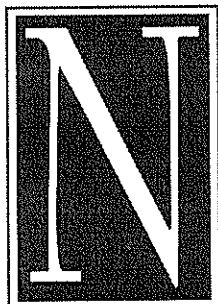


Charity Registration No. 1188637



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:

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 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 12th 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:

A handwritten signature in blue ink that reads "Sue Shaw". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Sue Shaw (Chair)

A handwritten signature in black ink that reads "Stuart Bankier". The signature is cursive and somewhat stylized.

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:

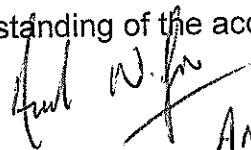
1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and 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

HILL 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
Income		
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
Total Income	49,476	23,326
Less Expenditure to date		
Administration Costs		
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)
Charitable Activities		
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)
Surplus for the Year	3,077	1,374

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)	0
	(9,645)	(15,145)
Net Assets at 31/03/2024	12,483	9,406
Represented by:		
Reserves brought forward from prior years	9,406	8,032
Current year surplus to date	3,077	1,374
Total Reserves at 31/03/2024	12,483	9,406