's Lynn

In March 2023, the Charity agreed to give £200 to the Norfolk Record Office (NRO) towards a Change Minds mental wellbeing project using archives targeted at young people in King's Lynn.

The project was delivered in the spring of 2023 as part of Scaling Up Change Minds project. A total of nine young people took part in 12 sessions. Participants were recruited through

partners who recommended attendance to their clients as a means of improving their mental wellbeing. Six came from College of West Anglia, one from a local mental health trust, and two from youth groups. Participants carried out research, visited the NRO in Norwich, and then produced creative responses to their learning. The latter was included in a display case in the Stories of Lynn exhibition and featured as part of Heritage Open Days. Evaluation of the project was positive with good feedback from both participants and their parents.

The Charity is very keen for archives to be used to improve wellbeing and hopes to support similar projects in the future.

History Begins at Home

In 2020-1, the Charity gave £600 to the Norfolk led, History Begins at Home project. This project continued to post new resources on to its website during 2023-4 on a wide variety of subjects, including winter, in service, design, health and fitness, jubilee, clubs and societies, money, and friends.

The Skills for Norfolk's Community Heritage Project

In 2019-20, the Charity supported community archives in Norfolk. One of the project's outputs was the creation of an online forum for archives in Norfolk. The forum continues to be used through 2023-4. It enables community archives to publicise events, share successes and ask questions in a friendly, helpful environment. The forum can be accessed at <https://groups.google.com/a/norah-df.org.uk/g/norfolk-archives-network>.

Norfolk Archives Supporter Scheme

In April 2023, the Charity revised the types of membership on offer, what was given to members, and sought to offer at least one event per quarter. As a result, membership has increased by over 300%. In addition to individual membership, there is a separate membership for organisations as well as a gift membership. The Charity has also facilitated online subscription and payment.

Events for Scheme members have included a visit in April 2023 to the King's Lynn Borough Archives to view archives purchased by the Charity; a visit to the John Innes Centre in July 2023 to view its historical collections; free entry to a conference held in September 2023 on the history of Norfolk and the Low Countries; launch of an exhibition on the documents conserved in memory of David Stannard and a viewing of documents recently purchased as a result of a grant made by the Charity; and the launch of Stephen Jeffery-Poulter's *Needham: History of a Norfolk Village* in March 2024. The Charity's running and promotion of the supporter scheme continues to be assisted by a grant received from the Norwich Freeman's Charity.

The Charity plans to hold more events in the future. These will include visits to Norfolk-based archives events promoting the use of Norfolk's archives in current historical research.

Talks Programme

The Charity continues to offer talks to organisations within Norfolk. The amount of money this raises has not recovered to pre-Covid levels. One of the reasons for this is a reduction in the number of talks being offered. David Stannard, a former trustee of the Charity, who died in 2022, was a popular and entertaining speaker on many aspects of Norfolk's history.

Financial Review

As of 31 March 2024, the Charity has total funds of £24,244. Of that, £14,795 is unrestricted. It is an increase of £3,332 on the amount of unrestricted funds reported at the end of 2022-2023.

The Charity has no formal reserves policy. However, it continues to aim for a minimum reserve of £15,000, whilst carrying out activities and supporting projects which allow it to meet its charitable objectives. Having a reserve of this amount will allow the Charity to respond to unanticipated events, such as document sales and to reductions in support from the Norfolk Record Office.

The charity's current sources of funding are as follows.

1. Individual giving via two donation boxes at the NRO and via its website.
2. The charity claims Gift Aid on eligible donations.
3. Grants from trusts and charities.
4. Donations given in return for talks provided as part of its lecture programme.
5. The Norfolk Archive Supporter scheme.

Changes to the Norfolk Archive Supporter Scheme have seen unrestricted income from that source increase from £65 to £2,292, an increase of just over 400%.

Structure, Governance and Management

The Charity is a Foundation Charitable Incorporated Organisation (CIO) and its governing document is a constitution. The Charity does not hold any Trusts.

The constitution of the Charity allows for a maximum of 12 trustees. The chairman of the Norfolk Records Committee (NRC) is an *ex officio* member of the charity's board of trustees. The Charity's constitution allows the NRC to nominate one trustee.

When filling vacancies, the Charity's board of trustees invite applications which are assessed against an agreed role description and person specification, and the needs of the charity at that moment. At the point of appointment, the charity undertakes checks and ensures all

trustees sign eligibility and automatic disqualification declarations. The Charity agreed to a trustee recruitment policy in September 2023:

The Board has met regularly throughout the year and reviewed how effectively it has managed to support the local archive community.

Reference and Administrative Details

Charity name: Norfolk Archives and Heritage Development Foundation

Other name the charity uses: NorAH

Registered charity number: 1167279

Charity's principal address: The Archive Centre, Martineau Lane, Norwich, Norfolk, NR1 2DQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Date acted if not for whole year	Name of person (or body entitled to appoint trustee if any)
1	Mrs Natalie Butler	Chair	N/A	N/A
2	Mr Brian Horner	Treasurer	N/A	N/A
3	Dr John Alban	-	N/A	N/A
4	Michael Chenery of Horsbrugh	-	N/A	Norfolk Records Committee
5	Mr Geoff Doggett	-	Became a trustee on 22 September 2023, resigned 6 November 2023.	N/A
6	Ms Helen Green	-	Became a trustee on 22 September 2023	N/A
7	Dr Christopher Kemp	-	N/A	N/A

8	Ms India Sowe	-	Became a trustee on 22 September 2023	N/A
9	Mr Alan Steynor	-	N/A	N/A
10	Mr Julian White	-	N/A	N/A
11	Mr Peter Williams	-	N/A	N/A
12	Vacant	N/A	N/A	N/A

The Charity does not have any corporate trustees and none of its trustees hold title to property belonging to the charity.

Funds held as custodian trustees on behalf of others

The Charity does not hold any funds as custodian trustees on behalf of others.


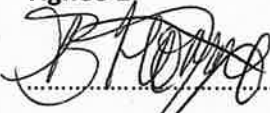
Exemptions from disclosure

There are no exemptions from disclosure.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

	Signee 1	Signee 2
Signature		
Full name	NATALIE BUTLER	BRIAN HORNER
Position	Chair	TREASURER
Date	25 th Sept '24	24 th October 2024

Jonathan Draper, September 2024



Receipts and payments accounts

For the period 01/04/2023 to 31/03/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds Building the Archive Supporter Scheme to the nearest £	Designated Funds David Stannard Memorial Fund to the nearest £	Designated Funds Norwich Consistory Court preservation project to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts							
Donations	1,246	-	-	1,822	-	3,069	6,018
Other	2,292	-	-	-	-	2,292	565
Sub total (Gross income for A1)	3,538	-	-	1,822	-	5,361	6,583
A2 Asset and investment sales, (see table)							
	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-
Total receipts	3,538	-	-	1,822	-	5,361	6,583
A3 Payments							
Bank interest and charges	52	-	-	5	-	57	53
Compliance fees	35	-	-	-	-	35	35
Grants and donations paid	-	124	-	-	-	124	12,078
Materials and equipment	-	639	-	-	-	639	-
Refunds	120	-	-	-	-	120	-
Hire of rooms and catering	-	636	-	-	-	636	-
Sub total	207	1,399	-	5	-	1,612	12,166
A4 Asset and investment purchases, (see table)							
	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-
Total payments	207	1,399	-	5	-	1,612	12,166
Net of receipts/(payments)	3,331	- 1,399	-	1,817	-	3,749	- 5,583
A5 Transfers between funds	-	-	-	-	-	-	-
A6 Cash funds last year end	11,463	7,058	1,786	188	-	20,495	26,078
Cash funds this year end	14,795	5,658	1,786	2,005	-	24,244	20,495

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds Building the Archive Supporter Scheme to nearest £	Designated Funds David Stannard Memorial Fund to nearest £	Designated Funds Norwich Consistory Court preservation to nearest £	Endowment funds to nearest £
B1 Cash funds	Donations, sales, grants	14,795	5,658	1,786	2,005	-
	Total cash funds	14,795	5,658	1,786	2,005	-
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK	OK
		Unrestricted funds	Restricted funds	Designated Funds	Designated Funds	Endowment funds
		Building the Archive Supporter Scheme	David Stannard Memorial Fund	Norwich Consistory Court preservation		
B2 Other monetary assets	None to report	-	-	-	-	-
B3 Investment assets	None to report			Fund to which asset belongs	Cost (optional)	Current value (optional)
				N/A	N/A	N/A
B4 Assets retained for the charity's own use	None to report			Fund to which asset belongs	Cost (optional)	Current value (optional)
				N/A	N/A	N/A
B5 Liabilities	None to report			Fund to which liability relates	Amount due (optional)	When due (optional)
				N/A	N/A	N/A

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	NATALIE BUTLER	24 th Sep '24
	BRIAN HORNER	24 th Oct '24

NORFOLK ARCHIVES AND HERITAGE DEVELOPMENT FOUNDATION

England & Wales - Charity number 1167279

Accounts



Norfolk Archives & Heritage
Development Foundation

Trustees' Annual Report for the period

From 1 April 2022 period start date to 31 March 2023 period end date

Charity name: Norfolk Archives and Heritage Development Foundation

Charity registration number: 1167279

Objectives and Activities

The object of the Norfolk Archives and Heritage Development Foundation, hereafter referred to as 'the Charity', as stated in its constitution, is the advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office (NRO) and its partner organisations, in particular but not exclusively by funding the following.

1. The acquisition, preservation and processing of records and printed materials worthy of permanent retention so they can be made accessible to the public by the NRO and its partner organisations.
2. Projects and activities which engage different audiences with records and printed materials worthy of permanent retention.

The Charity aims to fund the following activities in support of its charitable objectives for the public benefit.

1. The main aim of purchasing Norfolk's archives is to ensure they are made freely accessible, or surrogate copies for fragile items, to members of the public on a permanent basis by organisations such as archives, libraries, museums, and heritage centres. There must be clear and demonstrable evidence of public interest in any document purchased.
2. The aim of preservation is to allow archives to be accessed by members of the public now and in the future, whilst minimising the threat of damage, theft or loss. Activities associated with preservation include provision of secure storage, packaging, invasive conservation, and preservation digitisation.
3. The aim of processing Norfolk's archives is to make it easier for members of the public to access and interpret those archives. Associated activities include appraisal,

cataloguing, indexing, summarisation, transcription and translation or digitisation for access.

4. Activities such as publication on the Internet and hard copy, exhibitions, talks and workshops support people's engagement with Norfolk's archive, the aims of which are threefold;
 - a. To enable people to learn more about Norfolk's past.
 - b. To develop individual capabilities, competences, skills and understanding.
 - c. To strengthen communities through an enhanced sense of common identity.

The main beneficiary for all activities of the Charity is the general public. The Charity also supports endeavours which focus on specific communities and new audiences.

All trustees have signed the Charity Commission for England and Wales trustee eligibility declaration in which they acknowledge understanding of the Charity's purpose and rules set out in its constitution.

Achievements and Performance

Grants Awarded by the Charity during 2022-3

During the last financial year, NorAH has provided £3,124 in grants to support the efforts of heritage and community archive organisations in Norfolk. In total, NorAH has given out over £55,000 since starting. We anticipate in the next 12 months being able to extend such support, subject to success with our own fundraising efforts.

Digitising the Norwich Women's Film Weekend Archive

In June 2022, the Charity agreed to give £324 to the Norfolk Heritage Centre for the digitisation of the archive of the Norwich Women's Film Weekend (NFWF) for the purpose of providing online access, which has been subsequently done (norwichwomensfilmweekend.wordpress.com).

The NFWF was an annual three-day event that ran at Cinema City from 1979 to 1989 and was of local, national, and international importance. It lasted longer than any other women's film festival in the UK and forms part of the history of women's cinema and feminism generally. It also made a significant contribution to the cultural landscape in Norwich.

The collection enables an understanding of how the concept of 'women's film', and of what a feminist film event could be, and how it changed over the decade of the festival's existence.

The Charity is keen to support projects which enhance access to archives which document Norfolk's past. By supporting the digitisation of the NFWF archive, the Charity has enabled it to be made accessible online, thus filling a gap in our collective understanding of the history of feminist film and television events in Norfolk and beyond.

Archive Purchases

In June and October of 2012, the Charity agreed to give two grants totalling ~~almost £1,600~~ £1,585 to the Norfolk Record Office (NRO) towards the purchase of several archive documents. They have been added to the permanent collections of the NRO, where they can be freely accessed by the public. All the documents purchased were being sold at auction, meaning they could have easily gone into private hands and therefore not be publicly accessible.

Documents purchased with the help of these two grants include the following.

- Four documents dated 1605 to 1613, from the Nathaniel Bacon of Stiffkey archive, including a letter to [Sir Henry Spelman] the Sheriff of Norfolk, from various, requesting forty-eight men to aid requisition of lands, goods etc. of recusants and [constable] examinations (NRO ref. ACC 2021/241).
- Eighteenth and nineteenth-century title deeds and related documents relating to land in Ovington, Norfolk (NRO ref. ACC 2021/241).
- Documents, dated between 1615 and 1938, relating to various properties in Norfolk, including at Syleham, Mendham, and Gawdy Hall, Harleston (NRO ref. ACC 2021/141).
- Title deeds and related documents relating to various places, including Toft Monks, Haddiscoe, Heckingham, Alpington, East Poringland, and Raveningham (NRO ref. ACC 2021/185).
- Letters and other papers of Bertram Pollock (clergyman and author, 1863-1943), including letters to Pollock whilst he was Bishop (1930s to 1942), notes on birds (1872), and menu cards from his time as Bishop (NRO ref. ACC 2021/231).
- A collection of eighteenth and nineteenth-century manorial court books, rentals, land surveys, and maps relating to various West Norfolk places including Bawsey, Emneth, Grimston, Inglethorpe, Northwold, Sedgeford, Terrington St Clement, Terrington St John, Walsoken, West Winch, and Wiggshall St Mary Magdalen. The NRO was able to secure another grant, from a King's Lynn based charity, to support the purchase of these documents.

In all instances, the Charity is confident of the historical value of the documents purchased. Title deeds and manorial records are a key resource for family and local historians. Similarly,

the personal archives of notable individuals have significant historical value, in recording past activities and relationships.

Needham History Book Community Research Project

In October 2022, the Charity agreed to give the Harleston and District Historical Society £1,000 towards a project to translate and transcribe some key archive documents relating to the history of Needham and to support members of the community to visit the Norfolk Record Office and to have an introduction to palaeography in historical documents. Most of the project has been completed. The translated/transcribed documents will feature in a forthcoming publication about Needham. The documents transcribed and translated include the following;

- A thirteenth-century grant by William de Meutling to the monks of Norwich cathedral, concerning rents received from properties in Needham (NRO DCN/45/39/1).
- An account of the 1572 Manor of Needham leet court (NRO MC 2697/5)
- A 1645 indictment of witchcraft against Ann Forde at Needham, Norfolk (NRO C/S 3/box 36)

The Charity was keen to support this project's aims of making some fascinating documents accessible to those without the ability of reading fourteenth, sixteenth, and seventeenth-century handwriting or of translating medieval Latin. It was also delighted to empower people interested in their local history with the skills required to use historical documents.

Change Minds for Young People in King's Lynn

In March 2023, the Charity agreed to give £200 to the Restoration Trust and the Norfolk Record Office to support an engagement mini-project as part of their larger partnership project, Scaling Up Change Minds, which was supported by the Charity in 2021. The focus of this new project was young people between the ages of 18 and 25 in King's Lynn with mental health issues.

Change Minds is a community heritage programme using archives for mental wellbeing and social connection. It connects isolated people with local heritage assets, creativity, and each other so that their mental health improves.

The Charity felt this project met its objectives of engaging new users of Norfolk's archives. It would teach people about Norfolk's past; develop participants' capabilities, competences, skills and understanding; and improve participants' wellbeing through interaction with Norfolk's archives.

The starting point for Change Minds is records dealing with individuals. Five of the iterations, including the one in Norfolk, will use nineteenth-century asylum case books as the starting point. The NRO holds tens of thousands of such case records.

In the coming year, NorAH plans to continue its support for innovative projects which use archives to improve people's mental wellbeing.

Previous Grants

Scaling Up Change Minds

In November 2021, the Charity agreed to give £3,000 to the Restoration Trust and the Norfolk Record Office towards their partnership project, Scaling Up Change Minds, which has also received funding from the National Lottery Heritage Fund. It will run up to and including 2025. The Norfolk iteration of the project saw NRO staff deliver sessions at Norwich Prison. Twelve sessions were delivered involving 18 men in total. Being a participant led project, it evolved from researching people in the Norfolk County Asylum to people in the Prison around 100 years ago.

Post-iteration evaluation from partners and participants has been positive. There is evidence of group bonding; increases in confidence, especially in relation to literacy and reading out loud; a decrease in participants' anxiety, and an increase in knowledge by participants about Norfolk's past through engagement with archive material. Challenges of delivering engagement projects in prisons have also been learnt and will aid the delivery of similar projects in the future.

Other iterations of the project have taken place around the country and the Change Minds website, which empowers other organisations to apply for funding and to carry out their own iterations of the project has been published.

History Begins at Home

In 2020-1, the Charity gave £600 to the Norfolk led, History Begins at Home project. This project continued to post new resources on to its website during 2022-3. By the end of 2022, it had posted 52 question sheets, an increase of 12 from the number posted at the end of 2021, on a wide variety of subjects, including winter, in service, design, health and fitness, jubilee, clubs and societies, money, and friends. For the calendar year of 2022, it had 2,800 page views with many more thousands of interactions on Twitter and Facebook.

The Skills for Norfolk's Community Heritage Project

In 2019-20, the Charity supported community archives in Norfolk. One of the project's outputs was the creation of an online forum for archives in Norfolk. The forum continues to be used through 2022-3. It enables community archives to publicise events, share successes and ask questions in a friendly, helpful environment.

Norfolk Archives Supporter Scheme

The Charity has continued to manage a supporter scheme. It raises income for the Charity and through its events for participants, promotes Norfolk's archives and the Charity's work. The Charity's running and promotion of the supporter scheme continues to be assisted by a grant received from the Norwich Freemen's Charity.

Following the review we have been undertaking of the Norfolk Archive Supporter Scheme, we will be expanding our marketing activities to encourage new individual members and organisations to join.

Talks and Events Programme

The Charity continues to offer talks to organisations within Norfolk. The amount of money this raises has not recovered to pre-Covid levels. One of the reasons for this is a reduction in the number of talks being offered.

During the next year the Charity will organise several events of interest to the wider Norfolk public, working in partnership where possible with local heritage organisations.

Financial Review

As of 31 March 2022, the Charity has total funds of £20,496. Of that, £11,463 is unrestricted. It is an increase of £1,612 on the amount of unrestricted funds reported at the end of 2020-2021.

The Charity has no formal reserves policy. However, it is aiming to gradually establish a minimum reserve of £15,000, whilst carrying out activities and supporting projects which allow it to meet its charitable objectives. Having a reserve of this amount will allow the Charity to respond to unanticipated events, such as document sales and to reductions in support from the Norfolk Record Office.

The Charity does not hold any reserves. This is because the charity is still relatively young and is in the process of building up its unrestricted funds.

The charity's current source of funding are as follows.

1. Individual giving via two donation boxes at the NRO and via its website.
2. The charity claims Gift Aid on eligible donations.
3. Grants from trusts and charities.
4. Donations given in return for talks provided as part of its lecture programme.
5. The Norfolk Archive Supporter scheme.

The Charity's ability to raise money post-Covid pandemic is still recovering. Numbers of people visiting the Norfolk Record Office, where there are two donation boxes, have not reached pre-pandemic levels. For this reason, the Charity has undertaken a review of the Norfolk Archive Supporter scheme with the aim of increasing income from this source.

Structure, Governance and Management

The Charity is a Foundation Charitable Incorporated Organisation (CIO) and its governing document is a constitution. The Charity does not hold any Trusts.

The constitution of the Charity allows for a maximum of 12 trustees. The chairman of the Norfolk Records Committee (NRC) is an *ex officio* member of the charity's board of trustees. The Charity's constitution allows the NRC to nominate one trustee.

When filling vacancies, the Charity's board of trustees invite applications which are assessed against an agreed role description and person specification, and the needs of the charity at that moment. At the point of appointment, the charity undertakes checks and ensures all trustees sign eligibility and automatic disqualification declarations.

The Board has met regularly throughout the year and reviewed how effectively it has managed to support the local archive community. During the coming year we will look to recruit additional trustees to our Board who can bring skills and experience to supplement the expertise of the existing trustees.

Reference and Administrative Details

Charity name: Norfolk Archives and Heritage Development Foundation

Other name the charity uses: NorAH

Registered charity number: 1167279

Charity's principal address: The Archive Centre, Martineau Lane, Norwich, Norfolk, NR1 2DQ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Date acted if not for whole year	Name of person (or body entitled to appoint trustee if any)
--------------	-----------------	----------------------------------	---

1	Mrs Natalie Butler	Chair	N/A	N/A
2	Mr Brian Horner	Treasurer	N/A	N/A
3	Dr John Alban	-	N/A	N/A
4	Michael Chenery of Horsbrugh	-	N/A	Norfolk Records Committee
5	Dr Christopher Kemp	-	N/A	N/A
6	Mr Alan Steynor	-	N/A	N/A
7	Mr Julian White	-	N/A	N/A
8	Mr Peter Williams	-	N/A	N/A
9	Vacant	N/A	N/A	N/A
10	Vacant	N/A	N/A	N/A
11	Vacant	N/A	N/A	N/A
12	Vacant	N/A	N/A	N/A

The Charity does not have any corporate trustees and none of its trustees hold title to property belonging to the charity.

Funds held as custodian trustees on behalf of others

The Charity does not hold any funds as custodian trustees on behalf of others.

Exemptions from disclosure

There are no exemptions from disclosure.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Signee 1

Signee 2

Signature


.....


.....

Full name

Natalie Elizabeth Burke
.....

Christopher John Kemp
.....

Position

Chair
.....

Trustee
.....

Date

12/10/25
.....

10th October 2023
.....

1900

1900

1900

1900



Receipts and payments accounts

For the period 01 April 2022 To 31 March 2023

Section A Receipts and payments

	Unrestricted funds	Restricted fund Building the Archive Supporter Scheme	Restricted fund Richard Bright Conservation Project	Designated fund David Stannard Memorial Fund	Designated fund Norwich Consistory Court exhibited documents recognition	Endowment funds	Total funds	Last year
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts								
Donations	4,062	-	-	1,786	170	-	6,018	1,136
Other	565	-	-	-	-	-	565	490
Sub total (Gross income for AR)	4,627	-	-	1,786	170	-	6,583	1,626
A2 Asset and investment sales, (see table).								
	-	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-	-
Total receipts	4,627	-	-	1,786	170	-	6,583	1,626
A3 Payments								
Bank interest and charges	47	-	-	-	6	-	53	15
Compliance fees	35	-	-	-	-	-	35	35
Grants and donations paid	2,909	300	8,869	-	-	-	12,078	4,962
Sub total	2,991	300	8,869	-	6	-	12,166	5,012
A4 Asset and investment purchases, (see table)								
	-	-	-	-	-	-	-	-
Sub total	-	-	-	-	-	-	-	-
Total payments	2,991	300	8,869	-	6	-	12,166	5,012
Net of receipts/(payments)	1,636	- 300	- 8,869	1,786	164	-	- 5,582	- 3,386
A5 Transfers between funds	- 24	-	-	-	24	-	-	-
A6 Cash funds last year end	9,851	7,358	8,869	-	-	-	26,078	29,464
Cash funds this year end	11,463	7,058	0	1,786	188	-	20,436	26,078

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted fund Building the Archive Supporter Scheme	Restricted fund Richard Bright Conservation Project	Designated fund David Stannard Memorial Fund	Designated fund Norwich Consistory Court exhibited documents	Endowment funds
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Donations, sales, grants	11,463	7,058	-	1,786	188	-
	Total cash funds	11,463	7,058	-	1,786	188	-
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK	OK	OK
B2 Other monetary assets	None to report	-	-	-	-	-	-
B3 Investment assets	None to report				Fund to which asset	Cost (optional)	Current value (optional)
					N/A	N/A	N/A
B4 Assets retained for the charity's own use	None to report				Fund to which asset	Cost (optional)	Current value (optional)
					N/A	N/A	N/A
B5 Liabilities	None to report				Fund to which liability	Amount due (optional)	When due (optional)
					N/A	N/A	N/A
Signed by one or two trustees on behalf of the trustees	Signature	Print Name		Date of approval			
		W. BUTLER		23 rd Sept '23			
		BRIAN HORNER		23 rd Sept. 2023			

NORFOLK ARCHIVES AND HERITAGE DEVELOPMENT FOUNDATION

England & Wales - Charity number 1167279

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 April 2021 period start date to 31 March 2022 period end date

Charity name: Norfolk Archives and Heritage Development Foundation

Charity registration number: 1167279

Objectives and Activities

The object of the Norfolk Archives and Heritage Development Foundation, hereafter referred to as 'the Charity', as stated in its constitution, is the advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office (NRO) and its partner organisations, in particular but not exclusively by funding the following.

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2. Projects and activities which engage different audiences with records and printed materials worthy of permanent retention.

The Charity aims to fund the following activities in support of its charitable objectives for the public benefit.

1. The main aim of purchasing Norfolk's archives is to ensure they are made freely accessible, or surrogate copies for fragile items, to members of the public on a permanent basis by organisations such as archives, libraries, museums, and heritage centres. There must be clear and demonstrable evidence of public interest in any document purchased.
2. The aim of preservation is to allow archives to be accessed by members of the public now and in the future, whilst minimising the threat of damage, theft or loss. Activities associated with preservation include provision of secure storage, packaging, invasive conservation, and preservation digitisation.
3. The aim of processing Norfolk's archives is to make it easier for members of the public to access and interpret those archives. Associated activities include appraisal,

cataloguing, indexing, summarisation, transcription and translation or digitisation for access.

4. Activities such as publication on the Internet and hard copy, exhibitions, talks and workshops support people's engagement with Norfolk's archive, the aims of which are threefold;
 - a. To enable people to learn more about Norfolk's past.
 - b. To develop individual capabilities, competences, skills and understanding.
 - c. To strengthen communities through an enhanced sense of common identity.

The main beneficiary for all activities of the Charity is the general public. The Charity also supports endeavours which focus on specific communities and new audiences.

All trustees have signed the Charity Commission for England and Wales trustee eligibility declaration in which they acknowledge understanding of the Charity's purpose and rules set out in its constitution.

Achievements and Performance

Grants Awarded by the Charity during 2021-2

Conservation and Cataloguing of Penance Documents

In November 2021, the Charity gave £600 to the Norfolk Record Office (NRO) towards its project to conserve and catalogue a box of eighteenth-century records (NRO DN/CON 86), referred to as penances. Pences record the punishments given out by the Norwich Consistory Court.

The funding allowed the NRO to conserve two files (NRO DN/CON 86/1 and NRO DN/CON 86/3). Each file contained both penance schedules for those found guilty of adultery or fornication, and forms of retraction for those found guilty of defamation.

The NRO removed the documents from their files, numbered each document and where necessary surface cleaned, flattened, and carried out paper repairs. The conservation work has allowed the NRO to digitise the contents of the two files, together with a volume which was also found in the same box (NRO DN/CON 86/2). Using these digitised images, the NRO has started a volunteer project to catalogue the two files and volume, whereby names, places and crimes will be added to the NRO online catalogue to make the records discoverable for family, local and social historians.

The Charity's grant has meant historically important documents, containing unique information for family, local and social historians as well as those people researching the history of women, can be consulted freely, by everyone, without the risk of permanently losing unique information. It has also enabled cataloguing work to be done, which, once completed, will make the documents easily discoverable online.

The Richard Bright Conservation Project

In November 2021, the Charity agreed to give the Norfolk Record Office £8,868 which it had raised in support of the second phase of the NRO's project to conserve two boxes of letters and diaries of Richard Bright (NRO MC 166/299).

Richard Bright is a key figure in the history of medicine and intellectual life, famous for his work in nephrology and discovery of Bright's disease, but also active in other areas, including natural history, geology, anthropology, and travel. Bright was a notable figure on the London medical scene and was particularly active at Guy's Hospital. Bright's Norfolk connection is *per* the Carr family of Ditchingham Hall, Norfolk.

Before the conservation work, most of the letters and notebooks, were incredibly fragile. Poor storage had resulted in water and insect damage. Additional damage had been caused by the catalytic effect of metal ions in the iron gall ink. The pioneering conservation work, which has been done, through the Charity's support, has enabled free, public access using digital surrogate images. Documents were unfolded, given a temporary support to stabilise them, washed and then repaired with a facing of Japanese paper made from the inner bark of a mulberry tree.

The money raised by the Charity, together with a grant from the National Manuscript Conservation Trust, enabled the NRO to conserve and digitize six notebooks and 188 letters in 2020 and 2021.

Scaling Up Change Minds

In November 2021, the Charity agreed to give £3,000 to the Restoration Trust and the Norfolk Record Office towards their partnership project, Scaling Up Change Minds, which has also received funding from the National Lottery Heritage Fund. It will run from 2022 to 2025.

Change Minds is a community heritage programme using archives for mental wellbeing and social connection. It connects isolated people with local heritage assets, creativity, and each other so that their mental health improves.

Scaling Up Change Minds aims to:

- Deliver an online resource hub
- Deliver six Change Minds iterations, including one in Norfolk at Norwich Prison, with wellbeing research
- Disseminate project achievements and a business plan to optimise future resilience of the Change Minds model
- Carry out wellbeing research and project to inform planning for a national roll-out of Change Minds post-2025.

The starting point for Change Minds is records dealing with individuals. Five of the iterations, including the one in Norfolk, will use nineteenth-century asylum case books as the starting point. The NRO holds tens of thousands of such case records.

Previous Grants

History Begins at Home

In 2020-1, the Charity gave £600 to the Norfolk led, History Begins at Home project. This project continued to post new resources on to its website during 2021-2. By the end of 2021, it had posted 40 questions sheets on a wide variety of subjects, including food, toys, and holidays. For the calendar year of 2021, it had 5,600 page views with many more thousands of interactions on Twitter and Facebook.

The Skills for Norfolk's Community Heritage Project

In 2019-20, the Charity supported community archives in Norfolk. One of the project's outputs was the creation of an online forum for archives in Norfolk. The forum continues to be used through 2021-2. It enables community archives to publicise events, share successes and ask questions in a friendly, helpful environment.

Norfolk Archives Supporter Scheme

The Charity has continued to manage a supporter scheme. It raises income for the Charity and through its events for participants, promotes Norfolk's archives and the work NORAH does. NORAH's running and promotion of the supporter scheme continues to be assisted by a grant received from the Norwich Freeman's Charity.

Impact of the Covid-19 Pandemic

During the year 2021/22, the activities of the Charity were once again, significantly curtailed by the Covid 19 pandemic.

For a significant part of the year, its talks programme, whereby volunteers give talks about Norfolk's archival heritage, were suspended for safety reasons as were its archival heritage-based walks.

In normal times, the Charity would receive donations made by visitors to the NRO. Because of the NRO's closure during lockdowns imposed by the UK Government, the Charity has not received what it would expect to. This has partly been offset by donations made after online events held by the NRO.

Financial Review

As of 31 March 2021, the Charity has total funds of £26,078. Of that, £9,851 is unrestricted. It is an increase of £1,576 on the amount of unrestricted funds reported at the end of 2019-20.

The Charity has no formal reserves policy. However, it is aiming to gradually establish a minimum reserve of £15,000, whilst carrying out activities and supporting projects which allow it to meet its charitable objectives. Having a reserve of this amount will allow the Charity to respond to unanticipated events, such as document sales and to reductions in support from the Norfolk Record Office.

The Charity does not hold any reserves. This is because the charity is still relatively young and is in the process of building up its unrestricted funds.

The Charity is continuing to recover from the impact of Covid-19. Income is beginning to increase, though the number of talks being given with the aim of raising income has not returned to pre-Covid levels. This is because of the continued restrictions, and public nervousness to meeting in-person during a significant part of the reporting period.

The charity's current source of funding are as follows.

1. Individual giving via two donation boxes at the NRO and via its website.
2. The charity claims Gift Aid on eligible donations.
3. Grants from trusts and charities.
4. Donations given in return for talks provided as part of its lecture programme.
5. The Norfolk Archives Supporter scheme.

Structure, Governance and Management

The Charity is a Foundation Charitable Incorporated Organisation (CIO) and its governing document is a constitution. The Charity does not hold any Trusts.

The constitution of the Charity allows for a maximum of 12 trustees. The chairman of the Norfolk Records Committee (NRC) is an *ex officio* member of the charity's board of trustees. The Charity's constitution allows the NRC to nominate one trustee.

When filling vacancies, the Charity's board of trustees invite applications which are assessed against an agreed role description and person specification, and the needs of the charity at that moment. At the point of appointment, the charity undertakes checks and ensures all trustees sign eligibility and automatic disqualification declarations.

Reference and Administrative Details

Charity name: Norfolk Archives and Heritage Development Foundation

Other name the charity uses: NORAH

Registered charity number: 1167279

Charity's principal address: The Archive Centre, Martineau Lane, Norwich, Norfolk, NR1 2DQ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Date acted if not for whole year	Name of person (or body entitled to appoint trustee if any)
1 Mr Peter Williams	Chairman	N/A	N/A
2 Dr John Alban	-	N/A	N/A
3 Mrs Natalie Butler	-	N/A	N/A
4 Michael Chenery of Horsbrugh	-	N/A	Norfolk Records Committee
5 Mr Brian Horner	-	N/A	N/A
6 Dr Christopher Kemp	-	N/A	N/A
7 Mr Alan Steynor	-	N/A	N/A

8	Mr David Stannard	-	N/A	N/A
9	Mr Julian White	-	N/A	N/A
10	Vacant	N/A	N/A	N/A
11	Vacant	N/A	N/A	N/A
12	Vacant	N/A	N/A	N/A

The Charity does not have any corporate trustees and none of its trustees hold title to property belonging to the charity.

Funds held as custodian trustees on behalf of others

The Charity does not hold any funds as custodian trustees on behalf of others.

Exemptions from disclosure

There are no exemptions from disclosure.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

	Signee 1	Signee 2
Signature		
Full name	NATALIE ELIZABETH BUTLER	BRIAN JAMES HORNER
Position	CHAIR	TREASURER
Date	3/11/2022	18 OCTOBER 2022

Jonathan Draper, October 2022

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	2021-04-01		2022-03-31

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted (Building the Archive Supporter Scheme) to the nearest £	Restricted (Richard Bright Conservation Project) to the nearest £	Restricted (Charge Mids) to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts							
Donations	1,136	-	-	-	-	1,136	1,758
Other	490	-	-	-	-	490	555
Sub total (Gross income for AR)	1,626	-	-	-	-	1,626	2,313
A2 Asset and investment sales, (see table).							
Sub total	-	-	-	-	-	-	-
Total receipts	1,626	-	-	-	-	1,626	2,313
A3 Payments							
Bank interest and charges	15	-	-	-	-	15	12
Compliance fees	35	-	-	-	-	35	26
Grants and donations paid	1,962	-	-	3,000	-	4,962	-
Sub total	2,012	-	-	3,000	-	5,012	48
A4 Asset and investment purchases, (see table)							
Sub total	-	-	-	-	-	-	-
Total payments	2,012	-	-	3,000	-	5,012	48
Net of receipts/(payments)	- 386	-	-	- 3,000	-	- 3,386	2,265
A5 Transfers between funds	-	-	-	-	-	-	-
A6 Cash funds last year end	10,237	7,358	8,869	3,000	-	29,464	27,199
Cash funds this year end	9,851	7,358	8,869	-	-	26,078	29,464

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted (Building the Archive Supporter Scheme) to nearest £	Restricted (Richard Bright Conservation Project) to nearest £	Restricted (Charge Mids) to nearest £	Endowment funds to nearest £
B1 Cash funds	Donations, sales, grants	9,851	7,358	8,869	-	-
	Total cash funds	9,851	7,358	8,869	-	-
	(agree balances with receipts and payments accounts)	OK	OK	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted (Building the Archive Supporter Scheme) to nearest £	Restricted (Richard Bright Conservation Project) to nearest £	Restricted (Charge Mids) to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None to report	-	-	-	-	-
B3 Investment assets	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
	None to report			N/A	-	-
B4 Assets retained for the charity's own use	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
	None to report			N/A	-	-
B5 Liabilities	Details			Fund to which liability relates	Amount due (optional)	When due (optional)
	None to report			N/A	-	N/A

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PETER WILLIAMS	11/10/22
	BRIAN JAMES HORNER	18/10/22

NORFOLK ARCHIVES AND HERITAGE DEVELOPMENT FOUNDATION

England & Wales - Charity number 1167279

Accounts



Trustees' Annual Report for the period

From 1 April 2020 period start date to 31 March 2021 period end date

Charity name: Norfolk Archives and Heritage Development Foundation

Charity registration number: 1167279

Objectives and Activities

<p>Summary of the purposes of the charity as set out in its governing document</p>	<p>The object of the Norfolk Archives and Heritage Development Foundation, hereafter referred to as 'the Charity', is the advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office (NRO) and its partner organisations, in particular but not exclusively by funding the following.</p> <ol style="list-style-type: none">1. The acquisition, preservation and processing of records and printed materials worthy of permanent retention so they can be made accessible to the public by the NRO and its partner organisations.2. Projects and activities which engage different audiences with records and printed materials worthy of permanent retention.
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>The Charity aims to fund the following activities in support of its charitable objectives.</p> <ol style="list-style-type: none">1. The main aim of purchasing Norfolk's archives is to ensure they are made freely accessible, or as surrogate copies for fragile items, to members of the public on a permanent basis by organisations such as archives, libraries, museums and heritage centres. There must be clear and demonstrable evidence of public interest in any document purchased.2. The aim of preservation is to allow archives to be accessed by members of the public now and in the future, whilst minimising the threat of damage, theft or loss. Activities associated with preservation include provision of secure storage, packaging, invasive conservation and preservation digitisation.3. The aim of processing Norfolk's archives is to make it easier for members of the public to access and interpret those archives. Associated activities include appraisal,

	<p>cataloguing, indexing, summarisation, transcription and translation or digitisation for access.</p> <p>4. Activities such as publication on the Internet and hard copy, exhibitions, talks and workshops support people's engagement with Norfolk's archive, the aims of which are threefold;</p> <ol style="list-style-type: none"> a. To enable people to learn more about Norfolk's past. b. To develop individual capabilities, competences, skills and understanding. c. To strengthen communities through an enhanced sense of common identity. <p>The main beneficiary for all activities of the Charity is the general public. The Charity also supports endeavours which focus on specific communities and new audiences.</p>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>All trustees have signed the Charity Commission for England and Wales trustee eligibility declaration in which they acknowledge understanding of the Charity's purpose and rules set out in its constitution.</p>

Achievements and Performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Impact of the Covid-19 Pandemic</p> <p>During the year 2020/21, the activities of the Charity were significantly curtailed by the Covid 19 pandemic.</p> <p>Its talks programme, whereby volunteers give talks about Norfolk's archival heritage, were suspended for safety reasons as were its archival heritage-based walks.</p> <p>In normal times, the Charity would receive donations made by visitors to the NRO. Because of the NRO's closure during lockdowns imposed by the UK Government, the Charity has not received what it would expect to. This has partly been offset by donations made after online events held by the NRO.</p> <p>Grants Awarded by the Charity</p> <p>The Charity has supported the History Begins at Home (HBAH) project with a grant of £600 to the NRO. HBAH is a collaborative initiative of the Archives for Wellbeing Network and the Chief Archivists in Local Government Group of the Archives and Records Association. Though national in scope, the NRO played an active role in instigating and supporting the project, using archives from its own collections. HBAH created resources, each of which featured extracts from archival documents and were promoted online and via social media. The aim was to prompt</p>
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	<p>conversations between family and friends to aid mental wellbeing whilst also learning about the past from archival documents. Though HBAH continues, it was launched during the first national lockdown in spring/summer 2020, when people were prevented from meeting with friends and family. The main beneficiaries have been the general public.</p> <p>In September 2020, the Charity gave the NRO £1,260 to purchase several documents relating to Norfolk.</p> <ul style="list-style-type: none"> • A confirmation by William Sedman and Walter Eaton, both of Norwich, of a grant of the Manor of Cringleford and land in Wickmere with the advowson of the church there to the Master of St Giles Hospital, Norwich, dated 1411 (NRO ACC 2020/4). • A grant by Sir Andrew de Hengham to Henry Bretun of land in Shropham, dated <i>circa</i> 1275 (NRO ACC 2020/4). • A grant by George de Birlingham to Matthew, son of Simon de Hok, of land in Banningham, dated <i>circa</i> 1275 (NRO ACC 2020/4). • A grant of Christopher Coe of Bishop's Lynn [King's Lynn] to Henry and Robert Chyttyng of part of the Manor of Bressingham and a part of the advowson of the church at Bressingham, dated 1529 (NRO ACC 2020/4). • A final agreement made at Westminster by which Richard and Elizabeth Stubbes quitclaim to William King land in Edgefield, dated 1564 (NRO ACC 2020/4). • Dickleburgh parish account, dated 1545 (MC 3518). <p>All the documents acquired with the support of the Charity, have been made freely available to the general public by the NRO. In all instances, there was a possibility that the archives would go into private ownership and the information they contain would have not contributed to the collective knowledge of Norfolk's past.</p> <p>Norfolk Archives Supporter Scheme</p> <p>The Charity has continued to manage a supporter scheme. It raises income for the Charity and through its events for participants, promotes Norfolk's archives and the work NORAH does. NORAH's running and promotion of the supporter scheme continues to be assisted by a grant received from the Norwich Freeman's Charity.</p>
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Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>As of 31 March 2021, the Charity has total funds of £29,464. Of that, £10,237 are unrestricted, though the trustees have agreed to spend £1,962 leaving a true figure of £8,275 unrestricted</p>
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	funds. This is a slight decrease from 2019/21 and reflects the impact of the Covid-19 pandemic on the Charity's ability to raise funds.
Statement explaining the policy for holding reserves stating why they are held	The Charity has no formal reserves policy. However, it is aiming to gradually establish a minimum reserve of £15,000, whilst carrying out activities and supporting projects which allow it to meet its charitable objectives. Having a reserve of this amount will allow the Charity to respond to unanticipated events, such as document sales and to reductions in support from the Norfolk Record Office.
Amount of reserves held	N/A
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	N/A
Explanation of any uncertainties about the charity continuing as a going concern	It is hoped that the significant disruption caused by the Covid-19 pandemic is temporary and that the Charity, whilst acknowledging it may have to make modest changes to the way it works, can continue to raise money and fund projects which match its charitable objectives.

Additional information

The charity's principal sources of funds (including any fundraising)	<p>The charity's current source of funding are as follows.</p> <ol style="list-style-type: none"> 1. Individual giving via two donation boxes at the NRO and <i>via</i> its website. 2. The charity claims Gift Aid on eligible donations. 3. Grants from trusts and charities. 4. Donations given in return for talks provided as part of its lecture programme. 5. The Norfolk Archives Supporter scheme.
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Structure, Governance and Management

Description of charity's trusts:	N/A
Type of governing document (trust deed, royal charter)	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Foundation Charitable Incorporated Organisation (CIO)

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	<p>The constitution of the Charity allows for a maximum of 12 trustees. The chairman of the Norfolk Records Committee (NRC) is an ex officio member of the charity's board of trustees. The Charity's constitution allows the NRC to nominate one trustee.</p> <p>When filling vacancies, the Charity's board of trustees invite applications which are assessed against an agreed role description and person specification, and the needs of the charity at that moment. At the point of appointment, the charity undertakes checks and ensures all trustees sign eligibility and automatic disqualification declarations.</p>
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Reference and Administrative details

Charity name	Norfolk Archives and Heritage Development Foundation		
Other name the charity uses	NORAH		
Registered charity number	1167279		
Charity's principal address	The Archive Centre, Martineau Lane, Norwich, Norfolk, NR1 2DQ		
Names of the charity trustees who manage the charity			
Trustee name	Office (if any)	Date acted if not for whole year	Name of person (or body entitled to appoint trustee if any)
1 Mr Peter Williams	Chairman	N/A	N/A
2 Dr John Alban	N/A	N/A	N/A
3 Mrs Natalie Butler	N/A	N/A	N/A
4 Michael Chenery of Horsbrugh	N/A	N/A	Norfolk Records Committee
5 Mr Brian Horner	N/A	N/A	N/A
6 Dr Christopher Kemp	N/A	N/A	N/A
7 Mr Alan Steynor	N/A	N/A	N/A
8 Mr David Stannard	N/A	N/A	N/A
9 Mr Julian White	N/A	N/A	N/A
10 Vacant	N/A	N/A	N/A
11 Vacant	N/A	N/A	N/A
12 Vacant	N/A	N/A	N/A
Corporate trustees – names of the directors at the date the report was approved	N/A		

Director name	N/A
Name of trustees holding title to property belonging to the charity	N/A

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details	N/A
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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

	Signee 1	Signee 2
Signature(s)		
Full name(s)	PETER ROBERT WILLIAMS	MICHAEL CHENERY OF HORSBURGH
Position (e.g., Secretary, Chair, etc.)	CHAIR	TRUSTEE
Date	18 January 2022	28 January 2022

Receipts and payments accounts

For the period from	01/04/2020	To	31/03/2021
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Section A Receipts and payments

	Unrestricted funds	Restricted funds (Building the Archive Supporter Scheme)	Restricted funds (Richard Bright Conservation Project)	Restricted funds (Change Minks)	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts							
Donations and grants	758	-	1,000	-	-	1,758	20,815
Subscriptions to supporter scheme	555	-	-	-	-	555	645
Sub total (Gross income for AR)	1,313	-	1,000	-	-	2,313	21,460
A2 Asset and investment sales, (see table).							
Sub total	-	-	-	-	-	-	-
Total receipts	1,313	-	1,000	-	-	2,313	21,460
A3 Payments							
Compliance fees	35	-	-	-	-	35	35
Bank interest and charges	13	-	-	-	-	13	59
Grants and donations made	-	-	-	-	-	-	9,168
Marketing and website	-	-	-	-	-	-	902
Cost of fundraising events	-	-	-	-	-	-	437
Contracted staff costs	-	-	-	-	-	-	2,140
Hire of rooms and catering	-	-	-	-	-	-	800
Sub total	48	-	-	-	-	48	13,603
A4 Asset and investment purchases, (see table)							
Sub total	-	-	-	-	-	-	-
Total payments	48	-	-	-	-	48	13,603
Net of receipts/payments	1,265	-	1,000	-	-	2,265	7,856
A5 Transfers between funds	-	-	-	-	-	-	-
A6 Cash funds last year end	6,973	7,358	7,989	3,000	-	27,190	19,341
Cash funds this year end	10,237	7,358	8,989	3,000	-	29,464	27,199

Section B Statement of assets and liabilities at the end of the period

Categories

Details

B1 Cash funds	Unrestricted funds		Restricted funds	Restricted funds	Restricted funds	Endowment funds
		to nearest £	(Building the Archive Supporter Scheme)	(Richard Bright Conservation Project)	(Change Minds)	to nearest £
Donations, sales and grants	10,237	7,358	8,869	3,000	-	-
Total cash funds <small>(agree balances with receipts and payments account(s))</small>	10,237	7,358	8,869	3,000	-	-

B2 Other monetary assets	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
Details	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets	Fund to which asset belongs	Cost (optional)	Current value (optional)
Details		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use	Fund to which asset belongs	Cost (optional)	Current value (optional)
Details		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities	Fund to which liability relates	Amount due (optional)	When due (optional)
Details		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

<i>[Signature]</i>	<i>[Signature]</i>	Date of approval
<i>W. P. [Signature]</i>	<i>PEEL ROBERT WILLIAMS</i>	<i>18/11/22</i>
<i>[Signature]</i>	<i>NICHOLAS B. PETERSON</i>	<i>28-1-22</i>
	<i>OF HEREFORD</i>	