



**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 Horsburgh	-	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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Norfolk Archives & Heritage Development Foundation

1167279

Receipts and payments accounts

For the period from 01 Apr 2024 to 31 Mar 2025

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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

Categories	Details	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
		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	-
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK	OK	OK
		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
	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
B4 Assets retained for the charity's own use	None to report				Fund to which asset belongs N/A	Cost (optional) N/A	Current value (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