

# NORTHUMBERLAND ARCHIVES CHARITABLE TRUST

England & Wales · Charity number 1188637

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-03-19

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

## Contact

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**Address** c/o NORTHUMBERLAND ARCHIVES  
Qeii Country Park  
Ashington  
Northumberland  
NE63 9YF

**Phone** 01670624358

**Email** [secretary@northumberlandarchivestrust.org](mailto:secretary@northumberlandarchivestrust.org)

**Website** [www.northumberlandarchivestrust.org](http://www.northumberlandarchivestrust.org)

## Activities

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**Objects:** THE OBJECT OF THE CIO IS:TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC BY PROMOTING, SUPPORTING AND ASSISTING IN THE RESTORATION, PRESERVATION AND MAINTENANCE OF THE ARCHIVES AND ARCHIVE SERVICES PROVIDED IN NORTHUMBERLAND.

**Activities:** Northumberland Archives Trust works alongside the Northumberland Archives Service to sustain, promote and enhance access to Northumberland's Archives, the county's most important records from throughout history, for the benefit of people everywhere, now and in the future. It does this by raising funds, generating support and extending knowledge of this rich academic and community resource.

## Classification

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- **How:** Makes Grants To Organisations, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

- Area of benefit: LOCAL
- Northumberland

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£80,216	£78,627	-	-
2024-03-31	£49,476	£46,399	-	-
2023-03-31	£23,326	£21,952	-	-
2022-03-31	£10,880	£12,785	-	-
2021-03-31	£10,000	£63	-	-

## Trustees

Name	Role	Appointed
<b>Susan Shaw</b>	Chair	2020-05-26
Dr Morag Linda Gordon Boyes		2021-02-15
Dr ROY Jobson		2025-06-26
Lesley Lee		2024-04-17
Professor Anne Marie Tindley		2020-09-22
Stuart Martin Bankier		2020-09-22
William Browne-Swinburne		2020-05-26

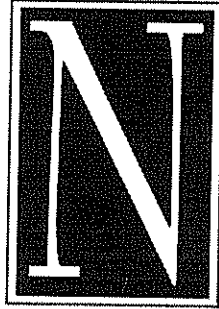
**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

England & Wales - Charity number 1188637

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# Accounts

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Northumberland Archives Trust

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST  
LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees:**

Stuart Bankier	(Term ends 31 December 2026)
Morag Boyes	(Term ends 31 December 2027)
William Browne-Swinburne	(Term ends 31 December 2027)
John Carr-Ellison	(Retired 31 December 2024)
Lesley Lee	(Appointed 17 April 2024, term ends 31 December 2027)
Flora Moxon	(Retired 13 May 2025)
Sue Shaw	(Term ends 31 December 2026)
Prof. Annie Tindley	(Term ends 31 December 2026)
John Webster	(Retired 31 December 2024)

**Charity Number:**

1188637

**Principal Address:**

c/o Northumberland Archives  
QEII Country Park  
Ashington  
Northumberland  
NE63 9YF

**Independent Examiner:**

Andrew Ayre

**Bankers:**

Unity Trust Bank  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

# NORTHUMBERLAND ARCHIVES CHARITABLE TRUST

## TRUSTEES' REPORT

For the Year ended 31 March 2025

### The Year Under Review

This is our fifth annual report since the Trust was registered on 19<sup>th</sup> March 2020. 2024-25 has seen the Trust make progress in its core aims of raising funds to extend the work of Northumberland's Archive Service, and making the archives in its care more widely known and more accessible to more people. Although our annual turnover did not quite double in 2024-25, as it had in 2021-22 and 2022-23, it increased substantially to just over £80,000, in comparison with just under £50,000 in 2023-24. We have set ourselves a target of at least £100,000 in 2025-26.

The funds raised have enabled the Archive Service to pursue various of their projects, detailed later in this report.

In helping the Service to develop these projects, we continue to pursue our aim of widening access to the archives, particularly for hard-to-reach parts of the community. Some of the projects involve working closely with local schools and community groups, and may result in further material being added to the Service's online catalogue (CALM) or its digital LEARN platform (Learning and Educational Archive Resources from Northumberland), from where it is available to all.

### Our Objectives for 2024-25 and the Progress We Made

The Trust has adopted the practice of setting out at the start of each year its objectives for the year ahead and then at the end of the year measuring progress made towards achieving them. In 2024-25, we aimed to:

- Continue fundraising for cataloguing and other ad hoc projects, exploiting various sources, to reach at least the interim target of £100K needed to enable the Service to recruit an additional Archivist and Archives Assistant to clear the cataloguing backlog. *We made progress on this, with the cataloguing of two collections of estate papers completed during the year, but achieving sufficient funding to engage a suitable archivist on a short term contract has remained a challenge. However, a most generous offer by the Sir James Knott Trust to match other fundraising up to £30,000 can, we hope, be built upon to enable the recruitment of one additional archivist in 2025-26. A grant from the Foyle Foundation of £30,000, limited to the purchase of equipment, was used to buy a sophisticated book scanner for Woodhorn, particularly needed for digitising estate papers.*
- Continue to support the Service's relationship with schools and others. *Most of the projects involving the Trust have been concerned with education, mainly schools.*
- Attract one or more volunteers to work for the Trust. *Little progress with this so far.*

- Develop and increase the Trust's presence on social media. *Again, little progress so far.*
- Gradually increase the number of the Trust's supporters. *We have one new patron, but the number of members at £10 per year has fallen slightly. The membership scheme is under review.*
- Mount talks about the Trust to voluntary and other bodies. *One talk was delivered (to Berwick Civic Society) in January 2025. A number of others were booked for 2025 and 2026.*

The objectives set at the start of the year did not include a review of strategy, but this was begun and substantially completed in 2024/25.

More detail is given below.

## **Our Projects and what they Delivered**

Several of the projects either in progress or in preparation referred to in our 2024 Report are still ongoing, but all have progressed. More new projects are in development.

### Projects in Progress

#### *a) The Photocentre Collection – 'Everyday Life in North Northumberland'*

This project began in 2021 and, subject to funding availability, could continue for several more years, the current funding being due to run out in 2025.

The PhotoCentre Collection contains over one million photographic negatives documenting all aspects of life in North Northumberland and the Scottish Borders between 1951 and 2012. With funding generously provided by the Lough Fund through the Community Foundation North East, the Service has been able to employ a suitably qualified archival assistant to catalogue, preserve and digitise some of the contents of the Collection, so that they can be made available online and be used for exhibition and other outreach work.

By May 2025, more than 18,000 entries had been added to the electronic catalogue (an increase of 4,000 since June 2023) and over 2000 images had been digitised. A regular blog and other social media output had built an online following for the project of over 2,500 people. Images from the collection have been exhibited in Berwick-upon-Tweed and have been used for a number of outreach events including exhibitions at Heritage Open Days and work with groups including BorderLinks. Some can also be viewed on the project's dedicated website at <https://www.photocentreberwick.co.uk>

The project also widened its remit beyond the PhotoCentre Collection and looked at other photographic collections within the Berwick Archives, particularly those relating to outlying communities including Scremerston.

### *b) Hospitals in the North*

Work on this project, funded by the Bright Trust, began in 2022 and involves volunteers at Woodhorn and Berwick. Together the volunteers are researching aspects of maternity care provision in the county prior to the establishment of the National Health Service. An article by Sue Wood, Head of Archives, and Lynne Riddell, project volunteer, published in the September 2025 issue of *Magna*, the Magazine of the Friends of the National Archives, records that at the time of writing trained volunteers had recorded sixteen oral histories of former patients and staff. The project is ongoing and a County Hall exhibition is planned in March 2026.

### *c) Seaton Sluice to the Future*

This new project is a re-run in Seaton Sluice of the successful “Blyth to the Future” and “Ashington to the Future” projects run in 2022-23 and 2023-24, again funded by a generous grant from the Platten Family Fund through the Community Foundation North East. A grant was offered in January 2024 in the expectation that the project would run in the summer, but, by agreement with the funders, it was deferred until September due to staffing constraints.

### *d) A Major Cataloguing Project*

This has again been the major focus of the Trust's fundraising efforts as in 2023-24.

Northumberland Archives holds a nationally important collection of estate records, one of the most comprehensive of any English county. These are the records of landed families and estates, some dating back to the 12<sup>th</sup> century. They include environmental, economic, cultural and social records, extending to rich material on urban as well as rural life. Before central government took on such duties as welfare and education, estates carried out many of these functions, so their records cover a broad spectrum of society.

Many of these collections remain uncatalogued, their content largely unknown, and they cannot be made accessible to the public for security reasons. Cataloguing would unlock them for research, education, outreach and strengthening community ties, but it requires more staffing resource. However, as these are not public documents, the County Council is not under a legal duty to fund the work and there is no realistic prospect of it being able to do so in the current financial climate.

In most cases, the Archive Service is in contact with the descendants of the various families whose papers have been selected. Where this is so, the Trustees have contacted them and all have indicated their support. Some have made a financial contribution already, or indicated a willingness to do so.

After the failure of 3 out of 4 applications to large national funders in 2023-24, we decided on a change of tack, initially to apply to some of the larger local funders in the North East. A most generous offer by the Sir James Knott Trust to match other fundraising up to £30,000 can, we hope, be built upon to enable the recruitment of one additional archivist in 2025-26.

### *e) The Phipps Collection*

The Trustees successfully applied to the EDF Renewables Barmoor Community Wind Farm Fund through the Community Foundation North East to enable the cataloguing of this Collection, 4 utterly disorganised boxes of papers that arrived in the Berwick Record Office in the early 1970s, deposited by the British Records Association from an unknown source. Samuel Phipps was a late eighteenth century barrister and reputed owner of the Barmoor estate. The collection includes evidence of the agricultural and other improvements he made to the estate. The cataloguing is

complete, subject to some individual document listing that can be done by volunteers. It is therefore now accessible, as the Archives' online catalogue is available to anyone in the world with computer access, and The National Archives Discovery Catalogue indicates the availability of the collection in Berwick.

#### f) *Atkinson and Marshall Papers*

From 1805, Northumbrian sheep farmers Atkinson and Marshall leased land, eventually more than 100,000 acres, on the Highland estate of the Countess of Sutherland. The introduction of large-scale sheep farming pioneered new agricultural methods, but resulted in the mass eviction of tenant crofters, now known as the Highland Clearances. The collection shows the Clearances from a different Northumbrian perspective and sets them in the context of developments in international trade. A successful application for a grant to the Strathmartine Trust, a Scottish academic fund, enabled the cataloguing of this collection, completed in 2024. Professor Annie Tindley gave a lecture at St. Andrews University on the findings that had emerged.

### **Protecting and Preserving the County's Archives**

There have been concerns for some time about the current storage arrangements for the archives in Berwick. A solution for the storage problem and new accommodation for the Berwick Record Office has been found in the redevelopment of the Berwick Barracks – a Grade 1 listed complex built to designs by Nicholas Hawksmoor between 1718 and 1721. The existing Mob Store, already upgraded and fitted out for a transitional year or two as the Maltings Cinema at Berwick Barracks, will provide safe and secure storage space for the archives, with a public search and reading room located adjacent to it within one of the Hawksmoor-designed barracks buildings.

The redevelopment of the Barracks will be a complex and lengthy process but the substantial funding allocated means that real progress is being made. The Trustees stand ready to offer what help they can in bringing to fruition these important plans for the Berwick Archives.

### **Our People**

#### a) Patrons and Supporters

The support of local people concerned to preserve their county's heritage is a critical ingredient in the Trust's continued success. We have introduced two levels of membership for our supporters, patrons donating at least £100 pa to the Trust and members donating £10 pa. During 2024-25 the overall number of members fell slightly, but 2 new members joined, one member upgraded to become a patron and we recruited one other additional patron.

As can be seen from the attached accounts, the expenses of running the Trust are small and the donations made by these committed supporters are sufficient to ensure that the money we receive in grants and the donations from casual donors visiting the Archives or via the Trust's website can be entirely spent on supporting the Archive Service. The Trustees are very grateful to all who support the Trust in this way.

We are working to improve our communications and other interactions with our regular supporters, while being conscious that there is a balance to be struck to avoid information overload. We plan

to develop a more regular pattern of contact with supporters in future, including social media, and also to update our website regularly.

In the last quarter of 2025, the Membership Secretary collaborated with the Archivists to implement a 'Sponsor a Box' scheme for 2026, with the aim of encouraging more support.

#### b) Volunteers

We value highly the efforts of those who volunteer to help the Archive Service. There has for many years been an established pattern of volunteers assisting in this way at Berwick Record Office. Volunteering has been less common at Woodhorn, but a small group of volunteers are helping there with *Hospitals in the North*.

#### c) Trustees

Those who currently serve as Trustees are listed at the beginning of this Report. They are all volunteers and come from a wide range of professional backgrounds, bringing a wealth of relevant experience to the task. 2024-25 again brought changes to the membership of the Trustee body, when John Carr-Ellison and John Webster both retired at the end of their terms. John Carr-Ellison was one of the four founding trustees. He gave us the benefit of his considerable experience as a charity trustee and played a substantial part in recruiting our patrons. John Webster took the lead in setting up digital aids, including our website and our member management tool, and began active fundraising at an early stage. We thank them both for all they have done for the Trust and wish them well for the future.

### **Our Funding and Financial Controls**

The Trust's Accounts for the year under review are attached to this report. We are most grateful to all those funding organisations and individuals who have enabled our support for projects undertaken by the Archive Service to increase in 2024-25. The accounts, which have been independently examined, confirm that the Trust continues to be adequately funded to meet its liabilities. The Trust wishes to record its grateful thanks to Andrew Ayre, who has acted as our Independent Examiner during the current year.

During the past year, Trustees reviewed the Trust's protocol for the authorisation of expenditure and approved a reserves policy. Regarding the former, Trustees confirmed the following statement:

*All expenditure must be authorised by two Trustees, at least one of whom must be either the Chairman or the Treasurer. Similarly, all bank payments must be authorised by two Trustees at least one of whom must be either the Chairman or the Treasurer. At each Trustees' meeting the Treasurer must circulate a detailed statement of income and expenditure for the current year and details of current reserves. At the end of each financial year, an Independent Examiner will be appointed, who will review the financial statements prepared by the Charity to ensure that they are a true reflection of the financial position of the Charity.*

Regarding reserves, the Trustees review them on an annual basis taking into consideration the inherent risk associated with running a small charity. The Trustees always take into consideration the wider economic environment and the potential impact that this can have on the results for the year. The balance of funds is reviewed taking into consideration operational and financial plans for

the year to ensure that the Trust has sufficient funding to meet its objectives on an on-going basis. We are satisfied that this remains the case.

Finally under this heading, the Trust's arrangements to enable those who use the Offices at Berwick and Woodhorn to make casual donations to the Trust in cash have again produced results. In 2024-25, cash donations totalled £1,700.40 (£1,545 in 2023-24).

### **Our Governance**

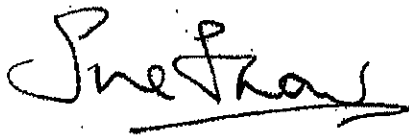
The Trust continued its practice of reviewing its suite of governance policies systematically at its December meeting. See above for changes to the Board of Trustees in December 2024.

Both continuing and newly appointed Trustees are encouraged to undertake relevant training (e.g. on fundraising and safeguarding) whenever this is necessary and/or appropriate.

### **Conclusion**

The Trust has enjoyed a fifth successful year. Where things have not gone so well, we have learnt lessons. As we hope this report shows, it is making good progress delivering on its objectives, in the public interest. We are ambitious to grow our support for the Northumberland Archive Service and to promote and increase the accessibility of the County's impressive archival heritage, and in so doing to bring its wider heritage (economic, political, industrial, cultural, social and environmental) vividly to life. An underlying aim is to regenerate pride in local communities and re-energise the North East.

Approved by the Trustees at their meeting on 16<sup>th</sup> January 2025 and signed on their behalf by:



Sue Shaw (Chair)



Stuart Bankier (Treasurer)

Date: 16th January 2026

**Independent examiner's report to the trustees of Northumberland Archives Charitable Trust**

I report to the trustees on my examination of the accounts of Northumberland Archives Charitable Trust (the Charity) for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

ANDREW AYRE

Address:

MILL FARM, AWEEDMOUTH, BERTWICK.

12/1/2026.

Northumberland Archives Charitable Trust

Accounts period 01/04/2024 to 31/03/2025

31 March  
2025

31 March  
2024

Income

Patrons	1,405	1,508
Community Foundation Re Photocentre	10,000	10,000
Community Foundation re Phote Centre	3,420	0
Community Foundation re Phipps	6,670	0
NCC Repayment re Platten	4,777	0
Platten	11,124	0
Strathmartine Trust	5,000	0
Sir James Knott Trust	6,000	0
Foyle Trust	30,000	0
Donation re Bosanquet Papers	0	2,500
Donation re Gibson Papers	0	1,000
Lord Crewe Charity	0	6,000
Josephine Butler	0	2,000
Clayton of Chesters	0	3,372
NCC New Burdens	0	5,000
Community Foundation Re Ashington	0	15,602
Donations General	1,700	1,545
Memberships	95	155
Gift Aid claim from HMRC	0	700
Gift Aid claimed through Stewardship	25	94
<b>Total Income</b>	<b>80,216</b>	<b>49,476</b>

Less Expenditure

Website charges	(278)	(205)
Bank Charges	(71)	(72)
Information Commissioner	(40)	0
Artwork	0	(60)
Insurance	(278)	(248)
Strategy Day	(759)	0
Membermojo	(50)	0
Platten Project	0	(255)
VONNE Membership	(160)	(85)
Woodhorn re Phipps	(6,670)	0
Woodhorn re Foyle	(30,000)	0
Woodhorn re Seaton Sluice	(11,124)	0
Woodhorn re Photo Centre	(3,420)	0
Woodhorn re Photo Centre	(10,000)	(10,000)
Woodhorn re Sir James Knott Trust	(6,000)	0
Woodhorn re Platten repayment	(4,777)	0
Woodhorn re Strathmartine	(5,000)	0
Woodhorn re New Burdens	0	(5,000)
Woodhorn re Josephine Butler	0	(2,000)
Woodhorn re Clayton of Chesters	0	(3,372)
Woodhorn re Bosanquet	0	(2,500)
Woodhorn re Gibson papers	0	(1,000)
Woodhorn re Lord Crewe Charity	0	(6,000)
Community Foundation re Ashington	0	(15,602)
	(78,627)	(46,399)
<b>Excess on Income over Expenditure</b>	<b>1,589</b>	<b>3,077</b>

<b>Balance Sheet</b>	<b>31 March 2025</b>		<b>31 March 2024</b>	
Balance per bank		32,199		21,428
Debtors				
HMRC re Gift Aid claim	<u>0</u>	0	<u>700</u>	700
Less Creditors				
Kreative Technology	(208)		(145)	
Committed Expenditure:				
Woodhorn re Photo Centre Extra	(3,420)		0	
Woodhorn re Sir James Knott Trust	(6,000)		0	
Woodhorn re New Burdens	(5,000)		(5,000)	
Woodhorn re Bosanquet papers	(2,500)		(2,500)	
Woodhorn re Gibson papers	(1,000)		(1,000)	
Woodhorn re Photo Centre	<u>0</u>	(18,128)	<u>(1,000)</u>	(9,645)
<b>Net Assets at 31/03/2025</b>		<u><b>14,072</b></u>		<u><b>12,483</b></u>
<b>Represented by:</b>				
Reserves brought forward from prior years		12,483		9,406
Current year surplus to date		<u>1,589</u>		<u>3,077</u>
<b>Total Reserves at 31/03/2025</b>		<u><b>14,072</b></u>		<u><b>12,483</b></u>

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

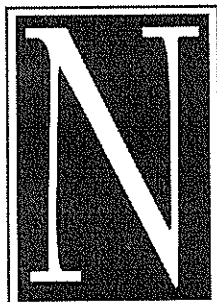
England & Wales - Charity number 1188637

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# Accounts

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Charity Registration No. 1188637



Northumberland Archives Trust

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST  
LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees:**

Stuart Bankier	(Term ends 31 December 2026)
Morag Boyes	(Term ends 31 December 2024)
William Browne- Swinburne	(Term ends 31 December 2024)
John Carr-Ellison	(Term ends 31 December 2024)
Lesley Lee	(Appointed 17 April 2024, term ends 31 December 2026)
Sir Philip Mawer	(Retired 31 December 2023)
Flora Moxon	(Appointed 6 December 2023, term ends 31 December 2026)
Sue Shaw	(Term ends 31 December 2026)
Prof. Annie Tindley	(Term ends 31 December 2026)
John Webster	(Term ends 31 December 2024)

**Charity Number:**

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**Independent Examiner:**

Andrew Ayre

**Bankers:**

Unity Trust Bank  
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Planetary Road  
Willenhall  
WV1 9DG

# **NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

## **TRUSTEES' REPORT**

**For the Year ended 31 March 2024**

### **The Year Under Review**

This is our fourth annual report covering the fourth year of the Trust's existence. It has seen the Trust make yet more progress in its core aim of raising funds to help Northumberland's Archive Service make the archival treasures in its care more widely known and more readily accessible to a wider range of people. By December 2023 we had reached the milestone of £100,000 raised for the Service since the Trust was established in 2020. Our annual turnover doubled in 2023-24, just as it had in 2021-22 and 2022-23. It is not unrealistic to hope that this will happen again in 2024-25, but we cannot perhaps expect these exponential increases to continue beyond then.

The funds raised have enabled the Archive Service to pursue various of their projects, detailed later in this report.

In helping the Service to develop these projects, we continue to pursue our aim of widening access to the archives, particularly for hard-to-reach parts of the community. As will be seen later, some of the projects involve working closely with local schools and community groups, and result in further material being added to the Service's online catalogue (CALM) or its digital LEARN platform (Learning and Educational Archive Resources from Northumberland), from where it is available to all.

### **Our Objectives for 2023 and the Progress We Made**

The Trust has adopted the practice of setting out at the start of each calendar year its objectives for the year ahead and then at the end of the year measuring progress made towards achieving them. In 2023, we aimed to:

- Roll out a major effort to raise sufficient funds to allow the employment by the Archive Service of two members of staff for at least two years to begin cataloguing the Service's backlog of collections of estate papers.
- Continue to build on the LEARN Project to help to cement the Service's relationship with schools and others.
- Gradually increase the number of the Trust's supporters, through enhanced communications; giving talks; and other means.

At our end-of-year assessment, we were able to conclude that we had made progress against all of these, on some more than others:

- On cataloguing, we made a couple of successful funding applications relating to small individual collections; and four more ambitious applications for substantial funding for staffing costs. The latter had only limited success, but we have gained much helpful experience.
- 2 Trust-sponsored additions were made to the LEARN platform, namely Shipwrecks & Rescues (designed primarily for schools) and Bamburgh Castle Welfare State (designed primarily for life-long learners).

More detail is given below.

### **Our Projects and what they Delivered**

The projects either in progress or in preparation referred to in our 2023 Report are still ongoing, but have all progressed, and a new project went from start almost to completion in 2023-24. More new projects are in development.

#### Projects in Progress

##### *a) The Photocentre Collection – ‘Everyday Life in North Northumberland’*

This project began in 2021 and, subject to funding availability, could continue for several more years, the current funding being due to run out in 2025.

The PhotoCentre Collection contains over a million photographic negatives documenting all aspects of life North Northumberland and the Scottish Borders between 1951 and 2012. With funding generously provided by the Lough Fund through the Community Foundation, Tyne & Wear and Northumberland, the Service has been able to employ part-time a suitably qualified archival assistant to catalogue, preserve and digitise some of the contents of the Collection, so that they can be made available online.

By May 2024, more than 14,000 entries had been added to the electronic catalogue (an increase of 6,000 since June 2023) and 1250 images had been digitised. A regular blog and other social media output had built an online following for the project of over 1,500 people. Images from the collection have been exhibited in Berwick-upon-Tweed (where they stimulated much excitement) and at Northumberland County Hall in Morpeth. They can also be viewed on the project's dedicated website at <https://www.photocentreberwick.co.uk>

*b) Hospitals in the North*

Work on this project, funded by the Bright Trust, began in 2022 and involves volunteers at Woodhorn and Berwick. Together the volunteers are researching aspects of maternity care provision in the county prior to the establishment of the National Health Service. In 2023, work progressed to add oral histories of former patients and staff made by trained volunteers. As at April 2024, they had recorded 8 oral histories and had made written records of others. A County Hall exhibition is planned for March 2025.

*c) Ashington to the Future*

This new project was a re-run in Ashington of the successful "Blyth to the Future" project run in 2022-23, again funded by a generous grant from the Platten Family Fund through the Community Foundation, Tyne & Wear and Northumberland. The aim of the project was to look at Ashington's past using archival material and to imagine its future, while stimulating the schoolchildren's interest in STEM subjects (Science, Technology, Engineering and Maths). In this version of the project, the children were also given an opportunity to make oral history recordings with members of the Ashington Veterans and Elders Institute, benefiting both the young and older participants. Evaluation afterwards confirmed the success of the project, and it is hoped that funding can be found for it to be run yet again in another less advantaged community.

*d) A Major Cataloguing Project*

This was the major focus of the Trust's fundraising efforts in 2023-24. It is likely to be ongoing for some years.

Northumberland Archives holds a nationally important collection of estate records, one of the most comprehensive of any English county. These are the records of landed families and estates, some dating back to the 12<sup>th</sup> century. They include environmental, economic, cultural and social records, extending to rich material on urban as well as rural life. Before central government took on such duties as welfare and education, estates carried out many of these functions, so their records cover a broad spectrum of society.

Many of these collections remain uncatalogued, their content largely unknown, and they cannot be made accessible to the public for security reasons. Cataloguing would unlock them for research, education, outreach and strengthening community ties.

The Archive Service has identified 12 priority collections out of a total of 47, the cataloguing of which will require more staffing resource. The County Council is not under a legal duty to fund the work and there is no realistic prospect of it being able to do so.

In most cases, the Archive Service is in contact with the descendants of the various families whose papers have been selected. Where this is so, the Trustees have contacted them and all have indicated their support. Some have made a financial contribution already, or indicated a willingness to do so.

Most of the Trust's efforts on this project in 2023-24 went into making applications to 4 large national funders to try to raise £200,000. Competition for these funds is intense. (It turned out that one of our applications was in competition with 72 others for only 6 grants.) They were unsuccessful, except for a generous grant of £30,000 from the Foyle Foundation, limited to the purchase of equipment. This has been used to acquire a sophisticated book scanner for digitisation and we are most grateful to Foyles for demonstrating their confidence in the project in this way.

In making funding applications, set-backs are to be expected. We have learnt much from ours and have now embarked upon a new programme of applications, initially to some of the larger local funders in the North East, hoping that competition for their funds will be a little less intense.

On a brighter note, the Trustees made 2 small but successful funding applications to funders with a special interest in the collections concerned:

*i) Clayton Collection*

The Claytons owned the Chesters estate which straddles Hadrian's Wall. After he inherited the estate, John Clayton bought additional land along the central section of the Wall to save it from further destruction. After a successful application to the EDF Energy Green Rigg Wind Farm Community Benefits Fund, through the Community Foundation Tyne & Wear and Northumberland, cataloguing work was done in 2023 and the project completed by the delivery of outreach work in the local community.

*ii) Atkinson and Marshall Papers*

From 1805, Northumbrian sheep farmers Atkinson and Marshall leased land, eventually more than 100,000 acres, on the Highland estate of the Countess of Sutherland. The introduction of large-scale sheep farming pioneered new agricultural methods, but resulted in the mass eviction of tenant crofters, now known as the Highland Clearances. A successful application for a grant to the Strathmartine Trust, a Scottish academic fund, has enabled the cataloguing of this collection, now well in hand.

### **Protecting and Preserving the County's Archives**

There have been concerns for some time about the storage arrangements for the archives in Berwick. The redevelopment of the Berwick Barracks – a Grade 1 listed complex built to designs by Nicholas Hawksmoor between 1718 and 1721 – has provided an opportunity to establish a new site in the Mob Store for the safe and secure storage of the archives, with a public search and reading room located adjacent to it.

The redevelopment of the Barracks will be a complex and lengthy process but the substantial funding allocated to it so far means that real progress has already been made. The Trustees are monitoring developments, to be ready to offer what help they can in bringing to fruition these important plans for the Berwick Archives.

## **Our People**

### a) Patrons and Supporters

The committed support of local people concerned to preserve their county's heritage is a critical ingredient in the Trust's continued success. During 2023-24 we increased the number of those who are patrons of the Trust (who each generously contribute at least £100 a year to its funds) but the number of members (each kindly contributing £10 pa) fell slightly.

As can be seen from the attached accounts, the expenses of running the Trust are small but the donations made by these committed supporters ensure that the money we receive in grants and the donations from casual donors visiting the Archives or via the Trust's website can be entirely spent on supporting the Archive Service. The Trustees are very grateful to all who support the Trust in this way.

We are working to improve our communications and other interactions with our regular supporters, while being conscious that there is a balance to be struck to avoid information overload. We send occasional emails to supporters informing them of significant developments and pointing them to news on our website and in December 2023 we issued a third digital newsletter. We plan to develop a more regular pattern of contact with supporters in future, including social media.

### b) Volunteers

We also value highly the efforts of those who volunteer to help the Archive Service. There has for many years been an established pattern of volunteers assisting in this way at Berwick Record Office. Volunteering has been less common at Woodhorn, but a small group of volunteers are now helping there with Hospitals in the North.

### c) Trustees

Those who currently serve as Trustees are listed at the beginning of this Report. They are all volunteers and come from a wide range of professional backgrounds, bringing a wealth of relevant experience to the task. 2023-24 brought several changes to the membership of the Trustee body.

Sir Philip Mawer retired both as Chair and as a Trustee on 31st December 2023. There could have been no one better qualified than Philip to chair the Trust during its first three years, particularly given the difficulties created by the Covid pandemic. This slowed the Trust's early development, particularly in its first year, but before the end of the second year we had a bank account, a full board of trustees from a useful range of professional backgrounds, proper financial controls and an appropriate suite

of governance policies. We also had a website, a nascent membership scheme, supported by a digital member management tool, and had made a start on fundraising. It is questionable how much of this could have been achieved without Philip's wisdom, experience and careful guidance. However, he had always made it clear that he would not serve more than one term as chair, due to his commitments to other organisations and, above all, to his family.

The Trustees had already decided to appoint Sue Shaw to replace him for a term of 3 years.

*She has stated: "I do not begin to pretend that I could have set the Trust on its feet from the start in the way that Philip so successfully did, but I can bring to the role a life-long fascination with history, some experience of using archives and all that I learnt in my legal career. My principal aim as Chair is to enable the Archive Service to make substantial progress in reducing a cataloguing backlog that has developed over a long period due to limited resources."*

In December, we also welcomed Flora Moxon as a Trustee. Flora began her career as an archivist, initially in the Hampshire Record Office and subsequently in Ottawa, followed by an international career in Human Resources working in global companies. She will boost the Trust's capabilities in Communications.

In February 2024, we appointed Lesley Lee as our new Membership Secretary. Lesley is a retired librarian, who is also the Hon. Secretary of the Friends of St. Nicholas (Newcastle Cathedral) and highly experienced in running a membership organisation. In April 2024, we appointed her as a Trustee.

## **Our Funding and Financial Controls**

The Trust's Accounts for the year under review are attached to this report. We are grateful to all those funding organisations and individuals who have enabled our support for projects undertaken by the Archive Service to increase over the past 12 months. The accounts, which have been independently examined, confirm that the Trust continues to be adequately funded to meet its liabilities. The Trust wishes to record its grateful thanks to Andrew Ayre, who has acted as our Independent Examiner during the current year.

During the past year, Trustees reviewed the Trust's protocol for the authorisation of expenditure and its reserves policy. Regarding the former, Trustees confirmed the following statement:

*All expenditure must be authorised by two Trustees, at least one of whom must be either the Chairman or the Treasurer. Similarly, all bank payments must be authorised by two Trustees at least one of whom must be either the Chairman or the Treasurer. At each Trustees' meeting the Treasurer must circulate a detailed statement of income and expenditure for the current year and details of current reserves. At the end of each financial year, an*

*Independent Examiner will be appointed, who will review the financial statements prepared by the Charity to ensure that they are a true reflection of the financial position of the Charity.*

Regarding reserves, the Trustees review them on an annual basis taking into consideration the inherent risk associated with running a small charity. The Trustees always take into consideration the wider economic environment and the potential impact that this can have on the results for the year. The balance of funds is reviewed taking into consideration operational and financial plans for the year to ensure that the Trust has sufficient funding to meet its objectives on an on-going basis. We are satisfied that this remains the case.

Finally under this heading, the Trust's arrangements to enable those who use the Offices at Berwick and Woodhorn to make casual donations to the Trust in cash have produced results. In 2023-24, there was a steady flow of cash donations totalling £1,545. A separate facility in each office enabling digital donations by using a QR code remains unused, but we are leaving it in place for the time being.

## **Our Governance**

The Trust continued its practice of reviewing its growing suite of governance policies at least annually at its December meeting and a formal reserves policy was approved in June 2024. See above for changes to the Board of Trustees in December 2023 and April 2024.

Both continuing and newly appointed Trustees are encouraged to undertake relevant training (e.g. on fundraising and safeguarding) whenever this is necessary and/or appropriate.

## **Conclusion**

The Trust has enjoyed a fourth successful year. Where things have not gone so well, we have learnt lessons. As we hope this report shows, it is making steady progress delivering on its objectives, in the public interest. Whilst never complacent, we believe that we are establishing a consistent record of support for the Northumberland Archive Service to promote wider access to the County's impressive archival heritage, and in so doing to bring its wider heritage (economic, political, industrial, cultural, social and environmental) vividly to life. We hope this will help to regenerate pride in local communities and to re-energise the North East.

Approved by the Trustees at their meeting on 22 October 2024 and signed on their behalf by:



Sue Shaw (Chair)



Stuart Bankier (Treasurer)

Date: 21st November 2024

## Independent examiner's report to the trustees of Northumberland Archives Charitable Trust

I report to the trustees on my examination of the accounts of Northumberland Archives Charitable Trust (the Charity) for the year ended 31 March 2025.

### Responsibilities and basis of report

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

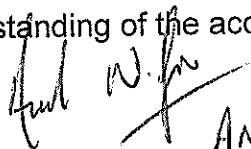
1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name:

Address:

  
ANDREW AYRE  
MILL FARM, TWEEDMOUTH, BERWICK-UPON-TWEED.

21/11/24.

**Northumberland Archives Charitable Trust**  
**Statement of Financial Activities for the Year Ending 31st March 2024**

	Year Ending 31/03/2024	Year Ending 31/03/2023
<b>Income</b>		
Lord Crewe Charity	6,000	4,000
Patrons	1,508	1,205
Donation re Bosanquet Papers	2,500	0
Donation re Gibson Papers	1,000	0
Donation re Woodhorn	0	1,000
Donation re Photocentre Collection	0	1,000
Community Foundation Re Photocentre	10,000	5,000
Community Foundation Re Platten	0	10,000
Josephine Butler	2,000	0
Clayton of Chesters	3,372	0
NCC New Burdens	5,000	0
Donations General	1,545	590
Community Foundation Re Ashington	15,602	0
Memberships	155	305
HMRC Gift Aid Claim	700	0
Gift Aid claimed through Stewardship	94	226
<b>Total Income</b>	<b>49,476</b>	<b>23,326</b>
<b>Less Expenditure to date</b>		
<b>Administration Costs</b>		
Website charges 22/23	(20)	(325)
Website charges 23/24	(185)	0
Bank Charges	(72)	(72)
Meeting Costs	0	(149)
Artwork	(60)	0
Promotional Stands	0	(221)
Insurance	(248)	(185)
VONNE Membership	(85)	0
	(670)	(952)
<b>Charitable Activities</b>		
Platten Project	(255)	(10,000)
Woodhorn General Donation	0	(1,000)
Woodhorn re Photo Centre	(10,000)	(6,000)
Woodhorn re Josephine Butler	(2,000)	0
Woodhorn re Clayton of Chesters	(3,372)	0
Woodhorn re Lord Crewe Charity	(6,000)	(4,000)
Woodhorn re Ashington Futures	(15,602)	0
Woodhorn accrued re New Burdens	(5,000)	0
Woodhorn accrued re Bosanquet	(2,500)	0
Woodhorn accrued re Gibson papers	(1,000)	0
	(45,729)	(21,000)
<b>Surplus for the Year</b>	<b>3,077</b>	<b>1,374</b>

**Northumberland Archives Charitable Trust**  
**Balance Sheet for the Year Ending 31st March 2024**

Balance per bank		21,428		24,551
Add Debtors HMRC		700		0
Less Creditors Kreative Technology	(145)		(145)	
Committed Expenditure:				
Donation re Woodhorn	0		(1,000)	
Donation re Photocentre	0		(1,000)	
Woodhorn re Hospital Project	0		(2,000)	
Woodhorn re Platten Project	0		(5,000)	
Woodhorn re Photocentre Digitisation	0		(5,000)	
Woodhorn re Photo Centre c/f from 23	(1,000)		(1,000)	
Woodhorn accrued re New Burdens	(5,000)		0	
Woodhorn re Bosanquet papers	(2,500)		0	
Woodhorn re Gibson papers	(1,000)	(9,645)	0	(15,145)
		<u>12,483</u>		<u>9,406</u>
<b>Net Assets at 31/03/2024</b>				
<b>Represented by:</b>				
Reserves brought forward from prior years		9,406		8,032
Current year surplus to date		<u>3,077</u>		<u>1,374</u>
<b>Total Reserves at 31/03/2024</b>		<u>12,483</u>		<u>9,406</u>

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

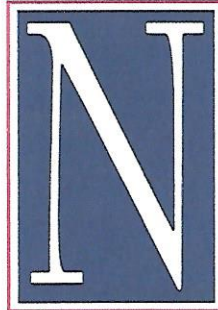
England & Wales - Charity number 1188637

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# Accounts

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Charity Registration No. 1188637



Northumberland Archives Trust

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

# **NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Trustees:**

Stuart Bankier	(Term ends 31 December 2023)
Morag Boyes	(Term ends 31 December 2024)
William Browne-Swinburne	(Term ends 31 December 2024)
John Carr-Ellison	(Term ends 31 December 2024)
Sir Philip Mawer	(Term ends 31 December 2023)
Susan Shaw	(Term ends 31 December 2024)
Prof. Annie Tindley	(Term ends 31 December 2023)
John Webster	(Term ends 31 December 2024)

### **Charity Number:**

1188637

### **Principal Address:**

c/o Northumberland Archives  
QEII Country Park  
Ashington  
Northumberland  
NE63 9YF

### **Independent Examiner:**

Andrew Ayre

### **Bankers:**

Unity Trust Bank  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

# **NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

## **TRUSTEES' REPORT**

**For the Year ended 31 March 2023**

### **The Year Under Review**

This, our third annual report, covers not only most of the third year of the Trust's existence but the first full year of activity after the passing of the Covid pandemic. It has seen the Trust make marked progress in its core aim of raising significant funds to help the Archive Service in Northumberland make the archival treasures in its care known more widely, and make them more readily accessible to a wider range of people.

The year also saw the Trust begin to assemble a body of patrons and members, and plan its first in-person event. At this, in June 2023, we were able to celebrate the fact that we had already raised over £70,000 (net of expenses) to enable the Archive Service to undertake a variety of projects, several of which are detailed later in this report. The firm foundations laid in its first two years had given the Trust a promising start.

In helping the Service to develop these projects, we continue to pursue our aim of widening access to the archives, particularly for hard-to-reach parts of the community. As will be seen later, many of the projects involve working closely with local schools and community groups, and result in further material being added to the Service's online catalogue (CALM) or its digital LEARN (Learning and Educational Archive Resources from Northumberland) platform, from where they are available to all.

### **Our Objectives for 2022 and the Progress We Made**

The Trust has adopted the practice of setting out, at the start of each calendar year, its objectives for the year ahead and then measuring progress made towards their achievement at the end of the 12 month period. In 2022, we aimed, in brief, to:

- Cement our relationship with schools and universities – the details of projects involving the Lord Crewe Trust and the Platten Trust which follow are examples of how we are seeking to do this.
- Survey potential major funders and plan a project to help the Archive Service catalogue important material in its care as yet untouched.
- Develop and secure funding for at least two other new projects.

Assessing our progress at the end of the year, we were able to conclude that we had made significant progress against all our objectives. The story of what we achieved is detailed in this report.

### **Our Projects and what they Delivered**

Of the five projects either underway or in preparation to which we referred in our 2022 Report, three were completed and the other two made significant progress in 2022-23.

## 1) Projects Completed

### a) *Online Palaeography Module*

This project involved a final year undergraduate student from Newcastle University developing an online module to help students and volunteers working on archival manuscripts to decipher and date these manuscripts. The training module was created very successfully and is expected to be accessed by some 200 students a year as part of the development of their course-related skills. It is also available for use by volunteers assisting the Archive Service, including those recruited under the auspices of the Trust.

### b) *The Carr-Ellison Papers*

We mentioned in our last Report the work done on these papers by a postgraduate student on a placement under the Northern Bridge scheme. This had enabled the cataloguing of papers relating to Harriet Carr and the creation on the online LEARN platform of a new module focusing on Harriet's experience of undertaking The Grand Tour during the late 18<sup>th</sup> century.

The placement was successfully completed in 2023 with the cataloguing of the second American letter book documenting the trade of Ralph Carr (1711-1806), an eighteenth-century Newcastle merchant and of further papers from the Carr-Ellison collection, including the correspondence of Sir John Dick. Sir John was a life-long friend of Carr, who benefited from the latter's generous patronage during his early years and went on to pursue a mercantile and diplomatic career. A blog about Sir John has been added to the Service's website.

### c) *The Lord Crewe Trustees*

We are grateful to the Trustees of the Lord Crewe Trust for a grant totalling £10,000 which enabled the Archive Service to catalogue and analyse additional elements of the Trust's papers. The Lord Crewe Trust was set up to administer the will of Nathaniel, Lord Crewe, who was Bishop of Durham between 1674 and 1721. Altogether 1621 entries were added to the Service's online catalogue (CALM) and can now be found by researchers and others all over the world.

The grant also enabled the development of two further units of educational material which are being added to the Archive Service's LEARN set of resources for schools and others. The first of these – entitled 'The Bamburgh Castle Welfare State' – is now available on the Service's website, with the second - 'Shipwrecks, Lifeboats and the Dangers of the Sea' – also recently added.

### d) *'Blyth to the Future'*

This project - generously funded by a grant of £10,000 from the Platten Trust through the Community Foundation, Tyne Wear and Northumberland – involved staff of the Archive Service working with over 200 pupils from 4 schools in Blyth to understand the

history of their town and re-imagine its future. In partnership with NUSTEM at Northumbria University, the children were also able to visit the University campus. The artwork and CAD (computer-assisted design) models the children developed were on view in Blyth Project Space between January and March 2023, where they were viewed by over 2,000 people.

The success of this project in broadening the horizons of the children concerned and stimulating their interest in STEM (Science, Technology, Engineering and Maths) subjects has led to the suggestion, currently being explored, that similar projects might be undertaken with schools elsewhere in Northumberland. To quote just one tribute from a teacher: *“The students were enthralled by all of the activities and the experience widened their future aspirations beyond measure.”*

## 2) Projects in Progress

### a) *The Photocentre Collection – ‘Everyday Life in North Northumberland’*

The PhotoCentre Collection contains over a million photographic negatives which together document all aspects of life in North Northumberland and the Scottish Borders between 1951 and 2012. With funding generously provided by the Lough Fund through the Community Foundation, the Service has been able to employ a suitably qualified archival assistant to begin to catalogue, preserve and digitise the contents of the collection, so that they can be made available online to everyone. By the end of June 2023, 8,200 entries had been added to the electronic catalogue and 1250 images had been digitised. A regular blog and other social media output had built an online following of over 1,500 people for the project. Images from the collection have been exhibited in Berwick-upon-Tweed and at Northumberland County Hall in Morpeth, and they can also be viewed on the project’s dedicated website at <https://www.photocentreberwick.co.uk>

### b) *Hospitals in the North*

The recruitment of 5 volunteers at Woodhorn and 7 at Berwick to help the Service with this project (which is funded by the Bright Trust) enabled work on it to begin in 2022. Together the volunteers are researching aspects of maternity care provision in the county prior to the establishment of the National Health Service. Several volunteers have been trained in taking oral history recordings and this part of the project is expected to be underway by the autumn of 2023.

## 3) Projects in Preparation

### *A Major Cataloguing Project*

Trustees’ principal focus in planning future projects has been on beginning the process of securing funds to enable cataloguing of the very significant number of papers

deposited with the Archive Service over the years which have not yet been analysed or catalogued. These include a number of collections of estate records, which are of significant importance not just because of what they can tell us about the families which owned the estates and their wider interests but about those who lived and worked on the estates and the communities which grew up around them.

To enable progress to be made, the Archive Service has undertaken a scoping exercise during which they have reviewed the potential significance of each of these estate collections (which together total 47 collections comprising 83 separate deposits of material) and identified those whose contents are likely to be most important.

Altogether 12 collections (ranging in volume from 248 archive boxes to just 1 box of material) fall into this category. Of these, 7 are held at the Record Centre at Woodhorn and 5 at Berwick.

The cataloguing of these collections has been estimated to require a minimum of two years' work by a professionally qualified archivist and an archival assistant, at a cost of over £200,000 (including associated on-costs). It is a cost which cannot be borne by the County Council, given that the cataloguing of records which have not been generated by the Council does not fall within its statutory responsibilities and given the many other demands on its resources.

During the year under review, Trustees were in touch with the descendants of the various families whose papers have been reviewed, all of whom have indicated their support for this cataloguing project and many of whom have indicated a willingness to make some contribution towards funding it. Trustees have also submitted some smaller funding applications, to begin the process of revealing the contents of some of the smaller collections, and have begun to prepare more substantial applications to larger, national funders. The first of these larger applications is likely to be submitted in the autumn of 2023.

Meanwhile two smaller applications have been prepared and submitted as follows:

*i) The Clayton Collection*

The Claytons owned the Chesters estate which straddles Hadrian's Wall, incorporating the site of Chesters Roman fort. Following his inheritance of the estate, John Clayton (Town Clerk of Newcastle 1822 - 1867) bought land along or close to the Wall and is largely credited with saving it from continued destruction, as well as preserving the Roman artefacts he unearthed. An application to the Green Rigg Wind Farm Trust has been successful and cataloguing is expected to begin in the late summer of 2023, following which news of the archival treasures uncovered will be shared with the local community.

ii) *The Atkinson and Marshall Papers*

From 1805, Northumbrian sheep farmers Atkinson and Marshall leased land on the Highland estate of the Countess of Sutherland, eventually leasing more than 100,000 acres. The introduction of large-scale sheep farming not only pioneered new agricultural methods but resulted in the mass eviction of tenant crofters, a movement that became known as the Highland Clearances.

The Atkinson and Marshall papers contain interesting material relating to the clearances. As this report was being finalised, we heard that an application to the Strathmartine Trust for a grant of £5,000 to catalogue the papers had been successful.

### **Protecting and Preserving the County's Archives**

The first concern of the Archive Service is that any papers and other records entrusted to them should be kept safely and securely in suitable conditions. The provision for this in Berwick-upon-Tweed has for some time been less than satisfactory. However, plans for the redevelopment of Berwick Barracks – a Grade 1 listed complex built to original designs by Nicholas Hawksmoor between 1718 and 1721 – have now opened up the prospect of a new site being established there for the safe storage of the archives held in Berwick, with a public search and reading room facility located adjacent to it.

The redevelopment of the Barracks will be a complex and lengthy process but a grant of £4.2 million from the Government's Cultural Development Fund, together with substantial funding from Northumberland County Council and significant assistance from the National Lottery Heritage Fund mean that real progress can begin to be made. Trustees heard more about the plans for the site at a joint meeting in June 2023 with representatives of the Friends of Berwick and District Museum and Archives. They are continuing to monitor developments, in order to be ready to offer what help they can in bringing these important plans to fruition.

### **Our People**

a) Patrons and Supporters

The committed support of local people concerned to preserve their county's heritage is a critical ingredient in the Trust's continued success. During 2022-23 we increased the number of those who are patrons of the Trust (who each generously contribute £100 a year to its funds) and we continued to expand the number of members (each kindly contributing £10 pa).

As can be seen from the attached accounts, the expenses of running the Trust are minimal but the donations made by these committed supporters - and by other casual donors via the Trust's website or at the two Record Offices - help ensure that the money we receive in grants towards projects can be entirely spent on delivering

the projects themselves. Trustees are very grateful to all who support the Trust in this way.

We are working to improve our communication and other means of interaction with our regular supporters, while being conscious that there is a balance to be struck in order to avoid information overload. In April 2023, we issued our first digital newsletter to supporters, with a second to follow later in the year. In June 2023, we were able to hold our first in-person event at County Hall, Morpeth, to which all supporters were invited and at which we were honoured to be joined by Councillor Catherine Seymour (currently the Council's Civic Head) and Councillor Jeff Watson (Cabinet member responsible for Archive as well as other heritage-related Services). The event included a talk by Cameron Robertson about the work he is undertaking to catalogue and digitise the Photocentre Collection.

In addition, we send occasional emails to patrons and members informing them of significant developments. We aim to develop a regular pattern of similar contact with supporters in future.

#### b) Volunteers

We also value highly the efforts of those who volunteer to help the Archive Service undertake particular projects. There has for many years been an established pattern of volunteers assisting in this way at Berwick Record Office, but this has been less common at Woodhorn.

To help the recruitment of volunteers at both sites, the Trust approved during the year under review a Volunteer Agreement setting out the expectations the Service has of volunteers and what in turn they can expect of the Service. The Trust also helped the Service shape an induction programme, which all volunteers are offered and must undertake following their recruitment.

#### c) Trustees

Those who currently serve as Trustees are listed at the beginning of this Report. They act in a purely voluntary capacity and bring a wealth of relevant experience to the task. There were no changes in the membership of the Trustee body during 2022-23.

### **Our Funding and Financial Controls**

The Trust's Accounts for the year under review are appended to this report. We are grateful to all those funding organisations and individuals who have enabled our support for projects undertaken by the Archive Service to increase over the past 12 months. The accounts, which have been independently examined, confirm that the Trust continues to be adequately funded to meet its liabilities.

During the past year, Trustees reviewed the Trust's protocol for the authorisation of expenditure and its reserves policy. Regarding the former, Trustees confirmed the following statement:

*All expenditure must be authorised by two Trustees, at least one of whom must be either the Chairman or the Treasurer. Similarly, all bank payments must be authorised by two Trustees at least one of whom must be either the Chairman or the Treasurer. At each Trustee's meeting the Treasurer must circulate a detailed statement of income and expenditure for the current year and details of current reserves. At the end of each financial year, an Independent Examiner will be appointed, who will review the financial statements prepared by the Charity to ensure that they are a true reflection of the financial position of the Charity.*

The Trust wishes to record its thanks to Leanne Mason, who acted as Independent Examiner during its first two years. We are very grateful to Andrew Ayre for taking on this responsibility during the current year.

Regarding reserves, the Trustees review the reserves on an annual basis taking into consideration the inherent risk associated with running a small charity. The Trustees always take into consideration the wider economic environment and the potential impact that this can have on the results for the year. The balance of funds is reviewed taking into consideration operational and financial plans for the year to ensure that the Trust has sufficient funding to meet its objectives on an on-going basis. We are satisfied that this remains the case.

Finally under this heading, it is appropriate to mention that the Trust introduced new arrangements during the year under review to enable casual donations to be made to the Trust by those who use the Record Offices at Berwick and Woodhorn. These enable donations to be made by cash or via text message. The latter is an experimental arrangement, the success of which we will review on a yearly basis.

### **Our Governance**

The Trust continued its practice of reviewing its growing suite of governance policies at least annually at its December meeting. In addition to updating policies as necessary to meet Charity Commission requirements and introducing new policies relating to volunteers (see above), the Trust formally approved in March 2023 a complaints procedure detailing how any complaint against the Trust or an individual Trustee or volunteer (by a Trustee, supporter, volunteer or member of the public) will be handled. Details of this policy can be made available by the Secretary on request.

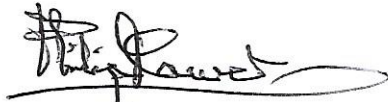
Trustees also continue to review the composition of the trustee body in December each year. No new appointments were made in 2022-23. Both continuing and newly appointed Trustees are encouraged to undertake relevant training (e.g. on fundraising) whenever this is necessary and/or appropriate.

### **Conclusion**

The Trust has enjoyed a third successful year. As we hope this report shows, it is making steady progress delivering on its objectives, in the public interest. Whilst never complacent, we believe that we are establishing a consistent record of support for the Northumberland

Archive Service in the effective management of projects which enable wider access from diverse sections of the community to the County's impressive archival heritage, and in so doing bringing its wider heritage (economic, political, industrial, cultural and social) vividly to life.

Approved by the Trustees at their meeting on 19 September 2023 and signed on their behalf by:



Sir Philip Mawer (Chair)



Stuart Bankier (Treasurer)

Date: 17 October 2023

## Independent examiner's report to the Trustees of Northumberland Archives Charitable Trust

I report to the trustees on my examination of the accounts of Northumberland Archives Charitable Trust (the Charity) for the year ended 31 March 2023.

### Responsibilities and basis of report

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

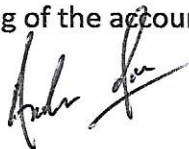
### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

ANDREW AYRE

Address:

Mill Farm, Aweasmouth, Berwick-upon-Tweed

Date:

17 October 2023

**Northumberland Archives Charitable Trust**

**Statement of Financial Activities for the Year Ending 31st March 2023**

		<b>Year Ending 31/03/2023</b>		<b>Year Ending 31/03/2022</b>
<b>Incoming Resources</b>				
Grants	Lord Crewe	4,000		6,000
	Comm Foundation re Platten	10,000		
	Comm Foundation re PhotoC	<u>5,000</u>	19,000	
Patrons			1,350	100
Membership			160	95
Gift Aid			226	273
Donations General			590	
Donations re Woodhorn			1,000	
Donations re Photo Centre			1,000	4,412
<b>Total Income</b>			<u><b>23,326</b></u>	<u><b>10,880</b></u>
<b>Resources Expended</b>				
Administration Costs				
	Bank Service Charge	(72)		(72)
	Website	(325)		(1,946)
	Meeting Costs	(149)		(48)
	Promotional Stands	(221)		0
	Printing	0		(239)
	Insurance	(185)		(180)
	Logo	<u>0</u>	(952)	<u>(300)</u>
				(2,785)
Charitable Activities				
	Hospital Project	0		(2,000)
	Harriet Carr Project	0		(1,000)
	Photo Centre Exhibition	0		(1,000)
	Platten Project	(10,000)		0
	Lord Crewe Project	(4,000)		0
	Donation re Woodhorn	(1,000)		0
	Donation re Photocentre	(1,000)		0
	Photo Centre Digitisation	<u>(5,000)</u>	(21,000)	<u>(6,000)</u>
				(10,000)
Governance Costs			0	0
<b>Total Expenditure</b>			<u><b>(21,952)</b></u>	<u><b>(12,785)</b></u>
<b>Surplus for the Year</b>			<u><b>1,373</b></u>	<u><b>(1,905)</b></u>

**Northumberland Archives Charitable Trust**  
**Balance Sheet as at 31st March 2023**

	<b>Year Ending</b>		<b>Year Ending</b>	
	<b>31/03/2023</b>		<b>31/03/2022</b>	
<b>Current Assets</b>				
Cash at Bank		24,551		19,977
<b>Current Liabilities</b>				
Creditors				
Website design	0	0	(1,946)	(1,946)
Northumberland Archives				
Harriet Carr	0		(1,000)	
Kreative Technology	(145)		0	
Donation re Woodhorn	(1,000)		0	
Donation re Photocentre	(1,000)		0	
Hospital Project	(2,000)		(2,000)	
Photocentre Exhibition	(1,000)		(1,000)	
Platten Project	(5,000)		0	
Photocentre Digitisation	(5,000)	(15,145)	(6,000)	(10,000)
<b>Total Assets</b>		<b>9,406</b>		<b>8,031</b>
<b>Represented by</b>				
<b>Unrestricted Funds</b>				
Brought Forward	8,033		9,936	
Surplus (Loss) for the year	1,373		(1,905)	
Carried forward	9,406	9,406	8,031	8,031
<b>Restricted Funds</b>		0		0
<b>Total Funds</b>		<b>9,406</b>		<b>8,031</b>

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

England & Wales - Charity number 1188637

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# Accounts

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Charity Registration No. 1188637



Northumberland Archives Trust

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

# **NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Trustees:**

Stuart Bankier	(Appointed 22 <sup>nd</sup> September 2020 for 3 years)
Morag Boyes	(Appointed 15 February 2021 for 3 years)
William Browne-Swinburne	(Appointed 26 <sup>th</sup> May 2020 for 4 years)
John Carr-Ellison	(Re-appointed 6 <sup>th</sup> December 2021 to 31 December 2024)
Sir Philip Mawer	(Appointed 26 <sup>th</sup> May 2020 for 3 years)
Susan Shaw	(Appointed 26 <sup>th</sup> May 2020 for 4 years)
Prof. Annie Tindley	(Appointed 22 <sup>nd</sup> September 2020 for 3 years)
John Webster	(Appointed 6 <sup>th</sup> December 2021 to 31 December 2024)

### **Charity Number:**

1188637

### **Principal Address:**

c/o Northumberland Archives  
QEII Country Park  
Ashington  
Northumberland  
NE63 9YF

### **Independent Examiner:**

Leanne Mason

### **Bankers:**

Unity Trust Bank  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

# NORTHUMBERLAND ARCHIVES CHARITABLE TRUST

## TRUSTEES' REPORT

For the Year ended 31 March 2022

### Introduction

In this, our second annual report on the work of the charity, we are glad to be able to record further progress in its development, both as regards the achievement of its objects and as an organisation. Initially set up in the Spring of 2020, the first two years of the Trust's existence have inevitably been affected by the restrictions imposed as a result of the global pandemic: it was only in December 2021, for example, that the Trustees were able to meet in-person for the first time. Nonetheless good progress has been made in establishing a firm basis on which Trustees can build for the future.

### Our Purpose

The purpose of the charity is set out in its charitable objects:

*"To advance the education of the general public by promoting, supporting and assisting in the restoration, preservation and maintenance of the Archives and Archive Services provided in Northumberland".*

Our passion is to assist Northumberland's Archives Service to gather in the riches of the County's records and, through cataloguing, analysing and digitising them, to make them known and available to as many people, of all generations, as possible. We attach particular importance to sharing these treasures with young people, whether in schools, at university or at work. The Archives Service's LEARN platform, for example, is increasingly used in Northumberland's schools in support of the core curriculum. As the details of individual projects which follow indicate, widening knowledge and understanding of the importance and value of archival material - not just to aid understanding of the past but to help us build healthy working communities for the future - is a key component in all the Trust does.

### Our Projects

#### 1) Projects completed

During the past year, two of the first set of projects we supported have been completed:

a) "Digitally Democratising Archives": Northumberland Archives and Cramlington Camera Club

This project has involved the County Archives Service working with Cramlington Camera Club to preserve the Club's digital archive at the Woodhorn Archives Centre, as well as involving community groups in the creation and preservation of digital photographs. The Trust supported a bid through the Audience Agency for funding from the National Lottery Heritage Fund's "Digital Skills for Heritage" initiative. The

project sought not only to alert community groups to the importance of digital archival material but to the need to ensure it is captured for posterity rather than simply being lost to any permanent record.

The project ensured that the Camera Club's photographic record of the many changes affecting Cramlington over the past 50 years is now permanently preserved and accessible via the Archive's CALM online catalogue. It brought members of the Club and young people from the local secondary school and Girl Guides to work together on developing photographic skills and ensuring photos were preserved for all time. An independent evaluation report on the project included this comment by one of the teachers about the value of the project to the students:

*"This [experience] will likely be something they will remember for a very long time, and they are excited to be making images that will be part of the archives; it's just been so lovely from start to finish."*

b) The Harriet Carr Collection

In 1791, Harriet Carr, the daughter of a successful Northern businessman Ralph Carr, set off with her brother on a Grand Tour to Italy via France and Switzerland, from which they eventually returned home some three years later. Harriet was an artist of distinction and among the paintings she made on the Tour was a portrait of Georgiana Cavendish, Duchess of Devonshire, who she met in Rome.

The project, towards the funding of which the Trust received a private donation, enabled the cataloguing of papers from the Harriet Carr Collection and the creation of a module, now on the LEARN platform, focusing on the Grand Tour and the artistic, social and other insights to be gained from studying 18<sup>th</sup> century portraiture. Papers from the Collection are also being added to the National Archives' DISCOVERY platform, from where they will be available nationally and internationally.

## 2) Projects currently in Train

a) Hospitals in the North

The funding for this project – which will catalogue and record the provision of healthcare in Northumberland before and after the introduction of the National Health Service - has been assembled and volunteer assistance is being recruited to undertake the necessary work.

b) Online Palaeography Module

With the help of funding from Newcastle University, a module is being written and developed by a student from the University to help volunteers working on archival manuscripts to decipher and date those manuscripts. Once created, this will be of lasting benefit to the training of the significant number of volunteers who help the Archives Service catalogue records, not just volunteers in Northumberland but potentially elsewhere.

c) Photocentre Collection

This collection contains over a million negatives which document all aspects of life in North Northumberland and the Scottish Borders between 1951 and 2012. The project aims to provide greater access to the collection by cataloguing and creating digital copies of its contents.

In 2021, the Trust successfully applied to the Community Foundation Tyne and Wear and Northumberland for funding to continue this process and was awarded an initial grant of £6,000 which, together with contributions from other sources and the Trust, has been used to hire the part-time services of a suitably qualified digital assistant, who also assisted a project to create an exhibition of photographs of royal visits to Berwick-upon-Tweed as part of HM The Queen's Platinum Jubilee celebrations. We heard in June 2022 that a related funding application to enable work on the collection to progress further and over a longer timescale had also been successful.

### 3) Projects in Preparation

a) Blyth Project

An application has been submitted to the Platten Fund which will enable work with several primary schools in Blyth on a project inspired by current initiatives promoting the regeneration of the town. The Trust has recently heard that it has been awarded £10,000 to facilitate this project.

b) Lord Crewe Trustees

Funding has recently been granted by the Lord Crewe Trustees to enable the further cataloguing of elements of the papers of their Trust, set up to administer the will of Nathaniel, Lord Crewe (Bishop of Durham 1674-1721). This work is scheduled to begin in May 2022, following which work to develop two further modules on the LEARN platform will start early in 2023.

As well as these specific projects, already planned, further initiatives are also being considered, including one which would focus on further steps to catalogue and reveal the secrets of the many estate records deposited with the Archives Service by some of Northumberland's oldest-established families.

### Our Organisation

Throughout the year covered by this report, we have continued steps to strengthen the organisation of the Trust, to increase understanding of its aims and objects, and to build its support. These have included:

- Receiving and adopting the results of our Branding exercise – reflected in the logo on the title page of this report.
- Unveiling the Trust's website – which can be found at [www.northumberlandarchivestrust.org](http://www.northumberlandarchivestrust.org) The site includes a linked email facility and provides the opportunity to make a donation to the Trust online.

- Developing arrangements to build, over time, a body of regular supporters of the Trust – both Patrons and Members – including establishing a system to enable us to hold their membership details digitally and to communicate with them via email as necessary.
- Printing a leaflet containing basic information about the Trust, copies of which are now available at both of the County’s Record offices, in Ashington and Berwick-upon-Tweed respectively.

We are also currently exploring the possibility of enabling contactless donations to be made towards the Trust’s work by casual visitors to the two Record offices.

Our efforts to publicise the work of the Archives Service and the Trust have extended to include the joint sponsorship of a series of online talks by members of the Service and others, each of which was introduced by a Trustee. In the coming year we look to raise the profile of the Trust further through occasional articles placed in the local press and by beginning to develop a presence on social media.

### **Our Finances**

We acknowledged with gratitude in our first Annual Report the grant of £10,000 we received from Northumberland County Council to begin our work. Since that point, we have gradually widened the sources of our income to include donations from a number of grant-making trusts and contributions from individuals (including our gradually growing network of supporters). The unaudited accounts attached to this report provide a full picture of our income and expenditure and, in so doing, confirm that the Trust is adequately funded.

### **Our Governance and Our People**

We have sought to build the charity’s Trustee body gradually and with careful regard to the range of skills needed to ensure that the Trust remains fully effective in achieving its purpose. In December 2021, we were pleased to appoint John Webster as a Trustee: John had already made an invaluable contribution by overseeing the development of our website and its associated membership database. We were also delighted that, having served for an initial 18 months, John Carr-Ellison agreed to renew his term of appointment as a Trustee until 31 December 2024. Also in December 2021, we warmly welcomed Lynn Hartley-Browell, who now attends Trustee meetings, as our membership secretary.

The Trustees have agreed that, in order to enable them to review the charity’s trustee requirements in a coordinated way, we will take stock of these in December each year, with a view to ensuring the carefully phased timing of any proposed changes.

The Board of Trustees has also continued to explore means to ensure appropriate training for its members, including the provision of training on safeguarding through the ‘Northumberland Communities Together’ online learning service of Northumberland County

Council. We review at least annually our developing suite of policies relating to different aspects of the charity's governance, which now include policies on Risk Management as well as Conflicts of Interest, Safeguarding, GDPR and the Role and Expectations we have of those appointed as Trustees.

All Trustees give their time and expertise to the Trust on an entirely voluntary basis. In signing this report on their behalf, the Chair of Trustees wishes to record his warm personal thanks to each of the Trustees for their dedication to their task; to Sue Wood and Linda Bankier, the Senior Archivists at Woodhorn and Berwick respectively, for their expert advice; to Karen Lounton, NCC Manager for Archives and Registry Services, for keeping us up-to-date with wider developments affecting the county's archives; and to Tony Kirsop, former NCC Regeneration Manager, who retired recently after playing a crucial role in the Trust's establishment. Together, we look forward to further strengthening the Trust and extending its impact during the year ahead.

Signed on behalf of the Trustees by:

A handwritten signature in black ink, appearing to read 'Philip Mawer', with a long horizontal flourish extending to the right.

Sir Philip Mawer (Chair)

A handwritten signature in black ink, appearing to read 'Bankier', with a long horizontal flourish extending to the right.

Stuart Bankier (Treasurer)

Date: 14 October 2022

**Northumberland Archives Charitable Trust**

**Independent Examiner’s Report to the Trustees of the Northumberland Archives Charitable Trust**

I have examined the accounts of the Northumberland Archives Charitable Trust for the year ended 31<sup>st</sup> March 2022 and, in my opinion, they represent a true reflection of the financial position of the Trust at that date.

There are no matters which I need to draw to the attention of the Trustees.

Signed... Leanne Mason .....

Full name... Leanne Mason .....

Dated... 30.09.2022 .....

Northumberland Archives Charitable Trust  
Statement of Financial Activities for the Year Ending 31st March 2022

	Year Ending 31st March 2022		Year Ending 31st March 2021	
Incoming Resources				
Grants		6,000		10,000
Patrons		100		0
Membership		95		0
Gift Aid		273		0
Voluntary Income		4,412		0
Total Income		<u>10,880</u>		<u>10,000</u>
Resources Expended				
Administration Costs				
Bank Service Charge	(72)		(63)	
Website Design	(1,946)		0	
Meeting Costs	(48)		0	
Printing	(239)		0	
Insurance	(180)		0	
Logo	(300)	(2,785)	(63)	(63)
Charitable Activities				
Hospital Project	(2,000)		0	
Harriet Carr Project	(1,000)		0	
Photo Centre Exhibition	(1,000)		0	
Photo Centre Digitisation	(6,000)	(10,000)	0	0
Governance Costs		0		0
Total Expenditure		<u>(12,785)</u>		<u>(63)</u>
Surplus for the Year		<u>(1,905)</u>		<u>9,937</u>
Balance Sheet				
Current Assets				
Cash at Bank		19,977		9,937
Current Liabilities				
Creditors				
Website design	(1,946)			
Northumberland Archives	(10,000)	(11,946)		0
Total Assets		<u>8,031</u>		<u>9,937</u>
Represented by				
Unrestricted Funds				
Brought Forward	9,937		10,000	
Loss for the year	(1,905)		(63)	
Carried forward	8,032	8,032	9,937	9,937
Restricted Funds		0		0
Total Funds		<u>8,032</u>		<u>9,937</u>

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

England & Wales - Charity number 1188637

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# Accounts

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**Charity Registration No. 1188637**

**NORTHUMBERLAND ARCHIVES CHARITABLE TRUST  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

# **NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Trustees:**

Stuart Bankier	(Appointed 22 <sup>nd</sup> September 2020 for 3 years)
Morag Boyes	(Appointed 15 February 2021 for 3 years)
William Browne-Swinburne	(Appointed 26 <sup>th</sup> May 2020 for 4 years)
John Carr-Ellison	(Appointed 26 <sup>th</sup> May 2020 for 2 years)
Sir Philip Mawer	(Appointed 26 <sup>th</sup> May 2020 for 3 years)
Susan Shaw	(Appointed 26 <sup>th</sup> May 2020 for 4 years)
Prof. Annie Tindley	(Appointed 22 <sup>nd</sup> September 2020 for 3 years)

### **Charity Number:**

1188637

### **Principal Address:**

c/o Northumberland Archives  
QEII Country Park  
Ashington  
Northumberland  
NE63 9YF

### **Independent Examiner:**

Leanne Mason

### **Bankers:**

Unity Trust Bank  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

# **NORTHUMBERLAND ARCHIVES CHARITABLE TRUST**

## **TRUSTEES' REPORT**

**For the Year ended 31 March 2021**

We are pleased to present our report on the first year of the charity's existence. Setting up a charity in the midst of a global pandemic – with all the restrictions this has imposed on normal face-to-face interaction and on delivering usually straightforward objectives, such as establishing a bank account – has been particularly challenging. However, we believe our report shows that we are making good progress and hope that those reading it will find it encouraging.

### **Objects and Establishment of the Trust**

Our purpose is set out in our charitable objects:

*“To advance the education of the general public by promoting, supporting and assisting in the restoration, preservation and maintenance of the Archives and Archive Services provided in Northumberland”.*

It is summed up in our short strapline:

*Preserving our Past for the sake of our Future.*

The Trust was set up as a Charitable Incorporated Organisation (CIO), with a constitution dated 16 March 2020 and approved by the Charity Commission on 19 March 2020. The founding Trustees, of whom there were four, first met virtually on 26 May 2020 to review their task and to plan the Trust's initial programme of work.

### **The Trust and the Archives Service**

We want at the outset to record our thanks for the support we have received and continue to receive from the Northumberland Archives Service, its manager, its senior archivists based at Ashington and Berwick-upon-Tweed, and from councillors and officers of Northumberland County Council. Given our charitable objects, a close working relationship with the Archives Service is essential.

Inevitably a good deal of our early work has focussed on defining key aspects of the governance of the Trust, including understanding the needs and opportunities facing the Service and the proper nature of the Trust's relationship with it. We are clear that the Trust's role is not to manage the Service, nor is it to raise funds and give grants for work which is properly the responsibility of the County Council itself.

However, there are many valuable archives in Northumberland not yet held by the county Archives Service which need to be saved from destruction, and many of those which have been gathered in have yet to be catalogued, preserved and, in the longer term, digitised. While the County Council does its best to help people to access the archives in its care, like other local authorities it struggles adequately to fund all its services. So much more could and needs to be done.

The Trust's central aim is to improve access for everyone to Northumberland's Archives. It does this by raising funds to ensure that primary source material is collected, catalogued and digitised, and thus made available for use by people both in the county and far beyond it. The Trust also works with the Archives Service to promote knowledge and understanding of the varied and colourful source material which is available, not just to academics and students but to interested people everywhere.

As we have gone about our task, we have also had in mind that there are well-established charities in other counties, such as Dorset and Hampshire, which have a similar mission in relation to their county archives. We have drawn on some of their experience as we have carried forward our own work.

### **Progress and Achievements in Our First Year**

Reviewing our progress at the end of 2020, we identified the following goals we had achieved since the first meeting of Trustees on 26 May 2020. In that time, we had:

- 1) Assembled a skilled body of Trustees and other volunteer help from across the county, having first assessed our skills requirements as a trustee body.
- 2) Gained an initial understanding of the needs of the Archives Service and of the gaps in its funding provision.
- 3) In the light of that, defined the role of the Trust and its relationship to Northumberland County Council.
- 4) Identified the initial audiences with which we wished to communicate and produced agreed written descriptions of our purpose, etc. for use in printed and online media.
- 5) Agreed the basis on which we will assess projects put forward for funding and identified the first two such projects along with potential funding sources for them.
- 6) Set up the essential infrastructure of the Trust, filling key roles (e.g. those of Secretary and Treasurer); establishing a bank account; with the help of the Archives Service, creating an initial web page and email facility; and producing a specification for the establishment of the Trust's own website, with associated functionality.

- 7) Agreed key governance policies, particularly in terms of our Expectations of Trustees, the management of Conflicts of Interest and Safeguarding.
- 8) Begun to build relationships with interested parties, including staff in universities and schools (both in the county and more widely in the North East); potential sources of funding; and other organisations with an interest in archives and the heritage of Northumberland.

Between January and the end of March 2021, we:

- Commissioned a designer to undertake a branding exercise for the Trust and help us develop hard copy material promoting and explaining the work of the Trust.
- Also identified a website provider with whom we and the designer have since worked to develop the charity's website. The website is expected to go live by October 2021. Both the designer and the website provider were commissioned following a competitive tender.
- Undertook a small survey of users of the Archives Service, which confirmed the great value they attach to the rich archival material available in the county, their concern for the welfare of the archives and their wish to help the Trust, and which has given us insight into improvements which, with the Trust's help, they think could be made to the Service. The survey particularly underlined the contribution Northumberland's archives can make in local schools, as a resource in helping teachers to meet OFSTED's aspirations for the development of a broadly-based, enquiry-led curriculum with an emphasis on evidence, research and discussion, and to help teachers immerse children in learning and build up 'cultural capital'. This sits well with the Archives Service's digital LEARN platform and, opening as it does the riches of the archives to new generations, is a theme we are especially looking to develop through the projects we will fund.
- Began to map out arrangements for developing a body of supporters of the Trust, including regular as well as occasional donors.
- Enrolled the Trust for Gift Aid and established its tax account with HM Revenue and Customs.

## Our First Projects

Following consultation with the Archives Service, the Trust also confirmed two projects which are providing the initial focus for its fund-raising. These are:

- 1) Healthcare in Northumberland – A partnership with the Bright Trust, this project will look at healthcare in Northumberland prior to the establishment of the NHS in 1948. It will have two main strands:
  - a) An oral history project, interviewing Northumberland residents who recall receiving healthcare, or recall their parents speaking about receiving healthcare, prior to 1948.
  - b) A study of maternity care in Northumberland focussing on Castle Hills Maternity Home in Berwick, Mona Taylor Maternity Home in Stannington and Ashington Hospital in south-east Northumberland.
  
- 2) The Photocentre Collection - The Berwick Record Office and the Friends of Berwick & District Museum and Archives jointly purchased this collection in 2012. It contains over a million negatives which document all aspects of life in North Northumberland and the Scottish Borders. It covers the period from 1951 when David Smith founded his photojournalism business until 2012 when his son, Ian, retired.

To provide greater access to the collection, this project will:

- a) Create catalogue entries for CALM (an online electronic catalogue) of images already scanned
- b) Append watermarked images to the electronic catalogue
- c) Undertake additional scanning and cataloguing of the collection
- d) Repackage the negatives in acid free materials
- e) Promote the collection via social media and the Berwick Photo Centre website ( [www.berwickphotocentre.co.uk](http://www.berwickphotocentre.co.uk) ) to help identify additional information about the images and the events they record.

Since the end of the period covered by this report, the Trustees have continued to work on the development of these projects and others, details of which are being posted on the Trust's website. The projects we support reflect our strong desire to engage with non-traditional groups of users of the Archives Service and to build partnerships with cognate sectors in education and beyond.

## **Our Funding**

We have been greatly assisted in beginning to deliver our charitable objects by a grant of £10,000 from Northumberland County Council, for which we wish to record warm thanks. Our expenditure in the first ten months of the Trust's existence was very modest – just £63 – but our costs are inevitably increasing as we create the organisational arrangements necessary to raise funds and support projects. Happily, our income too has begun to grow as news of our establishment spreads.

## **The Year Ahead**

If the first year of the Trust's life has inevitably focussed on putting in place fundamental aspects of the Trust's governance and administration, the second year is seeing a shift towards greater emphasis on raising the profile of the Trust and its work. While Covid-19 and its aftermath continue to present challenges, work on the Trust's website and ensuring the functionality it needs to support donors and their gifts to the Trust is proceeding apace. We are also continuing to develop the range of projects we hope to support and building our relationships with users and potential users of the Archives Service, as well as with the Service itself. Our aim (the pandemic permitting) is to launch the Trust's website and, by this and other means, gradually to raise the Trust's profile well before the end of 2021.

## **Conclusion**

While the first year of the Trust's existence has presented its challenges, the Trustees are confident that it has enabled them to establish a sound basis for the charity's further development. Above all, it has strengthened their collective belief in the value of Northumberland's historic records to the people of the county and in the strong attachment many communities feel to their care and preservation. If the Trust can help to make the riches of the Archives known and available to more people in future, including younger and less advantaged groups, it will largely have achieved the aims of those who founded it.

## **Financial Review**

In the first year of its operation a grant from Northumberland County Council provided the initial funding for the Trust and although it has only been in operation for a short period of time it has been successful in attracting further funding from both individuals and charitable trusts. The funds held by the Trust at the year-end continue to be held for future use in connection with the Trust's objectives.

## Structure, Governance and Management

The CIO was established by a constitution dated 16<sup>th</sup> March 2020

The Trust currently has eight Trustees (John Webster was appointed as a Trustee after the period covered by this report) and this is judged to be an appropriate number to meet the present demands of the organisation. The Trustees have a wide range of backgrounds and their combined skill set is a valuable asset to the Trust. The minimum number of Trustees required by the constitution is three and the maximum is twelve.

All the Trustees act in a voluntary capacity and they do not receive any remuneration. Trustees are appointed in accordance with the terms of the constitution.

No Trustees resigned during the year covered by this report.

This Trustees' report has been approved by the Board of Trustees and signed on behalf of the Board by:

Stuart Bankier

Trustee 

Dated: 11 November 2021

Sir Philip Mawer

Trustee 

Dated: 11 November 2021

**Northumberland Archives Charitable Trust**

**Independent Examiner's Report to the Trustees of the Northumberland Archives Charitable Trust**

I have examined the accounts of the Northumberland Archives Charitable Trust for the year ended 31<sup>st</sup> March 2021 and, in my opinion, they represent a true reflection of the financial position of the Trust at that date.

There are no matters which I need to draw to the attention of the Trustees.

Signed... Leanne Mason .....

Full name... LEANNE MASON .....

Dated... 04/11/2021 .....

**Northumberland Archives Charitable Trust**  
**Statement of Financial Activities for the Year Ending 31st March 2021**

	<b>Year Ending 31st March 2021</b>
<b>Incoming Resources</b>	
Grants	10,000
Voluntary Income	0
Total Income	<u>10,000</u>
<b>Resources Expended</b>	
Administration Costs	63
Charitable Activities	0
Governance Costs	0
Total Expenditure	63
<b>Surplus for the Year</b>	<u><b>9,937</b></u>

	<b>Year Ending 31st March 2021</b>
<b>Northumberland Archives Charitable Trust</b>	
<b>Balance Sheet</b>	
Current Assets	
Cash at Bank	9,937
Current Liabilities	
Creditors	0
<b>Total Assets</b>	<u><b>9,937</b></u>
<b>Represented by</b>	
Unrestricted Funds	9,937
Restricted Funds	0
<b>Total Funds</b>	<u><b>9,937</b></u>