



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, Alington, 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 Freeman'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)
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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.

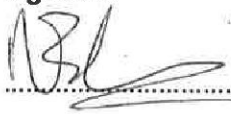

Exemptions from disclosure

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	12/10/23	10th October 2023

1894

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Norfolk Archives and Development Foundation

1167279

Receipts and payments accounts

For the period 01 April 2022 To 31 March 2023

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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 preservation	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	-	20,496	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
		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
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				