



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
13			
14			
15			
16			
17			
18			
19			
20			

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)

Janene Cox	
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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

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
<u>Payments in Year</u>	<u>(6,635.55)</u>	
* - representing 46% of revised budget for cash costs		
<u>Cost to AWM</u>	<u>(2,150.55)</u>	
<u>Total Income less Expenditure in Year</u>	<u>2,565.81</u>	<u>4,639.79</u>
Reserves Balance Brought Forward	18,382.61	13,742.82
<u>Reserves Balance Carried Forward</u>	<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