

ARCHIVES WEST MIDLANDS

England & Wales · Charity number 1168386

Details

Other names AWM

Status Registered

Legal form CIO

Registered 2016-07-22

Register [View on the Charity Commission register](#)

Contact

Address Warwickshire County Council
County Record Office
Priory Park
Warwick
CV34 4JS

Phone 01926 738950

Email archiveswestmidlands@gmail.com

Website <https://archiveswestmidlands.org.uk>

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT BY SUPPORTING THE COLLECTION, STORAGE, PRESERVATION OF AND ACCESS TO ARCHIVAL MATERIALS RELATING TO THE WEST MIDLANDS REGION AND TO SUPPORT WORK THAT INCREASES THE PUBLIC UNDERSTANDING AND APPRECIATION OF THE PEOPLE, PLACES AND EVENTS THAT HAVE SHAPED THE REGION.

Activities: Archives West Midlands is an independent, strategic partnership of archive services which aims to maximise the benefits of working together in terms of shared projects and funding opportunities. We aim to promote the importance of archives; support members to achieve accreditation and workforce development; explore a regional solution for digital preservation; develop a volunteer strategy.

Classification

- **How:** Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- Birmingham City
- Dudley
- Herefordshire
- Shropshire
- Staffordshire
- Walsall
- Warwickshire
- Wolverhampton
- Worcestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£8,030	£4,938	-	-
2024-03-31	£9,446	£4,572	-	-
2023-03-31	£9,250	£7,828	-	-
2022-03-31	£8,520	£3,803	-	-
2021-03-31	£8,640	£4,000	-	-

Trustees

Name	Role	Appointed
Caroline Louise Sampson	Chair	2022-09-28
DR Clare Watson		2017-07-10
Eleanor Cook		2024-01-04
Elizabeth Oxborrow-Cowan		2017-07-10
Georgia May Bould		2024-09-04
Helen Catherine Johnson		2024-09-04
Ian Gray		2024-09-04
Justine Samantha Pick		2022-09-28
Richard Lewis		2017-04-19
Richard Lewis		2017-07-10
Robin James Dakin		2021-09-24
Samantha Mager		2024-09-04
Sharon Forman		2025-09-04

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2024 To 31st March 2025

Charity name: Archives West Midlands

Charity registration number: 1168386

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of Archives West Midlands are to advance education for the public benefit by supporting the collection, storage, preservation of and access to archival materials relating to the West Midlands region and to support work that increases the public understanding and appreciation of the people, places and events that have shaped the region
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.	Para 1.17 and 1.19	AWM has created an Equality, Diversity, Inclusion and Belonging self-assessment tool as a follow-up to its No Barriers project. The tool is available free to all archives. AWM ran two workshops on the tool.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
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.	Para 1.20	- Continued to celebrate the region's archives and their importance as irreplaceable cultural assets which tell the story of the West Midlands - Maintained our support for member services as the world embraces new ways of delivering services following the pandemic - Inducted a new trustee and begun planning for the departure of our three influential founding trustees - Maintained momentum with the Digital Progress Programme with events and discussion opportunities - Launched the EDIB-SAT to very positive feedback and with record attendance from across the sector - Begun to share responsibilities for different aspects of AWM's work among our trustees, drawing on their valuable skills and experience - Delivered a total of 6 workshops and events on topics ranging from digital records to community archives and inclusion - Maintained a strong website and social media presence, sharing the success stories of our members and showcasing the work of our network

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total receipts for the year were £8030 and total payments were £4938. An agreed £10,000.00 has been set aside for the Beyond the Barriers project which has also been accounted for separately. The bank balance at 31 March 2025 was £24294.27
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	AWM's annual spend on overheads is approximately £4.9k K per annum and the income from current subscriptions is £9K. A reserve of £3.5K representing almost 49% of the annual operating budget is suggested.
Amount of reserves held	Para 1.22	£3500
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Members Subscriptions
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Reduction in membership levels and associated subscription levels. Membership levels remain steady and no significant reduction is anticipated
Other		

Structure, Governance and Management

Description of charity's trusts:		Constitution
Type of governing document (trust deed , royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	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	Para 1.25	Trustee posts are advertised on the website and specify an interest in archives or experience of archives. Candidates are invited to submit their CV and an email to the Chair. An online interview is conducted by the chair and/or other officers and trustees. The prospective trustee is invited to attend a trustee meeting before committing. A vote is taken at either a Trustee meeting or the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A job description sheet. Short online induction meeting with the Secretary.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	A board of 12 Trustees who stand for 3 year periods, maximum of 9 consecutive years who report to the subscription members via the Annual General Meeting.
Relationship with any related parties	Para 1.51	The National Archives is the sector lead for archives and has an observer who attends Board meetings. The professional body for archivists, the Archives and Records Association also has an observer on the board, as does the Information and Records Management Society.
Other		

Reference and Administrative details

Charity name	Archives West Midlands
Other name the charity uses	AWM
Registered charity number	1168386
Charity's principal address	Warwickshire County Record Office Priory Park Cape Road Warwick CV34 4JS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Sampson	Chair		
2	Richard Lewis	Secretary		
3	Ian Gray	Treasurer		
4	Justine Pick			
5	Georgia Bould			
6	Rob Dakin			
7	Pedro Cravinho			
8	Elizabeth-Oxborrow-Cowan			
9	Sal Mager			
10	Helen Johnson			
11	Clare Watson			
12	Eleanor Cook			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the	

assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

No employees

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	C H COLLIER	
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Full name(s)	CLAIRE COLLIER	
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Position (eg Secretary, Chair, etc)	ADMINISTRATOR	
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Date	15/08/2025
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Accounts



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: Archives West Midlands

Charity registration number: 1168386

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of Archives West Midlands are to advance education for the public benefit by supporting the collection, storage, preservation of and access to archival materials relating to the West Midlands region and to support work that increases the public understanding and appreciation of the people, places and events that have shaped the region
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	Para 1.17 and 1.19	AWM has created an Equality, Diversity, Inclusion and Belonging self-assessment tool as a follow-up to its No Barriers project. The tool is available free to all archives. AWM ran two workshops on the tool.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
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.	Para 1.20	- Continued to celebrate the region's archives and their importance as irreplaceable cultural assets which tell the story of the West Midlands - Maintained our support for member services as the world embraces new ways of delivering services following the pandemic - Inducted a new trustee and begun planning for the departure of our three influential founding trustees - Maintained momentum with the Digital Progress Programme with events and discussion opportunities - Launched the EDIB-SAT to very positive feedback and with record attendance from across the sector - Begun to share responsibilities for different aspects of AWM's work among our trustees, drawing on their valuable skills and experience - Delivered a total of 6 workshops and events on topics ranging from digital records to community archives and inclusion - Maintained a strong website and social media presence, sharing the success stories of our members and showcasing the work of our network

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total receipts for the year were £9446.86 and total payments were £4572.37. The No Barriers project was accounted for separately and there was an additional cost to AWM of £1977.42 to cover the creation of the EDIB Self Assessment Test document. An agreed £10,000.00 has been set aside for the Beyond the Barriers project which has also been accounted for separately. The bank balance at 31 March 2024 was £14294.27.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	AWM's annual spend on overheads is approximately £3.2K per annum and the income from current subscriptions is £9K. A reserve of £3.5K representing almost 49% of the annual operating budget is suggested.
Amount of reserves held	Para 1.22	£3500.00
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Members' subscriptions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	The standing down of three founding Trustees who have reached the maximum term of office of nine years. [Trustee recruitment campaign successfully completed at AGM in September 2024] Reduction in membership levels and associated subscription levels. Membership levels remain steady and no significant reduction is anticipated
Other		

Structure, Governance and Management

Description of charity's trustee:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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	Para 1.25	Trustee posts are advertised on the website and specify an interest in archives or experience of archives. Candidates are invited to submit their CV and a email to the Chair. An online interview is conducted by the chair and/ or other officers and trustees. The prospective trustee is invited to attend a trustee meeting before committing. A vote is taken at either a Trustee meeting or the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A job description sheet. Short online induction meeting with the Secretary.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	A board of 12 Trustees who stand for 3 year periods, maximum of 9 consecutive years who report to the subscription members via the Annual General Meeting.
Relationship with any related parties	Para 1.51	The National Archives is the sector lead for archives and has an observer who attends Board meetings. The professional body for archivists, the Archives and Records Association also has an observer on the board, as does the Information and Records Management Society.
Other		

Reference and Administrative details

Charity name	Archives West Midlands
Other name the charity uses	AWM
Registered charity number	1168386
Charity's principal address	Warwickshire County Record Office Priory Park Cape Road Warwick CV34 4JS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Sampson	Chair		
2	Richard Lewis	Secretary		
3	Mary McKenzie	Treasurer		
4	Janene Cox			
5	Carys Fyson			
6	Rob Dakin			
7	Pedro Cravinho			
8	Elizabeth-Oxborrow-Cowan			
9	Justine Pick			
10	Joanna Terry			
11	Clare Watson			
12	Eleanor Cook		15/1/24-31/3/24	Trustees of AWM
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

No employees.

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Caroline Sampson	
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Position (eg
Secretary, Chair, etc)

Chair	
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Date

7 November 2024

ARCHIVES WEST MIDLANDS

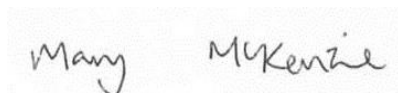
RECEIPTS/PAYMENTS ACCOUNT FOR YEAR TO 31 March 2024

<u>RECEIPTS:</u>	2022/23	2023/24
Subscriptions	9,000.00	8,500.00
Training fees		696.86
Sponsorship	250.00	250.00
<u>TOTAL RECEIPTS:</u>	<u>9,250.00</u>	<u>9,446.86</u>
<u>PAYMENTS:</u>		
Annual review	1,093.00	1,383.00
Events and training	4,663.24	1,184.98
Administration	1,459.79	1,392.39
Website	552.00	552.00
Bank charges	60.00	60.00
<u>TOTAL PAYMENTS:</u>	<u>7,828.03</u>	<u>4,572.37</u>
Income less Expenditure in Year	1,421.97	4,874.49
No Barriers project		
Grant utilised	5,265.00	
Additional funding		722.58
Payments in year	(6,635.55)	(2,700.00)
Cost to AWM	972.69	(1,977.42)
Receipts Less Payments	<u>448.78</u>	<u>2,897.07</u>
Balance Brought Forward	20,948.42	21,397.20
Balance Carried Forward	<u><u>21,397.20</u></u>	<u><u>24,294.27</u></u>
HSBC		
Unrestricted Funds	21,397.20	14,294.27
Restricted Funds		10,000.00
	<u><u>21,397.20</u></u>	<u><u>24,294.27</u></u>

During the Year £10,000 was committed to Beyond the Barriers Project and moved to Restricted Funds

Accounts prepared by: **Mary McKenzie**

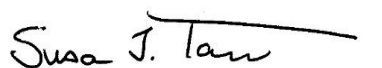
Date



11 May 2024

Independent Review **Susan Tarr**
Examined and Certified Correct

Date



14 May 2024

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 April 2022** Period start date To **31 March 2023**
Period end date

Charity name: **Archives West Midlands**

Charity registration number: **1168386**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of Archives West Midlands are to advance education for the public benefit by supporting the collection, storage, preservation and access to archival materials relating to the West Midlands region and to support work that increases the public understanding and appreciation of the people, places and events that have shaped the region
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.	Para 1.17 and 1.19	The No Barriers project which employed a positive action trainee who focused on the language used in collections and created guidelines for use by members. AWM also has created an Equality, Diversity, Inclusion and Belonging self-assessment tool available free to all archives.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	AWM does not award grants

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	AWM's trustees carry out their duties in a voluntary capacity.
Other		

Achievements and Performance

	SORP reference	
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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.	Para 1.20	- Continued to celebrate the region's archives and their importance as irreplaceable cultural assets which tell the story of the West Midlands - Maintained our support for Member services as they continued to emerge and develop following the successive pandemic lockdowns - Inducted new trustees and encouraged trustees and members alike to sign up for opportunities to participate in AWM's work - Reviewed AWM's strategy and started planning an innovative programme of activity for the coming 5 years - Delivered two strategy workshops for members, enabling staff from services across the region to come together to inform AWM's strategy development and plan for the future - Maintained momentum with our Digital Progress programme with events and discussion opportunities, and celebrated feedback that all AWM members now feel confident that they meet the National Digital Stewardship Alliance (NDSA) Level 1 - Completed the 'No Barriers' project, part funded by The National Archives and the Archives and Records Association - Delivered a workshop to test the concept of developing an EDIB self-assessment tool - Refreshed our approach to the AWM website and social media presence, sharing the success stories of our members and showcasing the work of our network
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Please see our annual report at https://www.archiveswestmidlands.org.uk/news/archives-west-midlands-annual-review-2022-2023
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Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total receipts for the year were £9250, and total payments were £7828. The No Barriers project was accounted for separately and there was an additional cost to Archives West Midlands of £972. The bank balance at 31 March 2023 was £21397.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We began work on a reserves policy which will ensure that we hold a typical year's spend on overheads in reserve. This policy and the value of the reserve will be confirmed during 2023/4.
Amount of reserves held	Para 1.22	Currently under discussion
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Members' subscriptions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Significant drop in membership and the consequent loss of subscription revenue Failure to recruit appropriate trustees Capacity constraints and skills gaps which affect programme delivery and the overall offer to members
Other		

Structure, Governance and Management

Description of charity's trustee:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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	Para 1.25	Advertising on our website, targeting those with an interest in or experience of archives, interviewing by the chair and/or other officers and trustees. Voted on at a Trustee meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	A job description sheet. Short online induction meeting with the Chair and other trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	A board of 12 Trustees who stand for 3 year periods, up to a maximum of 9 consecutive years. The Board meets quarterly. We hold an AGM to which all subscription members are invited.
Relationship with any related parties	Para 1.51	The National Archives is the sector lead for archives and has a representative who sits on the board. The professional body for archivists, the Archives and Records Association also has a representative on the board, as does the Information and Records Management Society.
Other		

Reference and Administrative details

Charity name	Archives West Midlands
Other name the charity uses	AWM
Registered charity number	1168386

Charity's principal address	Warwickshire County Record Office Priory Park Cape Road Warwick CV34 4JS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Sampson	Chair		
2	Richard Lewis	Secretary		
3	Mary McKenzie	Treasurer		
4	Janene Cox			
5	Carys Fyson			
6	David Owen			
7	Rob Dakin			
8	Pedro Cravinho			
9	Clare Watson			
10	Joanna Terry			
11	Justine Pick			
12	Elizabeth Oxborrow-Cowan			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional info)

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

No employees.

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Caroline Louise Sampson

Position (eg
Secretary, Chair, etc)

Chair

Date

4/01/2024

ARCHIVES WEST MIDLANDS

Statement of Accounts for the Year

	Year Ended 31/03/2022	Year Ended 31/03/2023
	£	£
<u>RECEIPTS:</u>		
Subscriptions	8,000.00	9,000.00
Training Fees	270.00	-
Sponsorship - Annual Review	250.00	250.00
<u>TOTAL RECEIPTS:</u>	8,520.00	9,250.00
<u>PAYMENTS:</u>		
Annual review	1,095.00	1,093.50
Events and training	1,194.00	4,663.24
Administration	942.64	1,459.79
Website - Hosting and Maintenance	552.00	552.00
Finance Costs		
Bank Charges	20.00	60.00
<u>TOTAL PAYMENTS:</u>	3,803.64	7,828.53
<u>Income less Expenditure in Year Before Project</u>	4,716.36	1,421.47
<u>No Barriers Project</u>		
Grants		
TNA	9,250.00	
Other	500.00	
	9,750.00	
Grant Carried Forward 54% of future spend	(5,265.00)	5,265.00
Payments in Year	(6,635.55)	(6,237.69)
Cost to AWM	(2,150.55)	(972.69)
Total Income less Expenditure in Year	2,565.81	448.78
Reserves Balance Brought Forward	18,382.61	20,948.42
Reserves Balance Carried Forward	20,948.42	21,397.20

CURRENT BALANCE

Bank

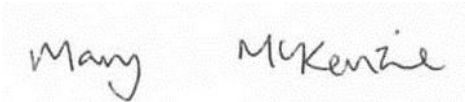
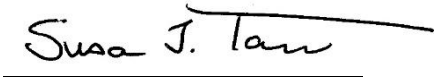
HSBC - Current account balance	26,213.42	21,397.20
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<u>Debtors and prepayments</u>	0.00	0.00
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Accruals

TNA Grant for Future Expenditure	(5,265.00)	0.00
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<u>20,948.42</u>	<u>21,397.20</u>
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Accounts prepared by:	Mary McKenzie	Date
		12 June 2023
Independent Review	Susan Tarr	Date
Examined and Certified Correct		45,093.00

Accounts



Trustees' Annual Report for the period						
	Period start date			Period end date		
	1	April	2021	31	March	2022
From				To		

Section A Reference and administration details

Charity name

Archives West Midlands

Other names charity is known by

AWM

Registered charity number (if any)

1168386

Charity's principal address

% Warwickshire County Record Office

Priory Park, Cape Road

Warwick

Postcode

CV34 4JS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Janene Cox	Chair		Archives West Midlands
2	Mary McKenzie	Treasurer		Archives West Midlands
3	James Ranahan	Secretary		Archives West Midlands
4	Alannah Tomkins			Archives West Midlands
5	Joanna Terry			Archives West Midlands
6	David Owen			Archives West Midlands
7	Richard Lewis			Archives West Midlands
8	Elizabeth Oxborrow-Cowan			Archives West Midlands
9	Clare Watson			Archives West Midlands

10	Robin Dakin	24/9/2021 Elected	Archives West Midlands
11	Carys Fyson	24/9/2021 Elected	Archives West Midlands
12	Pedro Cravinho	24/9/2021 Elected	Archives West Midlands
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Elected by the Trustees and Members at the AGM.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity is run by its trustees, who have expertise in the Education, charitable and heritage sectors. The chair is Janene Cox OBE, Assistant Director- Culture, Rural and Safer Communities, Staffordshire County Council. Four trustees are employed by Local Authorities within the region, two work for charities, and another is a consultant and all work within the cultural, archive and records sector. The National Archives have an observing brief at Archives West Midlands Trustee and Member meetings. The trustees, who are all volunteers, manage the organisation which has no employees. Katherine Seddon provides administrative support to the charity on a self-employed basis which is limited to one or two days a month. Key risks to AWM were identified as: AWM is funded mostly by subscription, therefore in times of austerity members may have to leave and there would be fewer subscriptions and less money to fund or support projects. In mitigation of this risk, AWM needs to remain as relevant and important to its members on a day to day basis so they and their organisations see the value that the membership brings to their wider organisation. Activities would also be tailored to the actual budget and AWM already has proper safeguards in place to check expenditure. AWM's operating costs are minimal: meeting costs and the annual review so there is no need for a contingency. The other major risk to AWM would be the loss of key individuals so AWM needs to insure succession planning for all of the Board members.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of ARCHIVES WEST MIDLANDS (AWM) are to advance education for the public benefit by supporting the collection, storage, preservation of and access to archival materials relating to the West Midlands region and to support work that increases the public understanding and appreciation of the people, places and events that have shaped the region.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

As an independent strategic partnership Archives West Midlands provides a coherent voice for the region's archives. It seeks to maximise the benefits of working together in terms of shared projects and funding opportunities. It does this by promoting the importance of archives as vital regional assets; by encouraging the highest standards of archive work and supporting members to achieve accreditation and re-accreditation; by encouraging investment in and exploring a potential regional solution for digital preservation; by developing, supporting and raising funds for regional (or sub-regional) projects; and by developing a volunteer strategy, scheme and training approach to build skills and employability, community engagement, health and wellbeing, and tourism.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All the Trustees are volunteers.

Summary of the main achievements of the charity during the year

2021/22 is AWM's sixth year as an independent organisation working to advance learning and education for public benefit by supporting the collection, storage, preservation, promotion and access to archival materials relating to the West Midlands. The network has continued to grow and its joint working enables its members to be stronger and better placed to advocate and promote the importance of their collections. There is no doubt that the next 12 months will be equally challenging, particularly for Local Authority services, and as a result the leaders of archives services and collections, their workforce and volunteers will have to deal with further challenge and change. AWM believes that it is well placed to provide effective support, access to relevant training and ensure that its Members' voice informs the network's overall strategic direction.

During 2021/22 we have:

- Continued to promote and celebrate the importance of archives as vital regional assets
- Effectively supported our members and their services to recover safely from the impacts of the pandemic ensuring that learning has been shared and innovation celebrated.
- Continued to develop our digital progress programme through a range of training days all of which have been aimed at building the skills and confidence of our members in digital preservation.
- Launched in 2021 we have funded, developed and begun the delivery of the 'No Barriers project' with support from The National Archive' Networks for Change' funding stream and funding from The Archives and Records Association (UK and Ireland) which was launched in 2021. We committed to share our learning from this project and began that process with a presentation at DCDC during 2021. A full report on this important project is found within this publication.
- Continued to use social media and our website to effectively showcase and encourage engagement with our region's archive collections.
- Through the delivery of a 'Health Check' workshop we have supported those members who are working towards accreditation and / reaccrreditation.
- Via an external recruitment campaign we successfully recruited three new Trustees ensuring that we broadened the experience and profile of our board

Section E

Financial review

Brief statement of the charity's policy on reserves

As the charity with no direct employees or building infrastructure, we aim to have in reserve a three-month buffer of £3500 which is sufficient to cover any normal expenditure. This will be revised in light of any major project being undertaken. At the end of the financial year 31/03/2022 the charity had funds in excess of £20,000.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Archives West Midlands is a subscription-based organisation, so its principal source of funds is subscriptions from its members.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	Janene Cox	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	15th August 2022
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Statement of Accounts for the Year

	Year Ended 31/03/2022	Year Ended 31/03/2021
	£	£
<u>RECEIPTS:</u>		
Subscriptions	8,000.00	8,000.00
Training Fees	270.00	420.00
less unpaid fee	-	(30.00)
Sponsorship - annual Review	250.00	250.00
<u>TOTAL RECEIPTS:</u>	<u>8,520.00</u>	<u>8,640.00</u>
<u>PAYMENTS:</u>		
Annual review	1,095.00	1,297.50
Events and training	1,194.00	750.00
Administration	942.64	1,400.71
Website - Hosting and Maintenance	552.00	552.00
Finance Costs		
Bank Charges	20.00	-
<u>TOTAL PAYMENTS:</u>	<u>3,803.64</u>	<u>4,000.21</u>
<u>Income less Expenditure in Year Before Project</u>	<u>4,716.36</u>	<u>4,639.79</u>
<u>No Barriers Project</u>		
<u>Grants</u>		
TNA	9,250.00	
Other	500.00	
	<u>9,750.00</u>	
Grant Carried Forward 54% of future spend	(5,265.00)	4,485.00
Payments in Year	(6,635.55)	
* - representing 46% of revised budget for cash costs		
Cost to AWM	(2,150.55)	
Total Income less Expenditure in Year	<u>2,565.81</u>	<u>4,639.79</u>
Reserves Balance Brought Forward	18,382.61	13,742.82
Reserves Balance Carried Forward	<u>20,948.42</u>	<u>18,382.61</u>
<u>CURRENT BALANCE</u>		
<u>Bank</u>		
HSBC - Current account balance	26,213.42	25,923.61
<u>Debtors and prepayments</u>		
Training Course prepaid for 2021-2022	0.00	1,194.00
Fees - Banked after year end	0.00	515.00
<u>Accruals</u>		
TNA Grant for Future Expenditure	(5,265.00)	(9,250.00)
	<u>20,948.42</u>	<u>18,382.61</u>

Accounts prepared by:

Mary McKenzie

Date

Mary McKenzie

14/6/2022

Independent Review

Susan Tarr

Date

Examined and Certified Correct

Susan J. Tarr

14 June 2022

Accounts



Trustees' Annual Report for the period

	Period start date			T o	Period end date		
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From							

Section A Reference and administration details

Charity name

Archives West Midlands

Other names charity is known by

AWM

Registered charity number (if any)

1168386

Charity's principal address

% James Ranahan Shakespeare Birthplace Trust

Shakespeare Centre, Henley Street

Stratford-upon-Avon

Postcode

CV37 6QW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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6	David Owen			Archives West Midlands
7	Richard Lewis			Archives West Midlands
8	Elizabeth Oxborrow-Cowan			Archives West Midlands

Clare Watson

Archives West Midlands

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Archives West Midlands

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Katherine Seddon provides administrative support to the charity on a self-employed basis which is limited to one or two days a month. Key risks to AWM were identified as: AWM is funded mostly by subscription, therefore in times of austerity members may have to leave and there would be fewer subscriptions and less money to fund or support projects. In mitigation of this risk, AWM needs to remain as relevant and important to its members on a day to day basis so they and their organisations see the value that the membership brings to their wider organisation. Activities would also be tailored to the actual budget and AWM already has proper safeguards in place to check expenditure. AWM's operating costs are minimal: meeting costs and the annual review so there is no need for a contingency. The other major risk to AWM would be the loss of key individuals so AWM needs to insure succession planning for all of the Board members.

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Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All the Trustees are volunteers.

Summary of the main achievements of the charity during the year

2020/21 is AWM's fifth year as an independent organisation working to advance learning and education for public benefit by supporting the collection, storage, preservation, promotion and access to archival materials relating to the West Midlands. The Trustees are ambitious for the Archive sector across the West Midlands. Society and communities are changing and there are very different expectations of how individuals wish to learn and use their leisure time. Engagement with our collections is also transforming and our approach to collecting, storing and promotion is also changing as a result.

A key aim for AWM is to work out how we can best support our Members to work effectively within this challenging environment. As an organisation we are building a really effective network where our collective experience, skills, enthusiasm and commitment will enable our workforce, our volunteers and our collections to develop, prosper and make a real difference to the communities and individuals who engage with them.

During 2020/21 we have:

Continued to promote the importance of archives as vital regional assets.

Further developed our Digital Progress Programme which supports and builds the confidence of our members in digital preservation. Presented to other regional archive groups, and at a range of conferences including DCDC, to share our learning and support others to grow their network.

Ensured that our events, including training and development, were informed by the voice of our members, and promoted good opportunities to network and collaborate virtually.

Built our social media presence so that our website promoted the work of our members and, through Twitter, we engaged and drew more people to our site.

Focused upon diversity through the delivery of our No Barriers project which is as a result of a successful bid to the National Archives Networks for Change fund, and the planning and delivery of the Towards an Inclusive Archive member event.

Section E

Financial review

Brief statement of the charity's policy on reserves

As the charity with no direct employees or building infrastructure, we aim to have in reserve a three-month buffer of £3500 which is sufficient to cover any normal expenditure. This will be revised in light of any major project being undertaken. At the end of the financial year 31/03/2021 the charity had funds in excess of £18,000.

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- investment policy and objectives including any ethical investment policy adopted.

Archives West Midlands is a subscription-based organisation, so its principal source of funds is subscriptions from its members.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Janene Cox	
------------	--

Full name(s)

Janene Cox	
------------	--

Position (eg Secretary, Chair, etc)

Chair	
-------	--

Date

18 January 2022
