



**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.

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 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 2021-04-01	To	Period end date 2022-03-31
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### 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 (Change Minds) to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>							
Donations	1,136	-	-	-	-	1,136	1,758
Other	490	-	-	-	-	490	555
<b>Sub total (Gross income for AR)</b>	<b>1,626</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,626</b>	<b>2,313</b>
<b>A2 Asset and investment sales, (see table).</b>							
	-	-	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,626</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,626</b>	<b>2,313</b>
<b>A3 Payments</b>							
Bank interest and charges	15	-	-	-	-	15	12
Compliance fees	35	-	-	-	-	35	26
Grants and donations paid	1,962	-	-	3,000	-	4,962	-
<b>Sub total</b>	<b>2,012</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>5,012</b>	<b>48</b>
<b>A4 Asset and investment purchases, (see table)</b>							
	-	-	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,012</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>5,012</b>	<b>48</b>
<b>Net of receipts/(payments)</b>	<b>- 386</b>	<b>-</b>	<b>-</b>	<b>- 3,000</b>	<b>-</b>	<b>- 3,386</b>	<b>2,265</b>
<b>A5 Transfers between funds</b>							
	-	-	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>10,237</b>	<b>7,358</b>	<b>8,869</b>	<b>3,000</b>	<b>-</b>	<b>29,464</b>	<b>27,199</b>
<b>Cash funds this year end</b>	<b>9,851</b>	<b>7,358</b>	<b>8,869</b>	<b>-</b>	<b>-</b>	<b>26,078</b>	<b>29,464</b>

### 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 (Change Minds) to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Donations, sales, grants	9,851	7,358	8,869	-	-
	<b>Total cash funds</b>	<b>9,851</b>	<b>7,358</b>	<b>8,869</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	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 (Change Minds) to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	None to report	-	-	-	-	-
<b>B3 Investment assets</b>	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
	None to report			N/A	-	-
<b>B4 Assets retained for the charity's own use</b>	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
	None to report			N/A	-	-
<b>B5 Liabilities</b>	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*  
*Brian James Horner*

PETER WILLIAMS  
BRIAN JAMES HORNER

11/10/22  
18/10/22