



**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.

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 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 Trottington. 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.


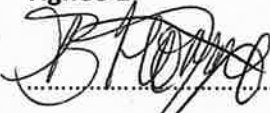
## Exemptions from disclosure

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 <sup>th</sup> Sept '24	24 <sup>th</sup> October 2024

Jonathan Draper, September 2024





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FOR ENGLAND AND WALES

Norfolk Archives and Development Foundation

1167279

## Receipts and payments accounts

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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 £
<b>A1 Receipts</b>							
Donations	1,246	-	-	1,822	-	3,069	6,018
Other	2,292	-	-	-	-	2,292	565
<b>Sub total (Gross income for A1)</b>	<b>3,538</b>	<b>-</b>	<b>-</b>	<b>1,822</b>	<b>-</b>	<b>5,361</b>	<b>6,583</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>3,538</b>	<b>-</b>	<b>-</b>	<b>1,822</b>	<b>-</b>	<b>5,361</b>	<b>6,583</b>
<b>A3 Payments</b>							
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	-
<b>Sub total</b>	<b>207</b>	<b>1,399</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>1,612</b>	<b>12,166</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>207</b>	<b>1,399</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>1,612</b>	<b>12,166</b>
<b>Net of receipts/(payments)</b>	<b>3,331</b>	<b>- 1,399</b>	<b>-</b>	<b>1,817</b>	<b>-</b>	<b>3,749</b>	<b>- 5,583</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>11,463</b>	<b>7,058</b>	<b>1,786</b>	<b>188</b>	<b>-</b>	<b>20,495</b>	<b>26,078</b>
<b>Cash funds this year end</b>	<b>14,795</b>	<b>5,658</b>	<b>1,786</b>	<b>2,005</b>	<b>-</b>	<b>24,244</b>	<b>20,495</b>

### 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 £
<b>B1 Cash funds</b>	Donations, sales, grants	14,795	5,658	1,786	2,005	-
	<b>Total cash funds</b>	<b>14,795</b>	<b>5,658</b>	<b>1,786</b>	<b>2,005</b>	<b>-</b>
	(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	
	Details	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>	None to report	-	-	-	-	-
	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	None to report			N/A	N/A	N/A
	Details			Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	None to report			N/A	N/A	N/A
	Details			Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	None to report			N/A	N/A	N/A

Signature

Print Name

Date of approval

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

NATALIE BUTLER  
BRIAN HORNER

24<sup>th</sup> Sep '24  
24<sup>th</sup> Oct '24