



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

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

Summary of the purposes of the charity as set out in its governing document	<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.
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>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> <ul 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>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	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

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>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

Review of the charity's financial position at the end of the period	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
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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


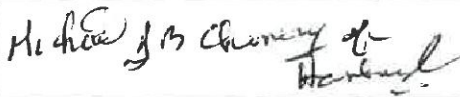
Exemptions from disclosure

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

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For the period	Period start date	To	Period end date
from	01/04/2020		31/03/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds (Building the Archive Support Scheme)	Restricted funds (Richard Bright Conservation Project)	Restricted funds (Change Minds)	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	-	-	-	-	-	-	860
	-	-	-	-	-	-	-
Sub total	48					48	13,603
A4 Asset and investment purchases, (see table)							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Sub total							
	-	-	-	-	-	-	-
Total payments	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		7,989		3,000	27,190	19,341
Cash funds this year end	10,237		7,358		3,000	28,464	27,199

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

Categories

Details

B1 Cash funds

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

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-

B3 Investment assets

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

B4 Assets retained for the charity's own use

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

B5 Liabilities


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

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

Signature

Print Name

Date of approval


 Peter Rogers William
 Chairman of the Trustees
 of HERSHELL

18/1/22

28-1-22