



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
13				
14				
15				
16				
17				
18				
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	
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

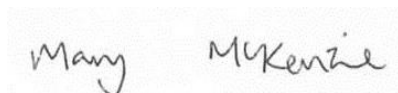
RECEIPTS/PAYMENTS ACCOUNT FOR YEAR TO 31 March 2024

<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**

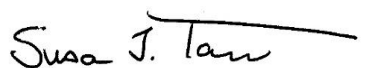
Date



11 May 2024

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

Date



14 May 2024