



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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14				
15				
16				
17				
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19				
20				

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

[illegible]

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

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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 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

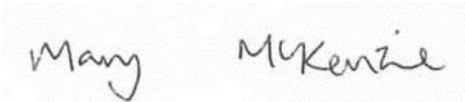
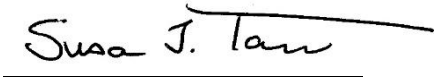
HSBC - Current account balance	26,213.42	21,397.20
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<u>Debtors and prepayments</u>	0.00	0.00
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Accruals

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