



Trustees' Annual Report for the period

From	Period start date			T o	Period end date		
	Day 1	Month 10	Year 2022		Day 30	Month 09	Year 2023

October

Charity name	Suffolk Archives Foundation (SAF)	
Other names charity is known by		
Registered charity number (if any)	1170463	
Charity's principal address	57 Stratford Road	
	Ipswich	
	Postcode	IP1 6EF

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	Peter Gray			SAF
2	Jane Riley			SAF
3	David Davies	Treasurer		SAF
4				
5				
6				
7				
8				
9				
10				
11				
12				
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

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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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Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	<p>Apart from the first charity trustees, every appointed trustee will be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as appointed charity trustees, the charity trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

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.

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

The advancement of education for the public benefit by means of grants, human resources, educational services, advocacy and advice to promote, maintain and improve the archive service in Suffolk.

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)

To undertake a wide range of activities to assure the preservation, accessibility and recovery of Suffolk's nationally and internationally significant archives.

The CIO initially focused on providing grants to support the building and equipping of a new archive and heritage centre in Ipswich. This facility, is called 'The Hold' has been built through a partnership between the Suffolk County Council and the University of Suffolk. Although the CIO will be independent of both Suffolk County Council and The University of Suffolk, close liaison with the project is planned; however, the CIO will not undertake any activities in the furtherance of the running of these businesses.

Initial fundraising for this project was begun by The Friends of Suffolk Record Office. The new CIO will now take the major role in fundraising for 'The Hold' and future significant projects of its type deemed necessary to support the archive service, beginning with the transfer of funds raised to date. This will allow The Friends of Suffolk Record Office to focus on their main objects; that being the purchase of at risk archives relevant to the county. The formation of the CIO is not intended to exclude the Friends of Suffolk Record Office or any other local history charity fundraising for the archive service.

It is anticipated that the CIO is supporting future projects of this nature which aim to improve the facilities and services of all branches of the Suffolk Archive Service.

The CIO is being run by trustees with a broad range of experience in both fundraising and the archive sector, and benefits from advice of the qualified professionals employed by Suffolk County Council on 'The Hold' project.

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.



Summary of the main achievements of the charity during the year

With The Hold now completed and open, an official opening of The John Blatchly Local Studies Library was held in July 2023. We are liaising with Suffolk Archives with regard to transfer of funds raised for this project. A grant was also made for an Optelec Viewer to be used at The Hold. We also looked at the purchase of a donation station to be located at The Hold so that donations to support the Archives can be made by visitors using bank cards. We promoted all exhibitions held at The Hold via our website.

Brief statement of the charity's policy on reserves

Grants will be made periodically to Suffolk County Council to support the delivery of the Hold following any successful fund raising activity. Reserves of £5k will be retained to ensure funds available for fund raising activity.

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.

Section F

Other optional information

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

David James Davies

Position (eg Secretary, Chair, etc)

Trustee & Treasurer

Date

15th May 2024

Suffolk Archives Foundation				1170463		CC16a
Receipts and payments accounts						
For the period from	Period start date		To	Period end date		
	1 October 2022			30 September 2023		

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	-	-	-	246
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	-	-	-	246
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	-	246
A3 Payments					
Refund of Grants	-	3,252	-	3,252	-
Expenses	-	174	-	174	-
Grant Optelec Viewer	-	3,395	-	3,395	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	6,821	-	6,821	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	6,821	-	6,821	-
Net of receipts/(payments)	-	- 6,821	-	- 6,821	246
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15	42,486	-	42,501	42,501
Cash funds this year end	15	35,665	-	35,680	42,747

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank plc	15	35,665	-
		-	-	-
		-	-	-
	Total cash funds	15	35,665	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds

	Details		to nearest £		to nearest £		to nearest £
B2 Other monetary assets			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B3 Investment assets					-		-
					-		-
					-		-
					-		-
					-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B4 Assets retained for the charity's own use					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
	Details		Fund to which liability relates		Amount due (optional)		When due (optional)
B5 Liabilities					-		
					-		
					-		
					-		
					-		
Signed by one or two trustees on behalf of all the trustees	Signature			Print Name			Date of approval