

THE NATIONAL MANUSCRIPTS CONSERVATION TRUST

England & Wales · Charity number 802796

Details

Other names	N M C T
Status	Registered
Legal form	Trust
Registered	1990-01-24
Register	View on the Charity Commission register

Contact

Address	P O Box 4291 Reading RG8 9JA
Phone	01491598083
Email	info@nmct.co.uk
Website	www.nmct.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC BY THE PROVISION OF FINANCIAL ASSISTANCE TO PUBLIC RECORD OFFICES AND LIBRARIES IN THE UNITED KINGDOM AND TO OWNERS OF MANUSCRIPTS RESIDENT IN THE UNITED KINGDOM TOWARDS THE COST OF CONSERVATION OF MANUSCRIPTS. (FOR FUTHER DETAILS SEE CLAUSE 5 OF TRUST DEED).

Activities: The National Manuscripts Conservation Trust was set up in 1990 to provide financial assistance to owners and custodians in the UK in preserving the nation's written heritage. In addition to giving grants, we advise applicants on matters relating to potential applications, including specific preservation policies and strategies and to best practice in preservation.

Classification

- **How:** Makes Grants To Organisations
- **What:** Arts/culture/heritage/science
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** UNITED KINGDOM
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£175,980	£158,486	-	-
2023-12-31	£199,563	£172,105	-	-
2022-12-31	£182,121	£189,716	-	-
2021-12-31	£129,122	£124,115	-	-
2020-12-31	£184,745	£183,659	-	-

Trustees

Name	Role	Appointed
PROFESSOR DAVID JOHN MCKITTERICK	Chair	2018-06-20
Dr NORMAN JAMES		2014-12-01
Gabriel Mary Sewell		2023-06-20
Philip Tansey FCA		2024-11-26
Victoria Kate Stevens ACR		2024-06-19

THE NATIONAL MANUSCRIPTS CONSERVATION TRUST

England & Wales - Charity number 802796

Accounts



NM
CT

National Manuscripts
Conservation Trust



Annual Report
and Accounts 2024

National Secular Society minute book undergoing cleaning (see page 9).
Courtesy of Conway Hall Ethical Society and NCS.



Minutes of Executive Meeting held at Hall of Records
Nov 23, 1902. Present in the Chair -
Pres. Mrs. Fisher, S. Hartmann

All Members & Friends
Present, Mrs. Fisher, S. Hartmann

Business of the evening
to be held at 8 o'clock, 8th Nov. 1902.

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Registered Charity: 802796

Annual Report and Accounts for the year to 31 December 2024

Reference and Administrative Information

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Registered Charity: 802796

Patron

Rt Hon. Lord Waldegrave of North Hill

Trustees

Professor David McKitterick FBA FSA, Chair
Charles Sebag-Montefiore CBE FSA FCA, Treasurer
Caroline Checkley Scott ACR (*to 19 June 2024*)
Dr Norman James FRHistS
Gabriel Sewell MA MA
Victoria Stevens ACR (*from 19 June 2024*)
Philip Tansey FCA (*from 26 November 2024*)

Administrator to the Trustees

Mrs Nell Hoare MBE FSA FIIC
P.O. Box 4291, Reading, Berkshire RG8 9JA

Independent Examiner

Galloways Accounting
Ridgeland House, 15 Carfax, Horsham, West Sussex RH12 1DY

Solicitor

Anderson Rowntree
Wisteria House, Market Square, Petworth, West Sussex GU28 0AJ

Fund Manager

Cazenove Capital Management Ltd
1 London Wall Place, London EC2Y 5AU

Bankers

CAF Bank Limited
25 King's Hill Avenue, West Malling, Kent ME19 4JQ

Chair's Introduction and Review of the Year

Samuel Johnson's venomous definition of a patron is often quoted when historians discuss the concept: 'Commonly a wretch who supports with insolence, and is paid with flattery.' However, this is actually his second definition. The first, by contrast, is far more generous and much more fitting for the NMCT: 'One who countenances, supports, or protects.'

With that phrase in mind, on this occasion we warmly thank Sir Keith Thomas for his many years as our patron, unseen to most people who have benefited from our grants but a person who has always given us reassurance, support and counsel. We are deeply grateful to him. As his successor, it is an especial pleasure to welcome Lord Waldegrave of North Hill, and to look forward to many years of his company. As new trustees, we welcomed Victoria Stevens, who brings a wealth of experience as a conservator, and considerable knowledge of many of this country's collections, and Philip Tansey, whose financial experience promises to be of very great help in the future.

Further, as always, we thank our supporters, both those named elsewhere in this report and also those who remain anonymous. Once again, we have benefited from regular advice by the staff of The National Archives. Without all this help, our work would be impossible.

The earliest projects this year went back in one case to the beginnings of a long-standing institution. The Charterhouse letters patent of 1611 relate to the foundation of an almshouse and school. For the Salters' Company, there was a group of documents, relating to properties and other matters and dating from the 16th and 17th centuries.

The wealth of this country's industrial records ranged this year from designs for Minton's colourful majolica ware, preserved in Stoke-on-Trent, to a modest but absorbing group of waybills recording 19th-century goods traffic on the narrow gauge railway in the Glyn Valley. Though a comparatively small part of North Wales slate mining, these contain a vast amount of information about a community's daily needs. In South Wales, the vestry books of Llansawell, another tiny community, provide records of a more social kind.

Like many records of daily work, the Glyn Valley waybills (*image page 4*) were simply pasted into large albums, which over the years have become awkward to handle safely. It is a common problem, as methods of preservation and conservation have changed. Scrap-books of all kinds, originally designed and intended to preserve their contents, deteriorate with use and age, to the point where their very nature poses a threat. Some of the same kinds of challenges were also to be found in the bulging albums of Canon Jackson at the Society of Antiquaries, where Jackson had inserted all kinds of notes and transcripts, doing his best to maintain an order, in his case topographically. The result was that the records were preserved, but became less and less easy to use as glue and paper deteriorated. Conservation work always involves questions of use and of display, whether of originals or of likenesses of various kinds.

Sometimes, following physical conservation, a digital solution is best, but this cannot always convey the character of the original. Thanks to ever better facsimile reproduction, it can sometimes be an advantage for this to be used for public display, while the original is kept in an environment where heat, light and other dangers will not eat away at its existence. Over the last few years it has been noticeable how many places have chosen this route, enabling many more people to share an informed sense of the past.

As always, some of our grants have been for single documents, not always complicated, and some have been contributions to much larger programmes. At one extreme was the single letter from Sir Joseph Banks relating to the fruitless search for the Northeast Passage. At another were the many bundles of letters from the Gladstone family, relating to its interests in slavery: not surprisingly, these are now of increasing interest to historians. An important group of manuscripts from Conway Hall, some involving names long familiar to historians, cast another light on 19th-century politics.

Conservators must always consider not only the originals, whether on paper or skin, but also the conditions in which they are stored – or neglected. So too, we pay attention to proposals for environmental improvement. The papers of the Royal Society of Sculptors go back only to 1905, but have suffered from poor storage conditions, with resultant mould growth. With new arrangements, they can look forward to better times, but they are also a reminder to us all that conservation covers everything from dramatic recovery and repair to constant vigilance. Partly for that reason, and as a further reminder that archives and manuscripts need not be very old to need attention, we were glad to award a grant for the care of the papers of a long-standing backbench MP who died only in 2019. Some of these papers will obviously have to remain confidential for a while, but that does not remove our current responsibilities for future generations.

Professor David McKitterick
Chair



Damage to foredge of waybill book (see page16). Courtesy of North East Wales Archive Service.

National Secular Society minute books before conservation treatment (see page 9).
Courtesy of Conway Hall and the National Conservation Service.



The Trustees are indebted to these partners and funders for their support of NMCT's work in 2024.

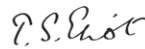
Pilgrim
Trust

 All Souls College
University of Oxford

Conservation  Resources



Llywodraeth Cymru
Welsh Government



T. S. ELIOT FOUNDATION



And a number of generous individual donors.

NMCT's current level of grant-giving is possible thanks to our ongoing fundraising efforts. In 2010 we were able to give total grants of under £70,000.

Since then nearly £1.4m has been raised from many generous funders which has transformed our ability to support manuscript conservation projects.

Awards by the National Manuscripts Conservation Trust 2024

CARMARTHENSHIRE ARCHIVES

The conservation of the Llansawel parish vestry book, 1821-1875

Project cost: £2,917

Grant award: £2,917

Hayden Burns, Head of Carmarthenshire Archives writes: Prior to 1894, responsibility for local parish administration was held by the vestry with the proceedings of their meetings were recorded in a bespoke minute book.

The Llansawel vestry minute book contains the transactions of routine parish business including the appointment and accounts of various officers such as the churchwardens, surveyors of the highway, overseers of the poor, and collectors, etc. The early entries also record individual cases of poor relief, with settlement decisions, bastardy cases, and apprenticeships noted. As such, this volume is an important source for researching the history of the parish during this period.

Sadly, the minute book is in a very poor condition and cannot safely be consulted in our public search room. For example, both of its covers and spine are detached from the text block and much of the lining is loose. In addition, several pages are torn, with extensive water damage and evidence of mould throughout.

Thanks to this generous grant from the NMCT a conservator will now be able to clean, stabilise, and repair the Llansawel vestry book. This work will not only prevent further damage to the item but will also enable us to make it accessible to all who wish to research the history of Llansawel parish and its inhabitants. The completion of the conservation work will also allow valuable opportunities for community engagement and education.



The vestry minute book before treatment. Courtesy of Carmarthenshire Archives.

CHARTERHOUSE, LONDON; CHARTERHOUSE SCHOOL, GODALMING; AND THE LONDON ARCHIVES, LONDON

Preserving our Legacy: the conservation of the 1611 Letters Patent for the foundation of Sutton's Hospital in Charterhouse

Project cost: £3,010

Grant award: £2,300

Myles Myers, Collection Care Manager at TLA, Maria Lopez-Monis, Development Manager at the Charterhouse, and Catherine Smith, Charterhouse School Archivist, write: The London Charterhouse's historic archive, which is held in trust by The London Archives (TLA), charts the story of the Charterhouse from the foundation of Sutton's Hospital by Thomas Sutton in 1611, telling the story of its role both as an almshouse and as a school, prior to the school's move to Godalming in 1872.



The Letters Patent of the Charterhouse, dated 22nd June 1611, is an important historic document for both institutions, as it established the aims and purposes of the Charterhouse as an almshouse and school, and made James I the first Royal governor of the institution, a tradition that continues to this day. The document is tightly rolled and vulnerable to damage so its access for consultation and research has had to be restricted, it is also difficult to display and could not be reproduced or digitised. The generous grant from the NMCT is enabling the team at TLA to clean the document and its royal seal, flatten the parchment, and create a new display mount to facilitate consultation and display. It will also allow us to create print facsimiles (without the seal) to be available at both Charterhouse in London and Charterhouse School, thus improving public engagement opportunities.

We are very grateful to the NMCT for their support of this exciting project that enables us to bring back to life such an important testimony of the history of Sutton's Hospital in Charterhouse.

The Letters Patent (left) and the bespoke box (below) before conservation. Courtesy of The London Charterhouse.



CHIDDINGSTONE CASTLE
(The Denys Eyre Bower Bequest),
EDENBRIDGE, KENT

Conservation of High Street House parchments,
17th century

Project cost: £7,290

Grant award: £7,290

Naomi Collick, Curator, writes: The support of the National Manuscripts Conservation Trust has given us the opportunity to conserve a pair of 17th-century parchments with ink drawings. The parchments depict the North and South prospects of 'High Street House', the home since the 16th century of the Streatfeild family. Chiddingstone Castle was known as High Street House before it was transformed into a castle-style building in the 1800s. The parchments are an important resource for our understanding of the appearance of the house and its position on the high street of Chiddingstone village. They capture a rare impression of the house, gardens, and surrounding countryside before the Streatfeild family diverted the high street and built a lake in their grounds. The parchments are a unique and important part of the archive at Chiddingstone Castle.

The parchments have been on display in frames and have unfortunately suffered from recurring mould damage, distortions, and discolouration due to light exposure and poor environmental conditions. The conservation treatment focussed on removing them from their current mounting, cleaning and treating the mould damage, repairing any damaged areas, and preparing them for storage in an archival box.

Facsimiles were made of the parchments which will be displayed in the current frames. This has allowed us to continue to display the images of High Street House for visitors, to illustrate the history of Chiddingstone Castle. The original parchments are accessible to researchers by appointment with the Curator. We are very grateful for this grant from NMCT, which has ensured their future preservation and enable access to them for study.



Top: The conserved parchments in bespoke box. Above: The North prospect, before conservation. Courtesy of the Dennys Eyre Bequest, Chiddingstone Castle.

CONWAY HALL ETHICAL SOCIETY

Insights into three Victorian radicals

Project cost: £11,772

Grant award: £6,436

Holly Elson, Head of Programmes writes: Conway Hall Ethical Society is the oldest surviving freethought organisation in the world and holds the largest and most comprehensive humanist research resource in the UK. Since 1886, Conway Hall Library and Archives has been a haven for the radicals, political and social reformers and freethinkers who dared to dream of a better world.

With generous funding from the National Manuscripts Conservation Trust, we have been able to conserve ten vitally important archival objects that relate to three influential Victorian freethought radicals: William Lovett, William Johnson Fox and Charles Bradlaugh.

The documents include original handwritten and annotated autobiographies of Lovett (1876) and Fox (1860), beautiful illuminated manuscripts of Fox (1842) and Bradlaugh (1874 and 1887), and the earliest handwritten minute books of the National Secular Society (1875 – 1898), headed by Bradlaugh. All were in dire need of conservation. Several of the objects had suffered from mould and moisture damage, and all needed cleaning and rehousing in secure and stable bindings to protect them.

In addition to the conservation treatments, all of the objects are also being fully digitised, which will allow us to make these unique historic works widely accessible and allow further opportunities for research and education relating to these Victorian radicals who shaped the freethought movement in the UK. We are deeply grateful to the NMCT, without whose support this project would not have been possible.



Charles Bradlaugh manuscript undergoing cleaning. Courtesy of Conway Hall and the National Conservation Service.

CUMBRIA ARCHIVES, CARLISLE

Conserving the Thomas Mawson design archive for gardens at Curwen Woods, Burton-in-Kendal

Project cost: £10,954

Grant award: £10,554

Erika Freyr, Senior conservator writes: Cumbria Archives holds the Thomas Mawson archive of garden plans and architectural drawings. Mawson's early 20th-century landscape design and urban planning records are regularly requested by both national and international researchers, but due to the widespread use of tracing paper for the architectural plans, and that material's inherent fragility, the collection is highly vulnerable and difficult to handle.

With our NMCT-funded pilot project to conserve bundle WDB 76/118 due to begin in December 2024, preparations started in September with the project conservator, Claire Dean, attending the Tracing Papers Workshop at The London Archives with Hildegard Homburger to learn all about conservation methods and best practice for preserving tracing paper. This helped broaden our understanding of the impact of production, use and storage on the preservation of different types of tracing paper.

The Curwen Woods plans are a small part of the larger archive of Mawson work, and it is our hope that this project will allow Claire to upskill and trial various methods of conservation to apply to the whole collection in the future.

In October 2024, Claire gave a five-minute presentation on the project's aims and the importance of stabilising tracing paper prior to digitisation at a networking event held at Carlisle Archives, which was attended by staff from archives and museums across the north. Full work on the project started in early December 2024.

Claire began work on listing and condition assessing the plans in WDB 76/118. The bundle contains a range of tracing paper, paper and cellulose acetate plans with pencil, ink, and watercolour designs. The tracing paper displays particularly widespread deterioration, including staining and fragmenting, significant tears, and losses. The plans were also found to have sustained historic pest damage. This initial project work was undertaken alongside work to repackage the entirety of the Mawson collection due to mould outbreak in the strongroom in which the collection is stored. The conservation work is now well underway and we look forward to being able to make these plans accessible.



Claire Dean unrolling a Mawson watercolour to check for mould damage. Courtesy of Cumbria Archives.



Rolled tracing papers prior to conservation. Courtesy of Cumbria Archives.

GLADSTONE'S LIBRARY, HAWARDEN

The conservation of 30 bundles of letters linked to the Gladstone family's role in enslavement in the Caribbean, 1817-1881

Project cost: £76,494

Grant award: £8,500

Alexandra Foulds, Archivist, writes: Gladstone's Library's Glynne-Gladstone Archive contains 223 bundles of letters relating to the enslaved and later indentured labour plantations owned by William Ewart Gladstone's father, Sir John Gladstone, in Jamaica and British Guiana. In each bundle between 20 and 170 letters have been tightly folded horizontally and tied together with cotton tape.

Since 2021 these have been amongst our most requested items, with researchers using them to uncover information about living conditions on the plantations, the lobbying that John Gladstone was involved in relating to the abolition of slavery and bringing indentured labourers

from India to the Caribbean, the involvement of John Gladstone's sons in his plantations, and how the money John Gladstone received from compensation following the abolition of slavery became used to build the political careers of his children.

Currently, however, users struggle to work with the bundles as they require a great deal of handling to open, which risks damage, and they do not easily lie flat. This generous grant from NMCT will allow us to flatten and repair damage to 30 of these bundles and to store them in new acid-free folders and boxes. This will preserve the bundles for the future and enable us to make them available to researchers; we also plan to increase access through digitisation. This project will also serve as a pilot for future projects to conserve the rest of the bundles.



Four bundles of letters regarding the finances of the Gladstone estate. Courtesy of Gladstone's Library.

GWENT ARCHIVES

Labour's 'Welsh Terrier': preserving the papers of Paul Flynn, MP

Project Cost: £7,747

Grant award: £6,545

Lisa Snook, County Archivist, writes: This is a large uncatalogued collection from Paul Flynn, Labour MP for Newport West from June 1987 to his death in February 2019, and the records cover the entirety of his time in the role. In 1996 Paul was named the Spectator's Backbencher of the Year, and The Guardian obituary described him as 'the quintessential backbencher of his generation'. He was an energetic, outspoken and sometimes controversial campaigner and his archive reflects his interests over a distinguished parliamentary career.

Currently stored in large non-archival boxes and plastic containers, wallets and folders the collection (ref: Accession 6489) contains hundreds of files, the contents of which are fixed with metal staples and paperclips. The metal fixings are already rusting and the packaging does not protect the contents from dust, pollutants or water ingress. The grant is funding the decanting of the collection to archival boxes and replacement of non-archival folders with archive-standard packaging and metal fastenings with brass paperclips. There is a very clear structure to the collection, and an Archivist will be available to advise on maintaining the original order as it is being repackaged.

We are grateful for the grant from NMCT, which will fund a part-time Preservation Assistant for four months to carry out the work, plus the materials needed to replace the existing packaging and fixtures. Once preserved, the collection will be catalogued and made available for research and outreach activities.

A selection of newspaper cuttings from the collection with images of Paul Flynn MP. Courtesy of Gwent Archives.



KEBLE COLLEGE, OXFORD

The conservation of John Keble sermons, c.1818-1864

Project cost: £7,320

Grant award: £7,320

Peter Monteith, Archivist and Information Manager, writes:

The Oxford Movement ('Tractarians') revolutionised the Church of England and, arguably, Christianity across the world, with John Keble's assize sermon in 1833, titled 'National Apostasy', recognised as the start of the movement. Their philosophy, which reclaimed the primitive roots of the Church, was guided by Keble's religious thoughts, and those of his associates.

Together, Keble's sermons, his extensive correspondence (including Newman, Pusey, Coleridge, and the Keble family) and his poetry, offer a unique insight into the development of Keble's religious philosophy, not least because the sermons are annotated with the dates and locations preached.

A conservation survey was undertaken on John Keble's sermons by Oxford Conservation Consortium (OCC) in 2019, categorising the material by condition, from condition 1 (minor repairs) to condition 3 (severely damaged). The conservation of the bulk of the category 1 items was undertaken between 2019 and 2023 and work on the remaining condition 1 sermons is underway. The NMCT grant will allow the OCC to offer a paid work placement to a student conservator to gain practical experience working on the more challenging condition 2 sermons under supervision from an accredited conservator.

This project is intended to prepare the sermons so that they can be an integral part of the College's marking of the 200th anniversary of the publication of John Keble's famous book of poems, *The Christian Year* (1827).



Detail showing the variety of threads and one pin used to hold the pamphlets together. Courtesy of Keble College.



TOWNEND FARMHOUSE, WINDERMERE, NATIONAL TRUST

The conservation of seven volumes of the Townend Bound Archive, dating from the 17th and 18th centuries

Project cost: £20,140

Grant award: £10,000

Emma Wright, Collection and House Manager, writes: Dating from 1525 to 1940, the Browne family documents, which form the Townend Bound Archive, illustrate an extraordinary and rare insight into the social history and intricacies of rural life. Nationally significant for its extensive nature, the 16 volumes contain a diverse collection of handwritten paper documents ranging from legal papers to shop receipts, notebooks and family letters.

The level of detail about ordinary farming practices amassed by generations of the family over 400 years provides a rare view into the intricacies of life for this yeoman family and their community. It is regularly consulted and referenced by historians of agriculture, buildings, consumer behaviour, identity, literature and many other subjects.

Several of the volumes are in poor condition and are unstable which has resulted in their removal from public access until conservation is complete. All treatment will be carried out in situ due to their fragility and our desire to retain originality.

Over the last few years there has been increased academic interest in the Townend Archive and it is the subject of an ongoing research relationship with Oxford and Newcastle Universities.

NORTH EAST WALES ARCHIVES, FLINTSHIRE

The Glyn Valley Tramway waybill book

Project cost: £28,295

Grant award: £14,000

Claire Harrington, Principal Archivist, writes: The Glyn Valley tramway was built in 1873 to connect slate quarries at Glyn Ceiriog with the Ellesmere Canal. All traffic going up the Ceiriog Valley was recorded and weighed before continuing its journey to Glyn Ceiriog. For each load a waybill was completed. The bills were kept in a large book (65 x 53cm and comprising 156 pages) with the waybills pasted into it.

Although covering only three years of operation (1881 to 1883), the book is a unique record of what the then residents of the Valley consumed from the outside world – from boots and bricks to gunpowder and quarrying equipment. It is not known that any of the other books which must have existed during the tramway's life (1873-1935) still survive. Searching TNA Discovery returns few results for waybills and none for waybills kept in the format of this book, which makes this item an extremely rare survival.

The volume is composed of thin paper to which waybills have been pasted, overlapping, on both sides. Damp and rodent attack have left the binding, pages and waybills weak and damaged. Overlapping pasting-in also makes it impossible to consult the waybills without further damage. In this condition we cannot allow access at all. However, the information contained is potentially of great interest to historians of the local area, whether of transport, industry or social conditions.

Each page of the volume and the individual waybills will be cleaned and repaired as required. The binding will be conserved, boards repaired and cloth re-attached. Finally, a phase box will be made to house the volume. All stages of the process will be fully recorded photographically to ensure accurate re-creation. It is important to retain the original structure and format of the book, especially given its rarity.

Once the individual items have been digitised, a full and accurate catalogue description will be possible. The digital copies will allow wide public access to the information the waybills contain.

This project will have the added benefit of enabling the volume to be used as a key part of our engagement programme with schools. Literacy, numeracy and digital competence are mandatory cross-curricular skills within the new Curriculum for Wales. We believe this volume has great potential to contribute to the development of numeracy skills in young people in a novel and exciting way: it presents an opportunity for students to engage with the heritage of their local area within a humanities or mathematics setting. Our Community Engagement Officer is very excited at the prospect of having this material available as a basis for some interesting project material.

As soon as the volume came into the office we realised its value but also the enormity of the task required to make it accessible. We are very grateful to NMCT for making this project possible.



Documents adhered on top of each other (see also image on page 4).
Courtesy of North East Wales Archives.

ROYAL SOCIETY OF SCULPTORS, LONDON

Conserving the Story of Sculpture

Project cost: £19,905

Grant award: £10,000

Caroline Worthington, Director, writes: The Royal Society of Sculptors' archive tells the story of sculptors and sculpture from our founding in 1905 to the present day. It is a nationally important collection according to The National Archives because it documents the history of the Society and our members' contribution to sculpture and public art in Britain and internationally across the 20th century.

The collection includes leather-bound minute books which record how busy sculptors were in the years after the First World War. Paperwork in box files documents the awards and prizes the Society runs and there are also records, in the form of letters, press cuttings, exhibition catalogues, slides and photographs, for over 1,000 members ranging from founding member Sir Thomas Brock, to Sir Antony Caro and Dame Elisabeth Frink.

For the past 45 years the archive has been kept in dire conditions in the basement at our home, Dora House, spread across three rooms with no environmental control and with much of the material being kept in mouldy boxes.

We began moving the archive off-site as a temporary, emergency measure in 2020. This wonderful grant will now enable the Society to conserve and rehouse the Royal Society of Sculptors' archive before it returns to Dora House in 2026 (the 50th anniversary of Cecil Thomas' gift of his home and studio to the Society) where it will be stored in a purpose-designed archive space.



One of the better corners of the archive before the collection was moved offsite prior to conservation. Minute books. Images courtesy of the Royal Society of Sculptors.

THE SALTERS' COMPANY, LONDON

Salters' Company Archives: Noteworthy property records and an intriguing legal copy book, late 1500s to 1840s

Project cost: £4,880

Grant award: £3,980

Katie George, Archivist, writes: The Salters' Company is one of the Great Twelve City of London livery companies, with an archive dating back to 1216. We are very grateful for the generous grant from NMCT which will enable us to conserve a late-16th century legal copy book, three mid- to late-17th century leases relating to the Salters' third Hall and a late-17th century plan of another Salters' property in the City of London, an early 19th-century rental of all the Salters' properties, and two 19th-century plans and elevations of the Salters' almshouses and grounds in Maidenhead.

This small selection of archives provides valuable snapshots of Salters' Company activity and of wider nationally significant themes. As well as legal documents, the copy book includes intriguing and miscellaneous Bible quotations, prayers and a list of women from classical mythology with a precis of their qualities, making it relevant in key historical study areas of law, literature, religion, classical reception and women. The leases, rentals and plans provide a good source for the study of London's historic buildings and streets. The leases focus on the period before and after the Great Fire of London in 1666, an ever-popular study theme! The Salters' Maidenhead almshouses, built in 1661, still stand today, giving special significance to the early 19th-century rental.

NMCT's grant will allow for safe and more frequent handling and viewing of the archives, along with digitisation opportunities, enabling much wider and more remote public access.



Maidenhead almshouses plans, 1805. Courtesy of Katerina Powell ACR and the Salters' Company.

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...within the tyme and space of six months...
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...of the said...
...for any tyme or tennure whatsoever...
...make the same...
...Thomas... the

...any difference...
...belonging to the...
...Judgement and ending of the...
...out of forty pound...
...paid as above...
...carefully...
...amended...
...that the...
...demised pntes...
...circumstances...
...notwithstanding...
...adme and assigns by their pntes...
...of the...
...and quietly held...
...the...
...or to...
...our

...the said Thomas...
...for or touching...
...end of the said...
...referred to...
...at the...
...to tyme...
...alwaies within...
...at any tyme...
...or any...
...and all other...
...said...
...that the...
...and Compt...
...and enjoy...
...the...
...during the...
...Comon

Lease of third Salters' Hall in Bread Street, City of London, 1676.
Courtesy of Katerina Powell ACR and the Salters' Company.

SIR JOSEPH BANKS SOCIETY, HORNCastle,
LINCOLNSHIRE

**The conservation of a letter written by Sir Joseph
Banks (1743-1820) in 1773**

Project cost: £980

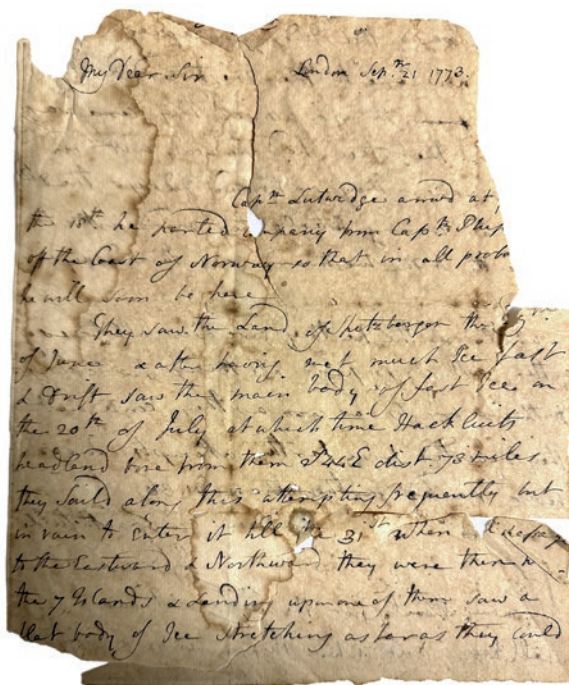
Grant award: £980

Paul Scott, Chairman, writes: This newly discovered letter to an unknown recipient (possibly the Rev. John Lightfoot) describes the 1773 Polar expedition to find the Northeast Passage. *HMS Racehorse* and *HMS Carcass* were to break through the ice to see if there was open sea beyond Spitsbergen that might provide a route to the Bering Strait and the Pacific. The expedition was under the overall command of *HMS Racehorse's* captain Constantine Phipps, who took with him a ship's doctor, an astronomer and a naturalist. The astronomer was Israel Lyons, who taught Banks Botany at Christ Church, Oxford. *HMS Carcass* was commanded by Captain Skeffington Lutwidge and his midshipman was a young Horatio Nelson.

Joseph Banks was a school friend of Phipps and had accompanied him on his Newfoundland expedition. Banks had originally planned to accompany Phipps on the Polar expedition but, for some reason, changed his mind. However, he provided Phipps with useful information regarding sea conditions around Spitzbergen. He also suggested items the expedition might collect on his behalf, including a white bear. Nelson reputedly fought a Polar Bear on this expedition, an act of rashness for which he was severely reprimanded.

The expedition was unsuccessful in finding the Northeast Passage, like so many attempts that followed it.

Thanks to the NMCT grant the letter is currently undergoing conservation after which it will feature in a temporary exhibition at the museum in autumn 2025.



The letter written by Banks in London on September 21, 1773, shown before conservation. Courtesy of the Joseph Banks Society.

stoward they judgd 10 leagues
now came to the westward & the
passage from through which they came was
stop so that they had no way out in
this manner they continued 7 days the
the wind coming Easterly they moved with the
ice gently to the westward & in three days
was clear
while in the ice they gave over all hopes of
getting out so prepared all things for taking
to their boats as soon as they came out
they desisted from further attempts having
now reached farther than 81.36.
Dear your Faithfull
J Banks.
As many thanks for the letter of today I
shall keep more when Shippers comes & will write

Signed verso of the Banks letter. Courtesy of the Sir Joseph Banks Society.

SOCIETY OF ANTIQUARIES OF LONDON

Conservation of the collection of Wiltshire material of J E Jackson

Project cost: £17,540

Grant award: £17,540

Kat Petersen, Archivist, writes: Canon J E Jackson FSA (1805-1891) was rector of Leigh Delamere as well as librarian to Lord Bath at Longleat. He was a keen antiquary and local historian, and collected a large amount of material relating to Wiltshire, with a view to writing a history of the county.

This material – notes, press cuttings, printed ephemera, drawings and sketches as well as some original medieval deeds, engravings and correspondence – was donated to the Society of Antiquaries on Jackson's death as a vast number of loose items. Rev. C.W. Shickle FSA arranged the collection in the 1920s and chose to mount the items into 14 huge double-foolscap sized (17in by 27in) volumes.

Over time these volumes became very damaged and worn as the pages were so heavy that the spine could not support them. This additionally caused the lower edge of the pages to sag against the shelf, while the many pasted-in items fanned out the pages, allowing dirt and dust to enter. All of this contributed to the gradual deterioration of the material.

As the Society does not have an in-house conservator, we worked with the paper conservation course at the City & Guilds of London Art School (CGLAS). A team of seven second-year students were recruited to carry out the project, led by their tutor Graeme Gardiner ACR, who is also a freelance conservator. This not only gave the students valuable experience but we were able to pay them!

Kinvara Tims, one of the students, said: 'This has been a really brilliant opportunity for all of us from CGLAS. We have gained valuable experience managing a large volume of work within a tight deadline, and the responsibility of working on a collection outside of university has also been a great learning experience. We have all really enjoyed our time at the Society of Antiquaries, and were so proud to see the collection laid out in its new archival boxes when we were finished. I am so grateful to the Society and to the National Manuscripts Conservation Trust for this opportunity and for the trust that they have placed in us as conservators, and I hope that future CGLAS students will be able to have similar experiences.'



Graeme Gardiner ACR demonstrating the disbinding of a volume.
Courtesy of the Society of Antiquaries.

The Society closes every year for the month of August to carry out behind-the-scenes tasks, which gave us the time and space to carry out this project in a very short period, as we converted four large library desks into makeshift conservation stations.

Each volume was disbound and the folios cleaned. Basic repairs such as flattening creases and mending small tears were carried out. Each folio was then put into an archival-quality paper folder.

Inevitably the dis-binding and repackaging converted each volume into between two and four boxes, the contents of which have since been listed by an archive volunteer. In addition to making it easier for researchers to access specific items in the collection, it is now much easier for staff to retrieve a reasonably-sized box instead of a large and unwieldy volume weighing up to 12 kilos!



Top: Cleaning of folio. Right: Close up of original volumes before treatment. Courtesy of the Society of Antiquaries.

STOKE-ON-TRENT CITY ARCHIVES

Majolica Mania Conservation Project: Art and design work for Majolica ceramics pieces, c1850-c1910

Project cost: £39,710

Grant award: £15,550

Rebecca Jackson, Archive Services Manager writes:

The Minton Archive was donated to the City of Stoke-on-Trent in 2015 following a public campaign, led by the Art Fund and supported by the Pilgrim Trust and many others, to save this important collection for the nation. In the same year NMCT generously supported the City Archives with a conservation grant. The conservation intern recruited thanks to that grant conducted a pilot study and made a conservation assessment of the Minton art and design folios on which the Majolica Mania Conservation Project is based.

Now, to celebrate the 10th anniversary of the collection's return to Stoke, and to coincide with the City of Stoke-on-Trent's 2025 centenary celebrations, the City Archives has launched the Minton Majolica Mania Project. This comprises the programme of conservation, funded by NMCT, alongside packaging and documentation of the art and design folios, which is funded by the Majolica International Society. The conservation focuses on the vibrant and fantastical majolica designs for which Minton was famous. The wider project provides training opportunities for volunteers and staff in basic preventive conservation and preservation, raising the profile of heritage skills in the City.

Stage one of the project has been completed. This involved moving the art and design folios into new flat-drawer storage in the City Archives' new premises in The Potteries Museum and Art Gallery. Conservation is now underway.

Staff began the cataloguing work at the end of the year and repackaging and cleaning by staff and volunteers under the direction of the Archive Service's conservator begins in 2025. The conservation project supported by this NMCT grant also begins in 2025.

Bottom: Minton Art and Design folios awaiting cleaning, repackaging and conservation. Below: A Minton design by A.W.N. Pugin and the finished piece. Courtesy of Stoke-on-Trent City Archives.



**ARCHIVES: WIGAN AND LEIGH
(Wigan Council, Greater Manchester)**

The Towneley Manuscripts

Project cost: £5,877

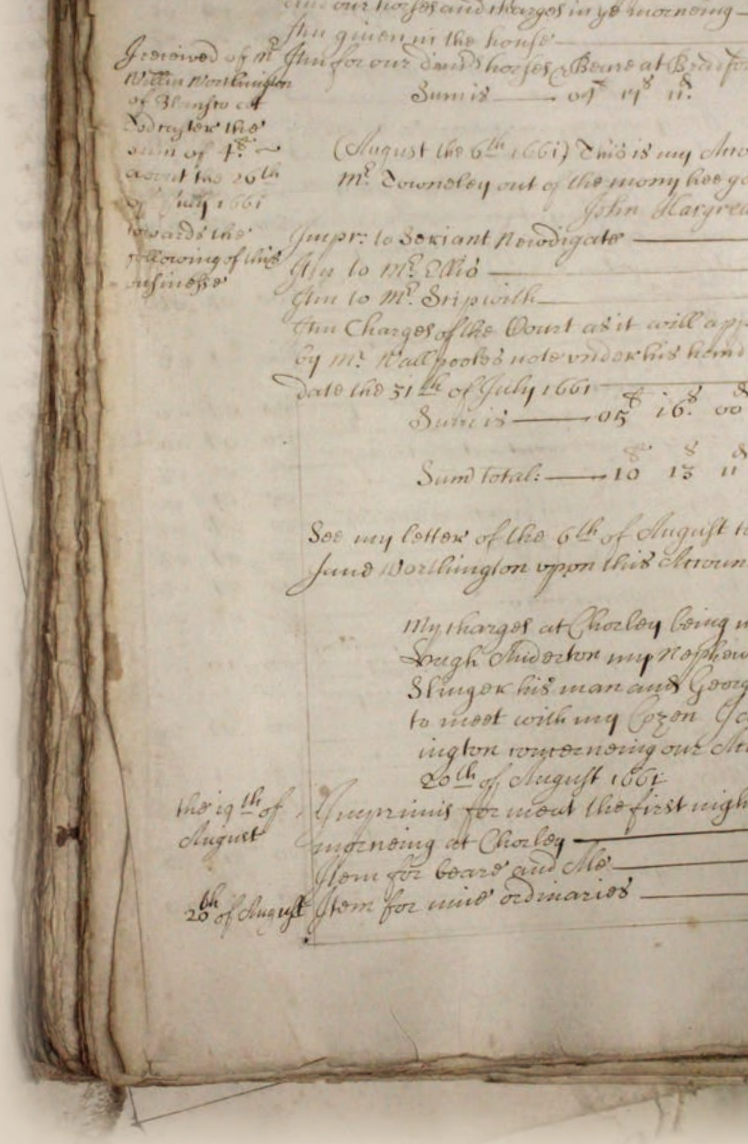
Grant award: £5,183

Helen Raymond, Archives Manager, writes: The Towneley manuscripts were written by Christopher Towneley (1603/4 – 1674), an antiquarian known as ‘The Transcriber’. He spent many years transcribing public records, deeds, cartularies, genealogies and other documents relating to the history of Lancashire, Yorkshire, Derbyshire, and the ancient, noble Towneley family of Towneley Hall, Lancashire, of which he was a part.

These have been drawn upon heavily by many later historians, including the authors of the Victoria County History of Lancashire. Although the manuscripts were compiled in the 17th century, some of the transcribed documents date from the Tudor period and earlier making it a source of interest to a variety of scholars studying these large, pivotal counties.

There are several volumes of his work held by a number of institutions with Archives: Wigan & Leigh holding seven. Four have received conservation treatment, but the remaining three are in poor condition, with lost bindings, mould and water damage, and corrosion from iron gall ink.

This generous grant will fund the conservation of these three volumes, and the digitisation of the whole collection. A conservator will stabilise the structures and sympathetically address the damage, making the volumes available for safe consultation in the public searchroom. The documents will be digitised and hosted online to allow wider access.



Detail of one of the manuscripts before conservation.
Courtesy of Wigan Council.

THE WORDSWORTH TRUST, GRASMERE

Re-housing the Dove Cottage Manuscripts

Project cost: £7,000

Grant award: £6,000

Melissa Mitchell, Curator, writes: There is nothing quite like seeing a manuscript for the first time. For many visitors to the Wordsworth Trust's library, this eagerly anticipated moment is preceded by a carefully conducted sequence: a box is brought to the Reading Room table, a folder is lifted out, paper wrappers are removed, and then – finally – the manuscript is revealed. At that point, the audience gives little further thought to those storage materials – but they are vital to the long-term preservation of the precious materials they enclose.

The Wordsworth Trust cares for 33,000 manuscripts, all of which form part of its Designated collection. They include the greatest collection of Wordsworth family papers anywhere in the world. Over the last five decades, the Wordsworth Trust has implemented an ongoing conservation programme which has seen thousands of these documents conserved and housed in its repositories.

Thanks to the generosity of the National Manuscripts Conservation Trust, storage materials for 12,500 manuscripts in the Wordsworth Trust's care are now being upgraded. The manuscripts include a significant collection of letters between the Wordsworth family and their friends, legal and financial papers, correspondence with publishers after the Wordsworth's death, and much more. These are now being transferred to new paper wrappings, folders and boxes: a rewarding process, not only in preserving the condition of these unique documents, but also in adding to the legacy of manuscript conservation at the Wordsworth Trust.



Melissa Mitchell, Curator, working with manuscripts in the Wordsworth Trust's Reading Room. Courtesy of the Wordsworth Trust.

[Handwritten cursive text, likely a letter from William Wordsworth to Dorothy Wordsworth in 1812. The text is dense and fills most of the page.]

William Wordsworth – letter to Dorothy Wordsworth, 1812.
Courtesy of the Wordsworth Trust.

Collaborative Conservation Internships: supporting emerging conservators

The Trustees of NMCT are always keen to support conservation training with their grants, encouraging applicants to include a training element (such as a student placement or internship) in their projects where it is feasible, bringing added value to each conservation grant.

In 2023 a meeting was held with between several trusts, including the NMCT, the Pilgrim Trust, the Radcliffe Trust, Idlewild Trust and the Anna Plowden Trust, all of which fund heritage conservation among other activities. All agreed on the importance of post-training conservation internships which enable new conservation graduates to hone their skills in a paid position that offers supervision from an experienced conservator, professional development and the chance to work as a team member in a museum or library conservation department. Today, internship opportunities are very scarce but they offer an ideal start to a new conservator's career. However, internships are costly to support and most of the funders at the meeting were not able to cover the cost of an internship from their own resources alone.

After much discussion it was agreed that the funders would raise £75,000 to provide three internship grants, each of £25,000; the funders contributed varying amounts, with NMCT providing £7,500. It was agreed that the three Collaborative Conservation Internships would be in book and library materials conservation, horological conservation and musical instrument conservation, the latter being a field with very few practitioners. The funders also contracted the Institute of Conservation (Icon) to help with the administration of the grant programme.

At the time of writing, the first two internships are being advertised and the conservators should take up their posts in the Summer of 2025. Senate House Library will host the books and library materials intern and Edinburgh University the musical instruments intern. We look forward to reporting on their progress on our website, social media and in our next Annual Report.



Following conservation, materials worked on by the intern will be available to view by the public by appointment in the Special Collections Reading Room.

All images: © Senate House Library, University of London.

The Collaborative Conservation Internships scheme's partners are:



Idlewild Trust

JULIA RAUSING
— TRUST —

NM National Manuscripts
CT Conservation Trust

Pilgrim
Trust



THE RADCLIFFE TRUST

The partners are now hoping to raise the balance of funds needed to offer a fourth internship grant, the focus of which is likely to be industrial heritage.

This collaboration is delivering benefits that none of the funders could offer alone. It is a novel and productive way to address needs and create opportunities and all hope that it will continue and that other funders will join our fruitful collaboration.

The Lasting Benefit of NMCT Grants

The NMCT has helped institutions to conserve important manuscripts and collections for thirty years. In this section we give some examples of projects that would not have been possible without NMCT's support.

JOHN RYLANDS RESEARCH INSTITUTE AND LIBRARY, UNIVERSITY OF MANCHESTER **Conservation and Re-Housing of Demotic Papyrus 9, 513 BCE**

Project Cost: £53,997

Grant Award: £10,184 in 2022

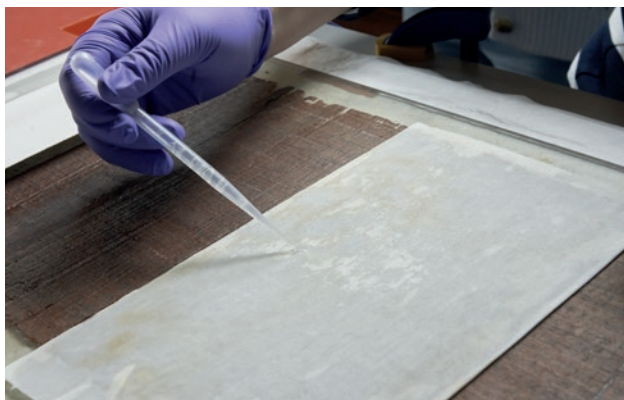
Elisabeth Carr, Collection Care Manager, writes: This NMCT funding facilitated the conservation treatment of an important papyrus scroll, allowing it to be made accessible for the first time in decades. In the process, new treatment techniques were developed, and a new translation of the papyrus was made.

Demotic Papyrus 9, also known as the Petition of Petiese, is a 4.2m papyrus scroll comprising 32 kollemas (sheets). The text covers the entire recto and most of the verso. In 1899, it was housed in a solid oak frame, sandwiched between glass. In 1967 it underwent a damaging treatment involving sunflower oil, acacia gum, and other harmful substances. To add to its problems, the top glass was broken at some point, with shards becoming stuck to the, now oily, surface of the papyrus.

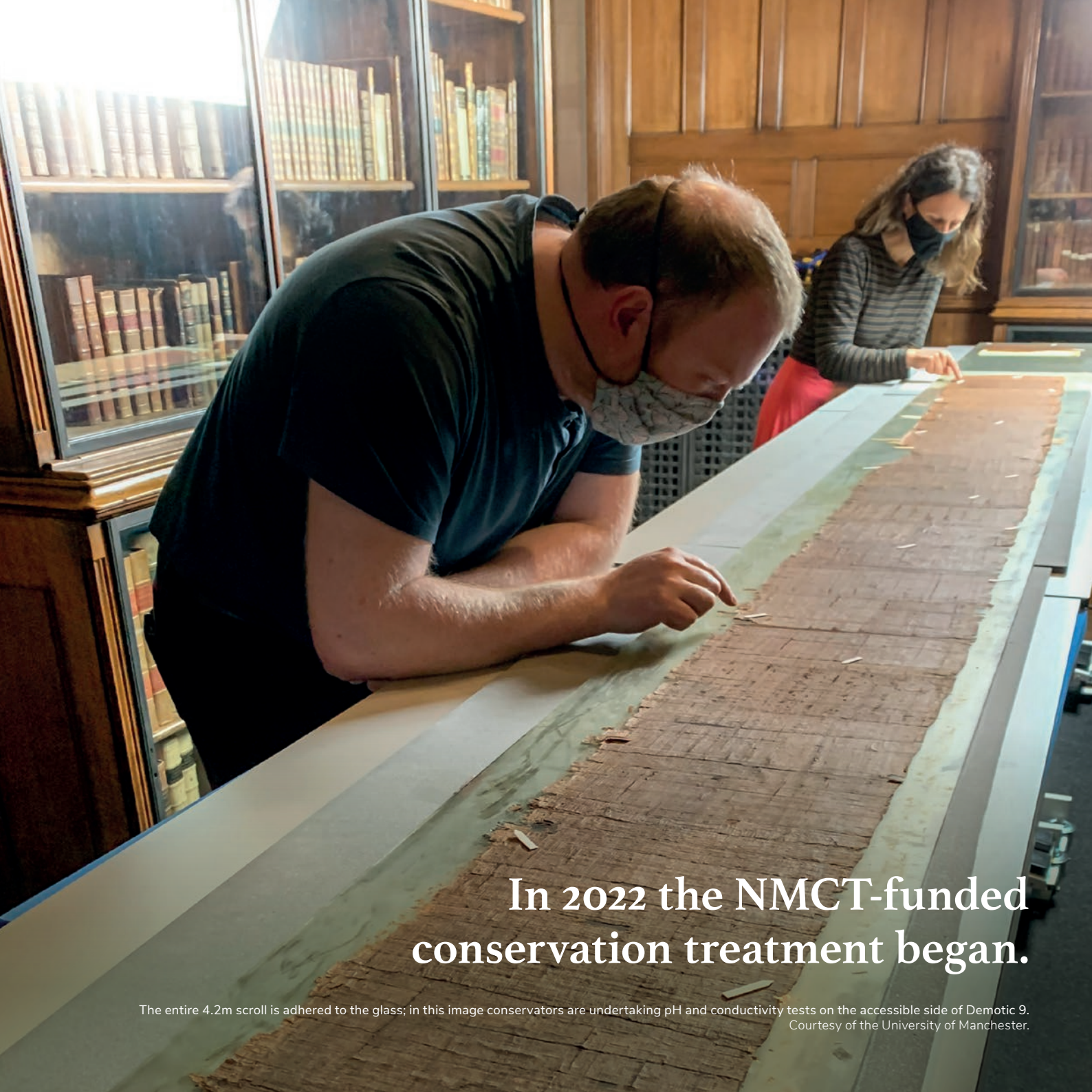
In 2019, the papyrus was surface-cleaned to remove dirt, debris and the more significant glass shards. Mass spectroscopy confirmed sunflower oil on the papyrus, which was continuing to weaken it. This analysis helped inform the plan for complete conservation treatment, which, in turn, enabled us to apply to NMCT for a grant.

In 2022, the NMCT-funded conservation treatment began. Multispectral imaging (MSI) confirmed that the ink was carbon-based and, importantly, it helped to reveal the text that had faded with time and then been obscured by the 'treatment' done in the 1960s.

Surface-cleaning under magnification removed the fine glass shards, debris, and loose fragments. Further research allowed the conservation plan to be refined: a complex and time-consuming three-phase enzyme treatment offered the best potential for good results. In effect, the enzyme helped to draw pollutants from the papyrus, which were then rinsed away, and the papyrus was dried. This process had to be repeated three times.



Enzyme treatment in progress. Courtesy of the University of Manchester.



In 2022 the NMCT-funded conservation treatment began.

The entire 4.2m scroll is adhered to the glass; in this image conservators are undertaking pH and conductivity tests on the accessible side of Demotic 9. Courtesy of the University of Manchester.



Dr Marina Escola-Poveda, Papyrologist, aligning fragments with the help of a guide created in Photoshop. Courtesy of the University of Manchester.

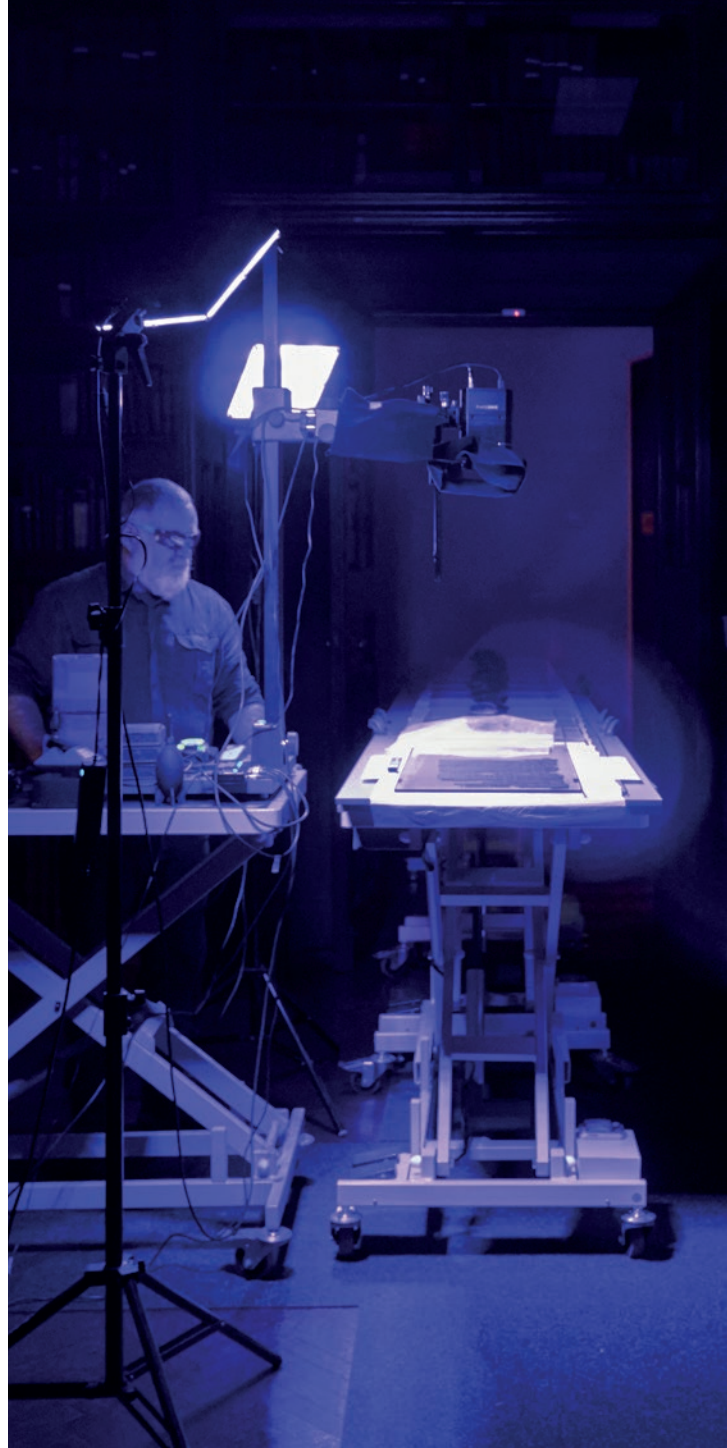
A Papyrologist then used Photoshop to align fragments digitally, providing the conservators with a 'map' to help them place and help align the fragments correctly, securing them with Japanese paper tabs. The solid oak frame was treated and modified - the velvet lining fabric was removed and a spacer inserted to ensure a sufficient gap between the two layers of new, toughened glass.

The only previous English translation of Demotic 9 dates from 1909. New imaging with the latest multispectral technology allowed an updated translation of Demotic Papyrus 9 to be made. As our understanding of Egyptian languages and culture has advanced immeasurably since 1909, this new translation is much more accurate.

The innovative conservation treatment that was developed and applied by Elisabeth Carr and the Collection Care team has stabilised Demotic Papyrus 9 and has provided a new approach – using enzyme treatments on these very fragile objects. This work was a multi-disciplinary collaboration of conservators, scientists, imaging specialists and students, together with a Papyrologist and a frame conservator. This team is now working on a book, which will include the historical significance of the scroll, the updated translation, as well as details of the conservation treatment, the multispectral imaging and other analysis undertaken.

Scholars and the general public can at last access the papyrus directly, nearly 60 years after the initial, disastrous treatment and damage.

More information can be found at: [Rylands Lunchtime Seminar Series: Ancient and Modern Lives of an Ancient Egyptian Papyrus.](#)



Multispectral imaging in progress. Courtesy of the University of Manchester.

SOUTHWARK ARCHIVES

The conservation 18th-century dye books of the Crutchley family dyeing business

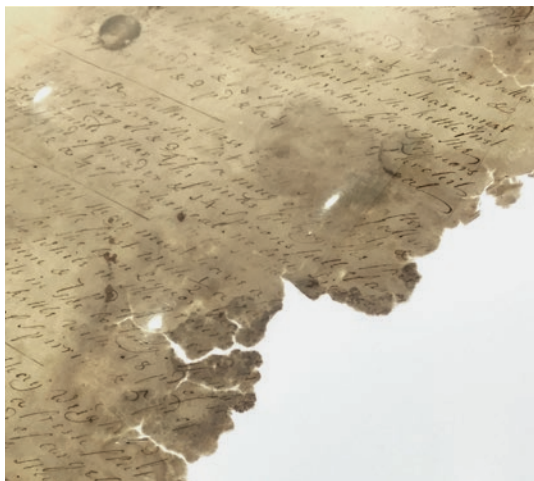
Project Cost: £30,096

Grant Award: £20,000 in 2018

Dr Patricia Dark, Archivist, writes: When the Crutchley Archive – a collection of 15 early to mid 18th-century volumes of business records from a local family-owned dyeworks – arrived at Southwark Archives in 2011, they were a colourful curiosity. In 2014, a visit by Professor Anita Quye of the University of Glasgow started to uncover the collection's true importance. In fact, the Crutchley Archive contains a snapshot of the entire business. Nine books containing some 1,000 individual dyeing instructions, most with samples of dyed fabric attached, as well as two cash books, give details of specific orders – and thus a view into the contemporary textile and fashion industries. The remaining books are computation books used in the dyehouse – with the stains to match! – that provide invaluable details about the specifics of a dye order, including the type of cloth and even water used to produce the given result.

It is essentially unique, both here and in the wider world, for the insights it gives into the practices of the pre-industrial dye industry, and for its clear and enduring ties to a single family and workplace – a workplace that is, incidentally, less than half a mile from the archive searchroom. The NMCT grant in 2018 highlighted the collection's importance. In 2020, the Archive was inscribed in the UNESCO UK Memory of the World Register. This programme seeks to acknowledge – and thereby protect – the most unique and important record collections for British history.

The NMCT-funded conservation project, undertaken by our partners at Zenzie Tinker Conservation, took much longer than planned. In part, this was down to the effect of COVID-19 lockdowns on the studio's ability to operate at full capacity. But it was also a much more involved job than any of us thought it would be! The original project plan for the three volumes chosen for conservation (our reference numbers 1, 7, and 8) involved cleaning the fabric samples, cleaning the paper and repairing it as necessary, refixing the samples (and gathering those that could not be matched to a site in the book), and rebinding them.




Example of damaged page after cleaning, prior to support.

Conservator Rachel Rhodes surface cleaning after irradiation.

Images on pages 34-37 all courtesy of Southwark Archives and Zenzie Tinker Conservation.



Conservator Minny Close Brooks adds paper hinges to reattach loose samples.



View of conservator Minny Close Brooks bonding support into position.

The NMCT grant in 2018 highlighted the collection's importance. In 2020, the Archive was inscribed in the UNESCO UK Memory of the World Register.

Once in the studio, however, it quickly became clear that the paper of each volume had been weakened to the point where it could not support rebinding. The plan needed to change. Instead, after the pages were cleaned and repaired, they were repackaged. For volumes 1 and 8, which were larger, each leaf was placed in between tissue leaves and set into a custom-built flat tray with foam edge flaps; a sheet of Melinex and the flaps keep the leaf in place in the tray while allowing access if necessary. These trays stack into specially-built boxes for storage; they are stored in bound order. The leaves of volume 7 were attached to fascicules, which were assembled in page order, then stored in a collection of archival card packets. These packets in turn are housed in a specially-built box for storage. At the same time, the volumes were digitised both before and after conservation. All in all, the project took more than twice as long as originally planned.

The COVID-19 pandemic also led to Southwark Archives being closed to the public for some 22 months – with obvious knock-on effects to its public engagement capacity. However, Southwark Council opened the Southwark Heritage Centre in April 2021, which gives the archive service an avenue to reach new audiences. The current 'Making Southwark' exhibition highlights the borough's past and current industry. The Crutchley Archive is a highlight of this exhibition, one that is featured in its press coverage. We look forward to developing partnerships with academics and creatives to unlock the innovative potential of this collection.

The pandemic had much less effect on the research into the collection, however. Professor Anita Quye, Dr Dominique Cardon, and Jenny Balfour-Paul's 2023 paper *Dye-house notes from the Crutchley Archive, 1716 to 1728: detailed descriptions of the five stages of 'grain' dyeing for red colours on woven wool fabrics* is a fascinating deep dive into the workings of the Crutchley dye-house.

Their research suggests that the firm used careful control of the pH of their dye vats to produce good colourfastness even when using light-sensitive 'out of grain' dyestuffs. They also recycled their dye baths not only to save money, but to produce interesting and varied results.



An example of a conserved page from Book 8 in the bespoke storage box.

Trustees' Report

The Trustees of the National Manuscripts Conservation Trust present their Report and Financial Statements for the year ended 31st December 2024.

Structure, Governance and Management

Constitution

The National Manuscripts Conservation Trust (NMCT) was established on 9th January 1990 by a declaration of trust executed by three Trustees: John Ehrman, representing the Royal Commission on Historical Manuscripts (HMC); Henry Heaney, representing the British Library board (BL) and Lewis Golden, representing the private benefactors. Since 1 April 2003, the HMC has formed part of The National Archives (TNA), whose Chief Executive is the sole Historical Manuscripts Commissioner.

Trustees

Both the HMC (as a constituent body within TNA) and the BL each appoint one Trustee, and the two Trustees so appointed are empowered to appoint up to four further Trustees, none of whom shall be a member or an officer of, or employed by, either the HMC or the BL.

The Trustees as at 31st December 2024 are listed at the front of this report. Four served throughout the year, namely Professor David McKitterick (Chair), Charles Sebag-Montefiore (Treasurer), Dr Norman James (who has specialised knowledge of the library and archive sector in the UK) and Gabriel Sewell (College Librarian at Christ Church, Oxford). Victoria Stevens ACR (an experienced library and archive conservator who is Subject Leader for Books and Library Materials at West Dean College) was appointed a Trustee on 19 June 2024. Philip Tansey (an experienced chartered accountant) was appointed on 26 November 2024.

New Trustees are provided with a detailed induction to the charity and to their responsibilities as Trustees, in line with charity best practice.

Administration

The administration of the NMCT is provided by Mrs Nell Hoare, whose address, together with other administrative information, is given on page 2.

Risk Management

The Trustees have identified the principal risks that might affect the NMCT and believe that appropriate action has been taken to manage them. The Trustees continue to review the adequacy of the procedures in place.

Objectives and Activities

The chief objective of the NMCT is to advance the education of the public by the provision of financial assistance towards the cost of conserving manuscripts, which, in the opinion of the Trustees, are of historic or educational value.

Applications for grants can be accepted from all county record offices, non-national libraries and museums and other similar publicly funded institutions including local authority, university and specialist record repositories throughout the United Kingdom, and from owners of manuscript material exempt from capital taxation or owned by a charitable trust. National libraries and institutions that are directly funded by the government are not normally eligible for grants from the NMCT. In deciding whether an application merits a grant, the Trustees assess the significance of the manuscript or archive, the suitability of the storage conditions, the applicant's commitment to continuing good preservation practice, and the requirement for reasonable public access.

The NMCT's website www.nmct.co.uk provides full information for applicants on how to apply for a conservation grant, as well as case studies on supported projects; a full list of recent grants, together with information about the Charity and its Trustees.

Since 1990 the NMCT has awarded grants of over £4m towards projects with a total value of over £7.5m, which have helped to preserve important historical, literary, scientific and other documents. Many of the manuscripts conserved with our help were fragile and completely inaccessible before treatment. As a result of the NMCT's grants, these documents have been preserved and can now be made accessible to researchers and the public.

The Trustees have had regard to Charity Commission guidance on public benefit. The Trust's core objective is to support the conservation of manuscripts by archives, libraries, universities, museums and specialist collecting institutions. The public benefits that flow from this are:

- i. Prolonging the life of locally, nationally and internationally significant manuscript material for the nation;
- ii. Making it possible for the public and researchers to access manuscripts that would otherwise be inaccessible or lost to the public domain;
- iii. Supporting the nation's libraries and archives, and enabling them to conserve their collections, which would be beyond their resources without our support.

In addition, many of the conservation projects that NMCT supports provide a training benefit.

The Trustees believe this financial support greatly benefits the recipient institutions, researchers and others who access and engage with their collections, and also the public realm. These benefits are clearly demonstrated by the short case studies in this Annual Report.

Achievements and Performance

Grants

Grants are normally awarded in June and November each year. In 2024 the Trustees considered 20 applications (2023: 21). They awarded 17 new conservation grants (2023: 16) giving to university libraries, local record offices and other eligible applicants the aggregate sum of £142,545 before adjusting for overprovisions in earlier years (2023: £148,850).

Full details of grants awarded in 2024 are given in the Review of the Year (pages 6 to 27).

Our partnership with the Museums Archives and Libraries Department (MALD) of the Welsh Government to support conservation projects in Wales continues to flourish. Librarians in four libraries and archive services submitted applications, which we were delighted to support to a gross value of almost £32,000. We are grateful to colleagues in MALD for their work in raising awareness to these grant opportunities, offering free advisory visits to applicants where necessary and arranging for expert advice to be given on every application from Wales. At the end of the year we were delighted to have confirmation of an additional grant award of £30,000 from MALD/ The Welsh Government that will ensure that our valuable partnership continues to thrive.

In recent years, NMCT and the Scottish Council on Archives (SCA) have worked increasingly closely to raise awareness of NMCT grants in Scotland and to increase the funding available for Scottish conservation projects. In addition, SCA arranges for expert advice to be given on all applications from Scotland.

Meanwhile, colleagues at The National Archives generously contribute their expertise and advice on all grants from England and Northern Ireland. Their contribution and that of colleagues in Wales and Scotland ensures that the Trustees can make very well-informed decisions on all grant applications. We are also grateful to each of our partners for offering advisory visits to applicants where necessary.

Financial Review

In 2024 the Charity's aggregate income reached £175,980 (2023: £199,563). Seventeen grants for conservation were approved in 2024, amounting to the aggregate sum of £142,545 before adjusting for overprovisions in earlier years (2023: £148,850). The 2024 sum includes the grant of £7,500 towards the Collaborative Conservation Internship scheme. All these grants are set out in more detail on pages 6 to 27, with details of the internship on pages 28-29.

The Charity enjoys two streams of income – investment income, which rose from £107,663 in 2023 to £110,080 in 2024, and donations, which amounted to £65,900 (2023: £91,900), all of which was unrestricted.

Aggregate operating expenses rose from £23,255 to £25,688. The cost of administration increased in 2024 because of the time needed to establish the internship scheme. Other costs include the investment manager's charges (£5,950), fundraising for the Trust (£1,369), producing the annual report (£2,625) and the independent examination fee (£1,440).

The balance sheet at 31 December 2024 recorded total net assets of £2,634,811 (2023: £2,517,785). The increase is explained largely by unrealised investment gains. Further details of the investment portfolio are given in note 9.

Current assets amounted to £231,268, all represented by cash. Current liabilities, mostly grant commitments, amounted to £147,791 giving net current assets at the end of 2024 of £83,477 (2023: £60,043).

Investments and Reserves

The Trustees have adopted a total return investment policy, intended to maximise total returns whilst accepting a medium degree of risk. To this end the NMCT's portfolio is invested in the Cazenove Sustainable Multi-Asset Fund. This is a long-term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods.

Other than the Unrestricted Fund and the Restricted Fund, all the Trust's reserves are regarded as endowment funds, which are normally represented by investments in order to produce a reasonably predictable and regular level of income. The Trustees regard this as necessary to maintain and support the Charity's operation.

Any annual deficit on the Unrestricted Fund is made good by a transfer from unrestricted funds brought forward. Grants awarded from the Restricted Fund are limited to donations received by the Charity and their defined, restricted purpose.

Plans for Future Periods

The Trust's objectives for 2025 are to continue to seek to maximise investment income and grants receivable and again to award conservation grants of around £150,000 unless incoming resources turn out to be significantly greater than in 2024.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland' and with regulations made under the Charities Act 2011.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year. In preparing financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Scott Harrower of Galloways Accounting was reappointed as the Trust's Independent Examiner during the year.

Approved by the Trustees and signed on their behalf by:

Professor David McKitterick

Chair

25 April 2025

Independent Examiner's Report

To the Trustees of The National Manuscripts Conservation Trust

I report on the accounts of the trust for the year ended 31 December 2024, which are set out on pages 38 to 49.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 145 the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with Section 130 the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Scott Harrower, FCA

Chartered Accountant

Galloways Accounting
Ridgeland House, 15 Carfax,
Horsham, West Sussex RH12 1DY

28 April 2025

Statement of Financial Activities

For the year ended 31 December 2024

	Notes	Endowment Fund 2024 £	Unrestricted Fund 2024 £	Restricted Fund 2024 £	Total Funds 2024 £	Total Funds 2023 £
Income from						
Investments	2	–	110,080	–	110,080	107,663
Donations	3	–	65,900	–	65,900	91,900
Total income		–	175,980	–	175,980	199,563
Expenditure on						
Charitable activities	4	–	110,615	22,183	132,798	148,850
Administration & fundraising	5/6	–	25,688	–	25,688	23,255
Total expenditure		–	136,303	22,183	158,486	172,105
Operating result		–	39,677	(22,183)	17,494	27,458
Gains/(losses) on investments						
Realised	9	41	–	–	41	29
Unrealised	9	99,491	–	–	99,491	64,689
Net income/(expenditure)		99,532	39,677	(22,183)	117,026	92,176
Transfers between funds		–	–	–	–	–
Net movement in funds		99,532	39,677	(22,183)	117,026	92,176
Reconciliation of funds						
Total funds brought forward		2,222,249	272,354	23,182	2,517,785	2,425,609
Total funds carried forward		2,321,781	312,031	999	2,634,811	2,517,785

Balance Sheet

As at 31 December 2024

	Notes	£	2024	£	£	2023	£
Fixed Assets							
Investments	9			2,551,334		2,457,742	
Current assets							
Debtors	10		–			–	
Cash at bank and deposits			<u>231,268</u>			<u>240,807</u>	
			231,268			240,807	
Creditors: falling due within one year	11		(147,791)			<u>(180,764)</u>	
Net current assets				<u>83,477</u>		<u>60,043</u>	
Net assets				<u>2,634,811</u>		<u>2,517,785</u>	
Representing							
Endowment fund				2,321,781		2,222,249	
Unrestricted income fund				312,032		272,354	
Restricted fund				<u>999</u>		<u>23,182</u>	
				<u>2,634,811</u>		<u>2,517,785</u>	

Approved by the Trustees on 25 April 2025 and signed on their behalf by:

Professor David McKittrick
Chair

Notes to the Accounts

For the year ended 31 December 2024

1. Accounting policies

a. Basis of accounting

The accounts have been prepared in accordance with the Charities SORP (FRS 102) *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland* and with regulations made under the Charities Act 2011. A summary of the more important accounting policies is below.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant risk that that uncertainty over estimates made for the purpose of these financial statements may cause a material adjustment to the carrying value of assets and liabilities.

The Charity is a public benefit entity.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

c. Income

Dividends are recognised in the period in which the dividend becomes payable.

Donations and legacies are recognised in the period in which they are received or when there is otherwise certainty of receipt. Other income is recognised in the period to which it relates.

d. Expenditure

Expenditure is allocated between charitable activities, raising funds and support costs.

Expenditure on charitable activities comprises grants made for the conservation of manuscripts that, in the opinion of the Trustees, are of historic or educational value. These costs are charged, as appropriate, to the unrestricted or restricted funds when they have been committed.

Expenditure on raising funds comprises chiefly the investment manager's charges and the fundraising element of the work of NMCT's Secretary.

Administration and support costs are those costs which are not attributable to a single activity but provide the necessary organisational support for all the Charity's activities. They include the administration element of the consultant's costs, the independent examiner's fee, the cost of printing the annual report, the expenses of the website and of holding trustee meetings.

e. Fixed assets

Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss credited to or deducted from the Endowment Fund.

2. Investment income

	2024	2023
	£	£
Dividends received from investments	104,732	103,752
Interest received on deposits	5,348	3,911
	<u>110,080</u>	<u>107,663</u>

3. Voluntary income

	2024	2023
	£	£
Donations (unrestricted)	65,900	84,900
Donations (restricted)	–	7,000
	<u>65,900</u>	<u>91,900</u>

4. Direct charitable expenditure

	2024	2023
	£	£
Grants from unrestricted funds	120,362	117,638
Grants from restricted funds	22,183	31,612
Grants approved in year	142,545	149,250
Under/(over)-provision in previous years	(9,747)	(400)
Net cost of grants	<u>132,798</u>	<u>148,850</u>

5. Expenditure on raising funds

	2024	2023
	£	£
Consultant's fees for fundraising	1,369	3,000
Investment management fees	5,950	5,784
Total fundraising costs	<u>7,319</u>	<u>8,784</u>
Administration and support costs (from note 6 below)	18,369	14,471
Total expenditure	<u>25,688</u>	<u>23,255</u>

6. Administration and support costs

Consultant's fees for administration	13,656	8,900
Annual report	2,625	3,000
Independent examination fee	1,440	1,200
Meeting costs	331	419
Website expenses	221	703
Bank charges and sundry costs	96	249
Total support costs	<u>18,369</u>	<u>14,471</u>

7. Transactions with Trustees

No Trustee received any remuneration (2023: £nil) or any reimbursement of the cost of travelling to meetings (2023: £nil).

8. Taxation

As a charity, the National Manuscripts Conservation Trust is exempt from tax on income and gains falling within Part 10 of the Taxes Act 2007 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Investments

The Trust's investment portfolio consists of a single holding in the Cazenove Sustainable Multi-Asset Fund, a long term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods. The portfolio as at 31 December 2024 is summarised in the following table:

	Cost	Market value	Annual income (prospective)	Yield on market value
	£	£	£	%
Sustainable Multi-Asset fund	2,639,136	2,551,334	104,496	4.1%
	<u>2,639,136</u>	<u>2,551,334</u>	<u>104,496</u>	<u>4.1%</u>

An additional analysis is given below:

	2024	2023
	£	£
Market value at 1 January	2,457,742	2,398,860
Proceeds of sale	(5,940)	(5,836)
Cost of purchases	–	–
Realised gains/(losses)	41	29
Unrealised gains/(losses)	<u>99,491</u>	<u>64,689</u>
Movement in year	<u>93,592</u>	<u>58,882</u>
Market value at 31 December	<u>2,551,334</u>	<u>2,457,742</u>

10. Debtors

	2024	2023
	£	£
Other debtors	-	-
	-	-

11. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Grants payable	146,471	179,564
Sundry creditors	1,320	1,200
	147,791	180,764

12. Analysis of net assets between funds – 2024

	Endowment fund	Unrestricted fund	Restricted fund	Total
	£	£	£	£
Investments	2,551,334	-	-	2,551,334
Net current assets	(229,553)	312,031	999	83,477
Total assets	2,321,781	312,031	999	2,634,811

Analysis of net assets between funds – 2023

	Endowment fund	Unrestricted fund	Restricted fund	Total
	£	£	£	£
Investments	2,457,742	-	-	2,457,742
Net current assets	(235,493)	272,354	23,182	60,043
Total assets	2,222,249	272,354	23,182	2,517,785



Before conservation: four bundles of letters regarding Gladstone estate finances (see page 12).
Courtesy of Gladstone's Library.



NM
CT National Manuscripts
Conservation Trust

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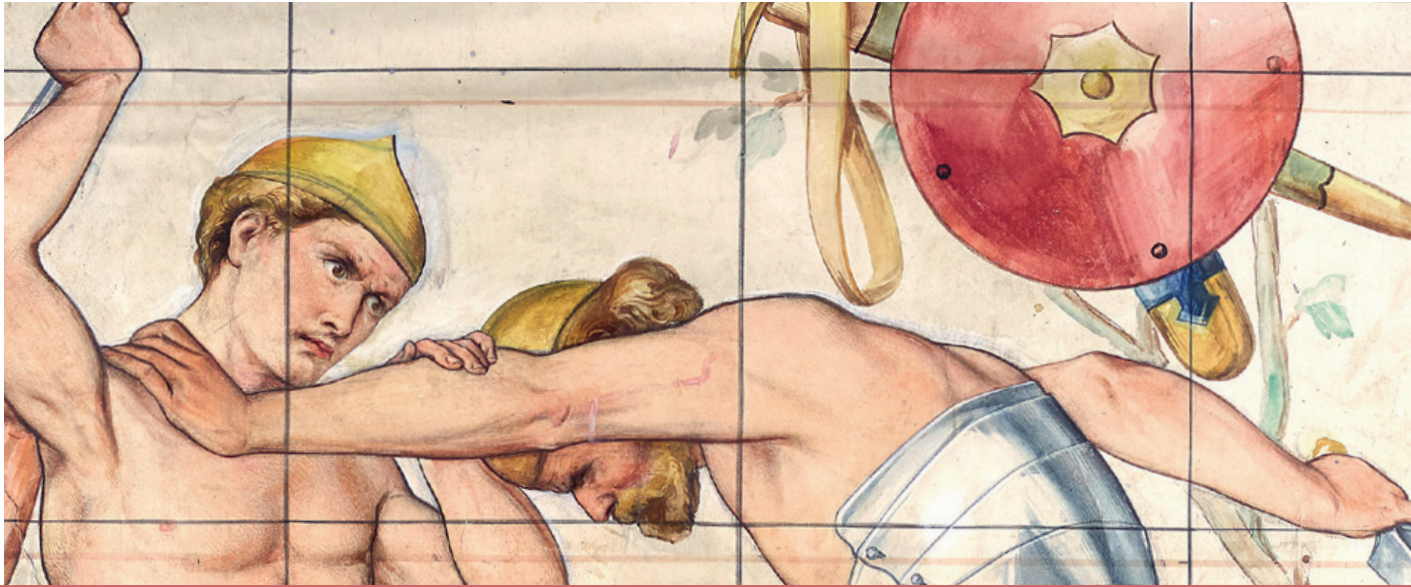


Registered Charity: 802796

THE NATIONAL MANUSCRIPTS CONSERVATION TRUST

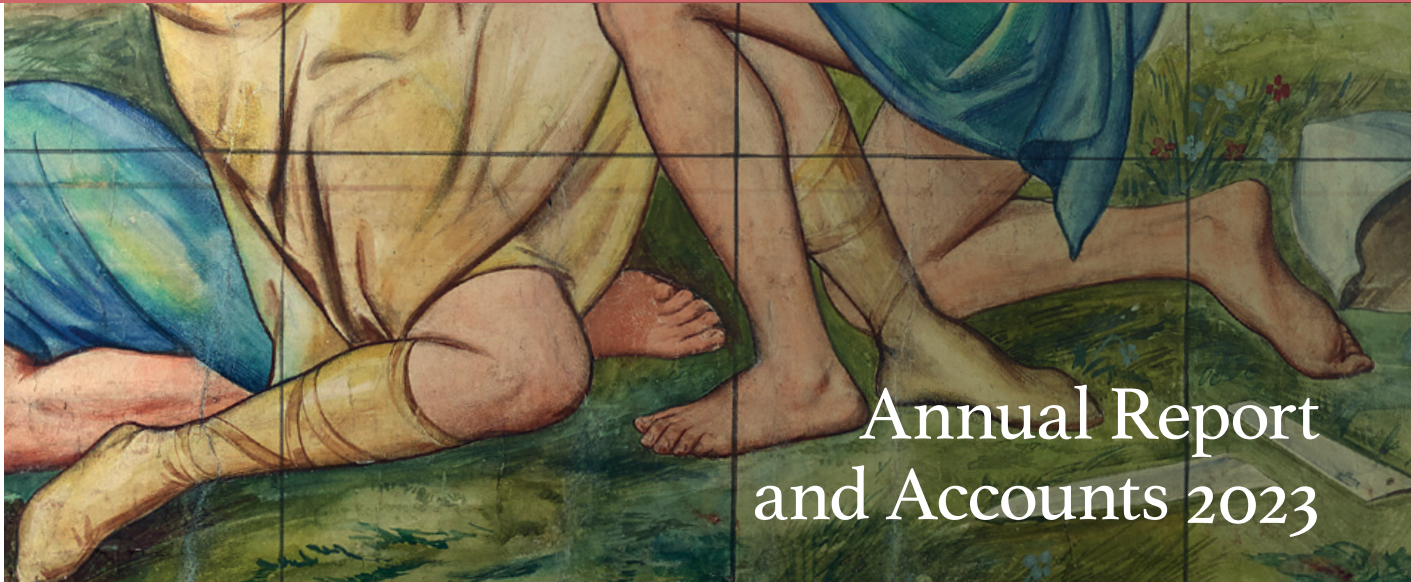
England & Wales - Charity number 802796

Accounts



NM
CT

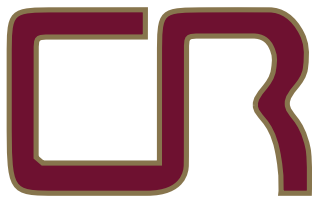
National Manuscripts
Conservation Trust



Annual Report
and Accounts 2023







Preserving the past for the future



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Registered Charity: 802796

Annual Report and Accounts for the year to 31 December 2023

Reference and Administrative Information

www.nmct.co.uk | info@nmct.co.uk | [@TheNMCT](https://twitter.com/TheNMCT)

Registered Charity: 802796

Patron

Sir Keith Thomas CH FBA

Trustees

Professor David McKitterick FBA FSA, Chair

Mr Charles Sebag-Montefiore CBE FSA FCA, Treasurer

Ms Caroline Checkley-Scott ACR

Dr Norman James FRHistS

Mrs Gabriel Sewell MA MA (*from 20 June 2023*)

Mrs Caroline Taylor BA DipLib MCLIP (*to 20 June 2023*)

Administrator to the Trustees

Mrs Nell Hoare MBE FSA FIIC

P.O. Box 4291, Reading, Berkshire RG8 9JA

Independent Examiner

Galloways Accounting

Ridgeland House, 15 Carfax, Horsham, West Sussex RH12 1DY

Solicitor

Anderson Rowntree

Wisteria House, Market Square, Petworth, West Sussex GU28 0AJ

Fund Manager

Cazenove Capital Management Ltd

1 London Wall Place, London EC2Y 5AU

Bankers

CAF Bank Limited

25 King's Hill Avenue, West Malling, Kent ME19 4JQ

Chair's Introduction and Review of the Year

Sometimes there are hundreds; sometimes there is just one. Applications to the NMCT come on many scales, quite apart from covering an extraordinary range of human activities.

Almost by their nature, legal records, for example, tend to run for many years. This year we highlight our long support for a project to conserve the records of the Court of Arches at Lambeth Palace Library. Our first grant was in 1990, and work has proceeded more or less in parallel with the library's own development of proper guides so as to make publicly available this wealth of detail respecting centuries of the history of Church of England clergy and their sometimes complicated everyday lives. The Archdeaconry of Chichester court records from the 16th to the 19th centuries offer much incidental detail about more secular life: an ambitious programme to conserve 69 boxes of papers will add considerably to our knowledge of often ordinary Sussex history. In Worcester, we were pleased to support the next stage in making available hundreds of early wills. A very different, and unusual, kind of social history is recorded in the series of police mug-shots of prisoners in late 19th-century Aberdeen, including notes about the inmates and plans for their futures.

Time and again, applicants emphasise the fragility of documents in their care. Poor storage conditions, cheap or degraded paper or skins, and sheer difficulty in looking after unwieldy shapes, can all feature in daily work. By their nature, architects' and engineers' drawings tend to be large, and it is also important to keep records of details and stages of work. This year brought papers relating to Isambard Kingdom Brunel, building a critical link of broad-gauge railway between London and Wales, and a varied collection of papers by the architect and antiquary James Thomas Irvine respecting his work on the restoration

of Bath Abbey and investigations into Anglo-Saxon buildings including the little-altered church at Bradford-on-Avon. We also gave a further grant to support the conservation of the large-scale drawings by William Burges for the decoration of Cardiff Castle, masterpieces of their kind. On a very different scale, we contributed to the conservation of a scrapbook by Edward Bawden, from his time as a student. Not surprisingly, as a scrapbook it presents a complicated challenge.

In all these and other projects, we depend on collaboration and on support, both institutional and private. First among our supporters is the Pilgrim Trust, to whom once again we offer our thanks. A list of our supporters appears later in this report. With the help and advice of MALD in Wales and the Scottish Council on Archives, we can work further in Wales and Scotland, while always maintaining the same level of attention elsewhere in Britain. Everywhere, and in the face of considerable financial challenges, the need for the conservation of our manuscript inheritance remains acute. Public access, ever more widely expected, can be improved, both directly if appropriate, and remotely thanks to digitisation. At the same time, our concern remains not only for what is conserved, but also in training people at all levels in current care and with skills for the future.

'Rescuing the past, and caring for the future.' Those words sum up our purpose, and are the title of an article that appeared in the summer 2023 issue of *The Book Collector*. It provides a summary of our history, and can be downloaded from the **About Us** section of the NMCT website .

Finally, I wish to record our thanks to Caroline Taylor, who retired as a Trustee during the year. She brought a wealth of experience in public and university libraries, that she applied always with good sense to our deliberations. In her place we welcomed Gabriel Sewell, who is currently College Librarian at Christ Church, Oxford, and was previously Assistant Director of Library Services (Special Collections) at the University of St Andrews.

Professor David McKitterick
Chair

The Trustees are indebted to these partners and funders for their support of NMCT's work in 2023.



NMCT's current level of grant-giving is possible thanks to our ongoing fundraising efforts. In 2010 we were able to give total grants of under £70,000.

Since then more than £1.3m has been raised from many generous funders which has transformed our ability to support manuscript conservation projects.



Awards by the National Manuscripts Conservation Trust 2023

ABERDEEN CITY AND ABERDEENSHIRE ARCHIVES

The conservation of register of prisoners released from HM General Prison, Perth, 1880-1884.

Project cost: £3,138

Grant award: £2,638

Phil Astley, Aberdeen City Archivist, writes: this register from the Aberdeen City Police collection contains nearly 1,000 'mugshot'-type photographs with accompanying details of prisoners released from Scotland's General Prison at Perth between 7 April 1882 and 18 January 1884. Constructed in 1839, the General Prison at Perth housed long-term convicts serving sentences exceeding nine months and those categorised as 'lunatic' prisoners. The book contains photographs of the head and upper body of seated prisoners and is accompanied by descriptions of the individual, their crime and where they intended to reside following their release.

Although the National Records of Scotland holds a similar register for Greenock Prison covering 1872 to 1888, the Perth Prison Register is otherwise unique and is believed to be the only surviving example for this institution. It therefore forms a rare visual record of Scotland's prison population in the early 1880s, and provides evidence of efforts to monitor ex-convicts.

The volume was immediately identified as a priority for conservation on its deposit. The cloth covering on the book is abraded and patchy; the first half of the bookblock is detached and the sewing has also



The current condition of the volume means that it cannot be consulted by the public. Photographs courtesy of Aberdeen City & Aberdeenshire Archives.

failed in this section. Pages are loose and 25 are missing; the whole bookblock is cockled. The generous grant from the NMCT will enable the volume to be stabilised so that it can be handled and used by the public in our searchrooms, while retaining as much original material as possible. The work will also enable the volume to be digitised and the content made available online.

ARGYLL ESTATES, INVERARAY CASTLE

The conservation of early Tiree rentals, 1828, 1829 and 1846

Project cost: £11,750

Grant award: £10,000

Alison Diamond, Archivist, writes: We are very grateful for the generous grant from NMCT which will enable us to conserve three of the earliest Tiree rental volumes in the collection at Inveraray Castle.

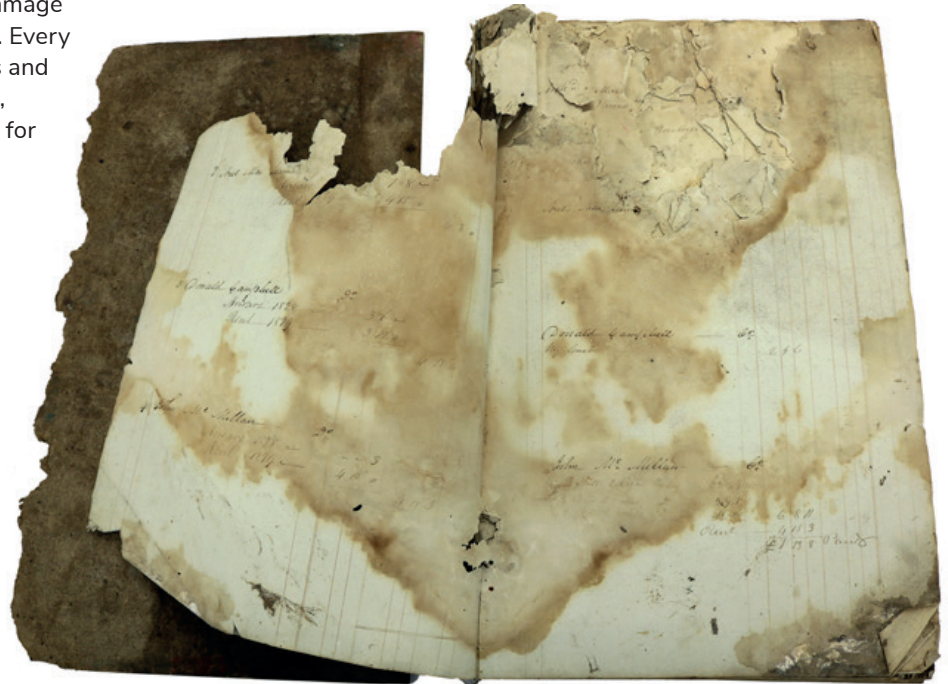
The series of Tiree rentals reflects the newly established crofting landscape of the early 19th century. The series is not complete, with just eight surviving volumes for the period pre-1850. Each volume therefore has a particular value and significance.

The volumes are in very poor condition with extensive water and mould damage throughout and damaged bindings. Every page is damaged around the edges and the spine. In their current condition, these volumes cannot be produced for researchers or be digitised.

The rentals provide details of the tenants, their rents and how they paid (kelp, cash, or other forms). They record the changing patterns of tenancy, through family succession (or failure), migration and emigration. Notes shed light on family relationships and on how different family members, both crofters and cottars, contributed to the payment of their respective rents. They are therefore hugely important to academic researchers and family historians.

Conservation will enable us to produce these early rental volumes for researchers. We will also digitise the conserved volumes to enable remote access and we will supply copies to An Iodhlann, the heritage centre on Tiree, to enable local access for the community and visitors to the island.

We are immensely grateful to NMCT for their support which has enabled this work to go ahead.



Tiree Rental, 1846, detail showing the very poor condition of the volumes.
© High Life Highland Conservation Service and courtesy of Argyll Estates.

BALLET RAMBERT, LONDON

The conservation of the Rambert manuscripts collection

Project cost: £5,281

Grant award: £5,031

Daniel Albon, Archivist, writes: The Accredited Rambert Archive proudly holds the historic records of the first British dance company Rambert. The company was founded in 1926 by Marie Rambert when she presented the ballet *A Tragedy of Fashion* by Frederick Ashton, then one of her students. It is said that this piece marked the birth of British ballet, and the formation of Rambert. The Marie Rambert Collection in the Rambert Archive is one of the most important collections, key to understanding the history of the company and its founder.

The items selected for this conservation project are some of the most requested in the collection but are in need of conservation treatment. Following Rambert's grant award by the NMCT, these items have now been packed and collected by Holly Smith ACR who will undertake the conservation treatment. Once the conservation is complete, these items will be able to withstand the digitisation process which will enable us to make them more widely accessible. This is crucially important as Rambert is now preparing for its centenary in 2026 where these items will be displayed both in physical and digital exhibitions to further the engagement and understanding of Rambert and its founder.



Items from the collection prior to conservation.
Courtesy of the Rambert Archive.

BATH RECORD OFFICE

Conserving the papers of James Thomas Irvine, architect and antiquarian

Project cost: £17,056

Grant award: £14,866

Richard Meunier, Records Office Manager, and Eleanor Towell, Project Conservator, write: The collection comprises letters, notes, and drawings of James Thomas Irvine, apprentice and Clerk of Works to Sir George Gilbert Scott, who worked in Bath during the restoration of Bath Abbey (1864-1873). Irvine also became involved in various excavations of Roman sites - his drawings and measurements constitute some of the only documentation of these excavations. The collection also covers his research and drawings of various Saxon churches in England.

The format is mainly of large sheets (54cm x 33 cm) onto which various items have been adhered, often along only one edge and overlapping. There is a wide variety of material in the collection including watercolour sketches, tracing paper, photographs, and newspaper clippings. Until now, much of the collection has been unfit for production and has remained largely inaccessible. When pages are turned, the adhered items form flaps that interlink and catch creating folds and tears that have caused some items to detach.

Thanks to the NMCT grant, the collection has now been conserved and, in the process, we have reunited previously unidentified items which restoring context to some pieces and preventing further dissociation. Oversized items have been repaired and stored either flat or rolled, allowing them to be handled and photographed.

Pieces previously too fragile to unfold have been flattened and placed into melinex sleeves, enabling both physical access and digitisation, thereby increasing the research potential of the collection. A procedure has been put in place to inform future work on the rest of the collection.

Low intervention items have been noted as suitable to be used for student placements and conservation workshops, which will ensure the ongoing impact of the project in promoting and sharing knowledge and expertise.

The project has provided further training for the Project Conservator, supported by ICON Accredited conservator Helen Lindsay, through the complex problem-solving required to devise a treatment plan. She has also gained skills in scoping and assessing large and complicated collections, planning and prioritising tasks, reporting, and sharing knowledge and lessons learned with colleagues.

We are pleased to report that we have offered an 18-month contract to the conservator with the expectation that the position will be made permanent. It is grant funding and projects such as this one which have helped us to advocate and communicate the importance of conservation and the need for it to be embedded in our core work of caring and giving access to our collections.



Right: An example of some inappropriate packaging with bundles of notes being placed into melinex wallets that were too small. Courtesy of Bath Record Office.

CAMBRIDGE UNIVERSITY LIBRARY

The Conservation of MS Add. 5963: a guardbook of Medieval manuscript fragments.

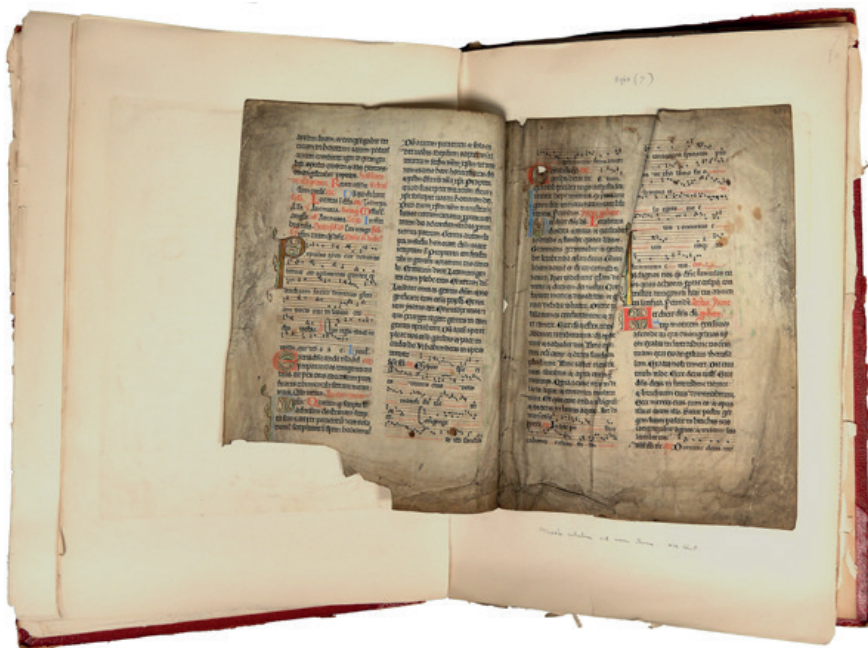
Project cost: £16,447

Grant award: £11,253

Dr Suzanne Paul, Keeper of Rare Books and Early Manuscripts writes: MS Add. 5963 is a 19th-century guardbook containing 68 manuscript fragments, mainly dating from the 12th to the 14th century, which had been recycled as bookbinding components and later collected to make, as the volume's handwritten title states, a '*Catalogue of Fragments from Ancient MSS on Vellum towards a history of writing*'. Both the individual fragments and the guardbook, as a curated collection with a manuscript note by the notable 17th/18th-century collector John Bagford pasted to the endleaf, are the subject of significant scholarly interest.

However, the volume has deteriorated to the point that it cannot safely be consulted in our reading room. Both boards are detached, as are several leaves. The fragments, many of which are illuminated, have become damaged as a result of their housing in the guardbook through the application of adhesives, contact with acidic paper and creasing.

This generous grant from NMCT will enable the conservator to produce a new guardbook in which each fragment will be encapsulated in a polypropylene enclosure. The notes and provenance evidence from the original guardbook leaves will also be incorporated into the new volume. This conservation work will facilitate digitisation of the fragments (thanks to a grant from AMARC) and their cataloguing. It will then enable the volume to be produced in the reading room and consulted by scholars and the collection to be made accessible in digital form.



This fragment is adhered directly to the guardleaf and suction pleats have developed as the book has been opened and closed (MS Add. 5963(7)). By permission of the Syndics of Cambridge University Library.

CARMARTHENSHIRE ARCHIVES
Connecting London with New York

Project cost: £15,960

Grant award: £15,960

Hayden Burns, Head of Carmarthenshire Archives writes: Isambard Kingdom Brunel was arguably the greatest engineer of his age and, although his life was short, it was packed full of achievement with some of his greatest works completed in Wales.

In 1833, Brunel was appointed chief engineer of the Great Western Railway (GWR) and set out to extend the railway line from London into Wales from where it would provide a vital link to Ireland and thence New York. To achieve this, Brunel introduced a broad-gauge track running from Gloucester to Neyland (Milford Haven) in South Wales. This provided the quickest possible route, with steamships landing passengers and goods in Wales, as opposed to an English port. The completion of the work cemented Brunel's legacy as an innovative engineer and gave him a prominent place in British history.

The plans and drawings which form part of the 'Connecting London with New York' project document this incredible achievement and demonstrate Brunel's genius for pioneering civil engineering. However, the items are in a poor condition and cannot be made accessible to the public without first undergoing remedial conservation treatment. Once they have received the attention of the conservation team at Glamorgan Archives, the collection will be made available for research. Access to these wonderful documents will enable users to learn more about the industrial, economic, and social transformation of the South Wales coast during the late 19th century and early 20th century.

South Wales Railway – rolled plan before conservation.
Courtesy of Carmarthenshire Archives.



FITZWILLIAM MUSEUM, CAMBRIDGE

The conservation of two Islamic manuscripts, MS McClean 198 (1376-77 CE) and MS 262-1949 (mid-16th century)

Project cost: £7,257

Grant award: £5,782

Edward Cheese ACR, Senior Conservator of Manuscripts & Printed Books, writes: The NMCT's generous funding of our 'Islamic Manuscript Conservation and Skills-building' project is enabling us to conserve two manuscripts which have been in too fragile a condition to be handled for research or be exhibited. They are MS 262-1949, a mid-16th century copy of selections for the work of Bustan of Sa'di, and MS McClean 198, a copy of Yazdi's mawahib-l ilahi, from 1376-77 CE, on the Muzaffarid dynasty and its history.

These texts will allow us to complement our displays of Islamic religious works with secular material. The books are unique and of particular interest for their bindings, which show fascinating histories of use and collecting: MS McClean 198 has a 16th-century Turkish binding and MS 262-1949 has a 20th-century western-style binding which incorporates doublures from a much older Persian binding, both of which will be the subject of further research during and after the conservation project.

The conserved books will be fully digitised, and the knowledge and skills built up by the conservator in the course of the project will be shared with a new entrant to the book conservation field, who will receive expert tuition in Islamic and Western manuscript binding styles through the making of models, as well as providing back-fill for the conservator's time spent on the project. Conservation of MS McClean 198 started in the autumn of 2023 and the project will be completed in summer 2024.

Left: Conservator Monika Stokowiec applying a repair patch to a damaged leaf of MS McClean 198. Below: MS McClean 198 before treatment showing damage to the sewing structure. By permission of the Syndics of the Fitzwilliam Museum.



FREUD MUSEUM, LONDON

Preserving and Sharing the Sándor Ferenczi Archive (1897-1940)

Project cost: £4,483

Grant award: £3,640

Bryony Davies, Curator, writes: The Archives at the Freud Museum London contain important and fascinating documents which tell the story of psychoanalysis from its inception to the present day. The Ferenczi Archive was acquired in 2013 and provides an insight into the life and work of Hungarian psychoanalyst Sándor Ferenczi (1873-1933), friend and colleague of Sigmund Freud and one of the most innovative psychoanalysts of his generation.

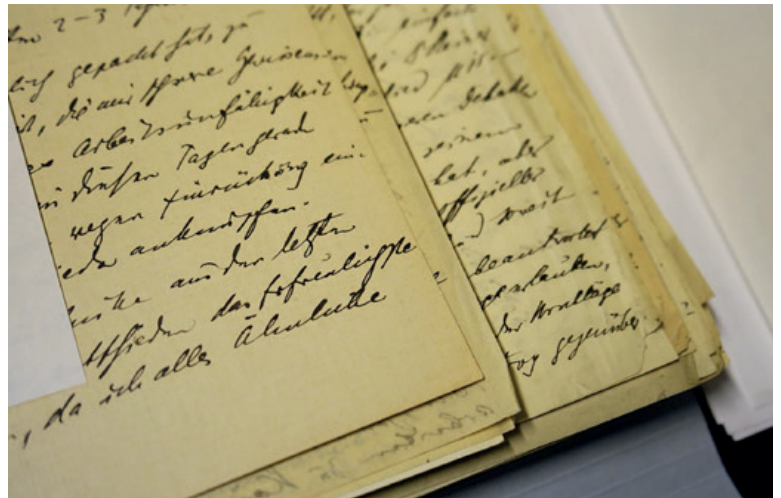
Ferenczi was a key figure in the founding of the International Psychoanalytic Association. Significant items in the archive include several unpublished documents and letters, which provide unique insight into the history of psychoanalysis and the practice of psychotherapy in the UK. Some are available on the Museum's online Ferenczi Hub, launched in 2022: www.freud.org.uk/collections/archives/ferenczi-hub/. This is an innovative resource where academics and enthusiasts from around the world can access previously unseen papers and discuss the work of Ferenczi in more detail.

Many documents, however, are extremely fragile and cannot be accessed by researchers. The items to be conserved date from 1897 to 1940, and include manuscripts, typescripts, notebooks, letters, and off-prints with hand-written annotations. The Freud Museum is grateful to the NMCT for allowing us to undertake vital work to preserve these items and make them accessible to all who wish to explore the life and work of Sándor Ferenczi.



Left: Portrait of Sándor Ferenczi with an inscription to Freud, 1925.
Below: Detail of a group of letters from the collection.

Images courtesy of the Freud Museum.





Portrait of Sandor Ferenczi by Olga Dormandi © Freud Museum London.



Detail of Victorian figures in Edward Bawden's scrapbook, pictured before conservation. Courtesy of the Fry Art Gallery.

FRY ART GALLERY, SAFFRON WALDEN

The conservation of an Edward Bawden scrapbook

Project cost: £1,140

Grant award: £900

Gordon Cummings, Trustee, writes: The object is a scrapbook containing over 100 assorted drawings and tracings of costume designs by Bawden, many of which have been coloured, combined with descriptive manuscript text.

It is possible that the album was bound by Bawden whilst at the Royal College - some of the tooling looks like the work of an amateur and the marbled paper is of the type and style often produced as a first attempt at the craft. It was produced in Bawden's first year at the RCA, aged 21, and may have been a college project. We hope to establish that some of these designs informed the murals at Morley College, which brought Bawden and Ravilious to wide notice and royal approval.

Detail of Comedia dell'Arte figures in Bawden's scrapbook, pictured before conservation. Courtesy of the Fry Art Gallery.

Treatment was simple and has now been completed, it involved in-situ cleaning of the binding and internal papers, and repairing and reinforcing damaged and degraded drawings using wheat starch paste and assorted Japanese repair papers and tissues. The leather spine area required some rebuilding, and the leather whole benefitted from treatment. The folios have been interleaved with a high quality archival paper.

The volunteer-run Fry Art Gallery, founded 1985, holds a collection of work by north-west Essex artists of the 20th and 21st centuries including Edward Bawden, Eric Ravilious, John Aldridge, and Michael Rothenstein. Over 40 artists are represented in more than 3,500 accessioned objects as well as a large collection of ephemera. Many visitors come specially to see work by Edward Bawden. As far as we know, this album has never been available to the general public and so will be of great interest. It can now be made accessible to researchers and will join four other scrapbooks made by the artist on rotating display.



GLAMORGAN ARCHIVES

The conservation of the William Burges designs for Cardiff Castle, phase II

Project cost: £14,152

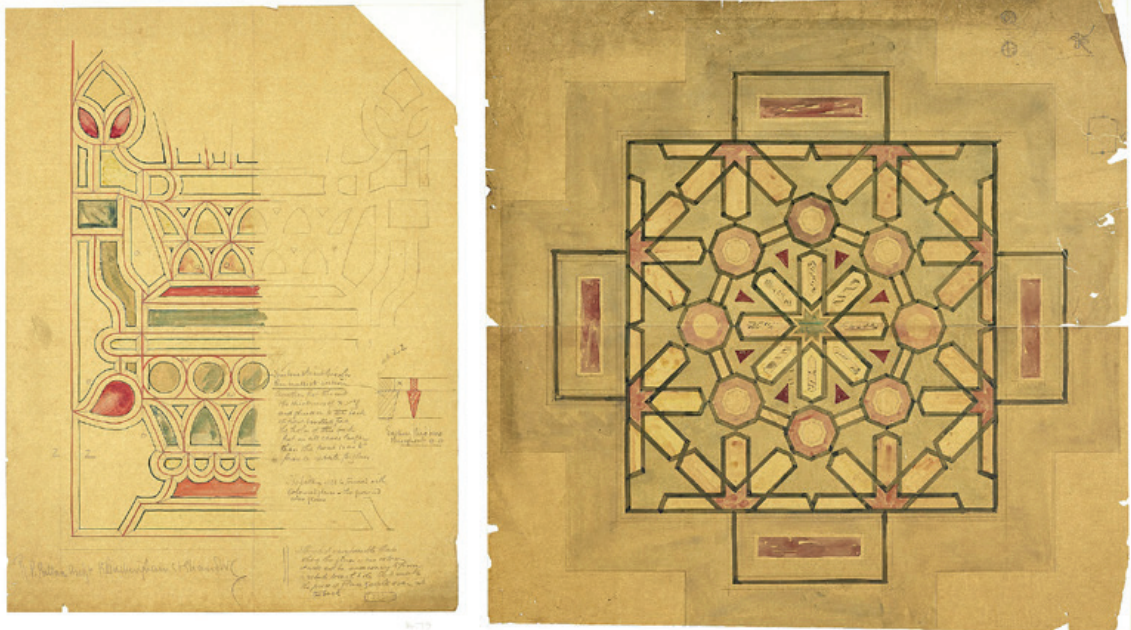
Grant award: £14,152

Laura Cotton, Glamorgan Archivist, writes: The Cardiff Castle collection comprises about 2,000 drawings and paintings compiled by William Burges, the respected architect and designer who worked in the Gothic Revival style. The majority of the items relate to his redevelopment of Cardiff Castle (on behalf of the 3rd Marquis of Bute) from 1868 until his death in 1881, although there are also drawings for his reconstruction of Castell Coch, 1872-1881, and other buildings he was involved with around the same date.

Following a successful first phase, during which the large-rolled drawings were conserved, NMCT has generously funded a second phase of work that will be completed in 2024. This will concentrate on two categories of material: items that have been badly mounted, often in non-archival or light boards and papers, and items that are on tracing or oiled paper that need to be removed from their backing. The conservation work will consolidate and properly protect the collection enabling full digitisation for use in exhibitions and online.

The work of William Burges is relatively under-researched and it is hoped that, by widening research access to the collection, more people will discover these wonderful drawings and paintings. The conservation work on this material will enable us to provide on-demand access within the Archives Searchroom for the first time. We are grateful to NMCT, the Welsh Government and the Colwinston Trust for their support of this project.

Designs from the collection. Courtesy of Glamorgan Archives.



KNOLE HOUSE (NATIONAL TRUST)

The conservation of Sackville patents of nobility and pedigrees

Project cost: £25,025

Grant award: £20,625

Samantha Smith, Collections and House Manager, writes:

The generous grant from the NMCT will enable us to complete the conservation of a collection of manuscripts relating the Sackville Family who have lived at Knole for over 400 years. The patents tell the story of the Sackville family investiture within the Royal English court, dating from 1720-1816. Alongside these are the family trees of the Sackville and Curzon family dating from 1622-1635, which were on public display since the 18th century only to be removed due to their fragility in late 20th century.

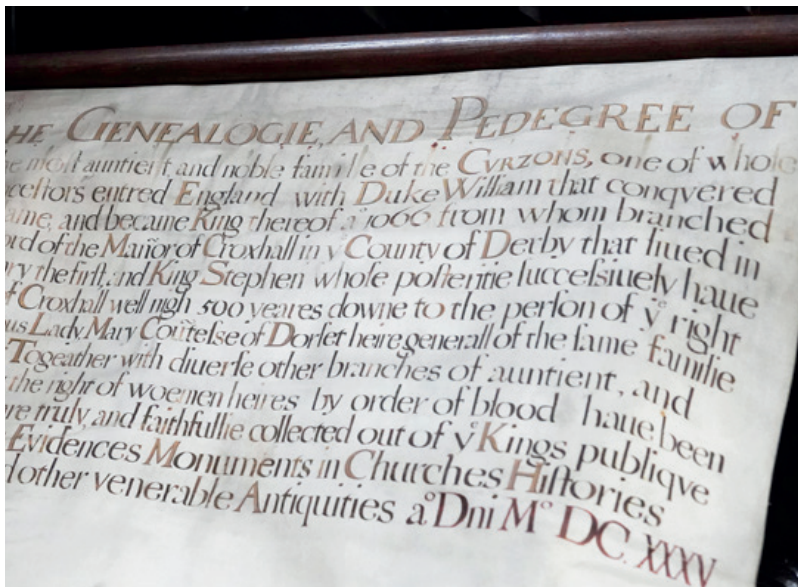
All the parchment documents are showing signs of wear and tear and surface dirt. At present it is not possible fully to unroll the pedigrees and the patents are inappropriately mounted. This creates significant challenges in terms of manual handling and their overall condition means they are not in a fit state to be stored or displayed safely, let alone made accessible for research or to the public.

Through this grant, a conservator alongside an undergraduate student from the City & Guilds of London Art School's BA Book and Paper Conservation programme, will clean and remount the patents using conservation-grade materials allowing them to be safely displayed and stored. The pedigrees will be cleaned and unrolled fully, giving us an opportunity to digitally record the documents.

The completion of the conservation will allow opportunities for research projects to expand our knowledge of the Sackville family and their connections. The project will be completed in Summer 2024.

Below: Curzon Pedigree before conservation. © National Trust/ Toby Hooker.

Right: Sackville Pedigree before conservation. © National Trust/ Phil Dimes.



MUSEUM OF FREEMASONRY, LONDON

The conservation of the Old Charge manuscript of British Freemasonry 1718

Project cost: £1,344

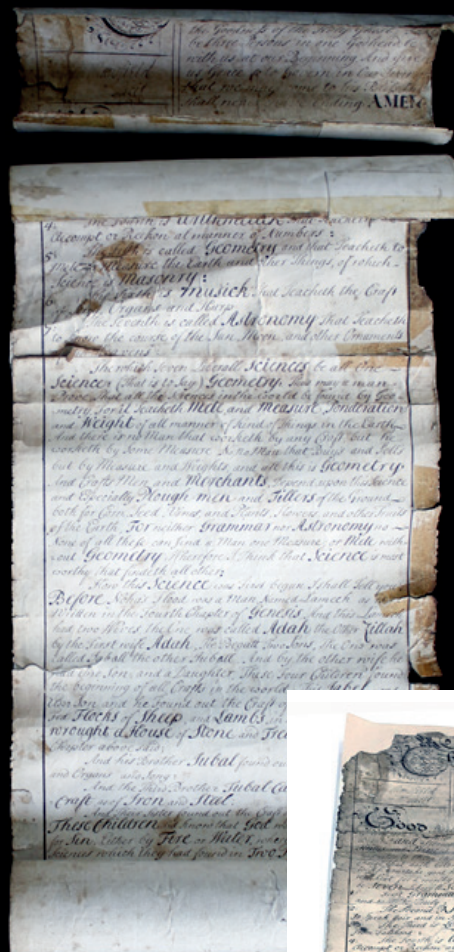
Grant award: £1,344

Susan Snell, Archivist, writes: A manuscript 'Old Charge', written by Joseph Hallam of Mansfield, Nottinghamshire for William Barret on 20 July 1718, represents an exciting recent donation. An NMCT grant has enabled the conservation of this document, transforming its fragile and damaged condition so that it can be accessed by researchers. A previous NMCT grant conserved nine of the Museum's Old Charges, with online catalogue records now accessible for all 47 documents.

Medieval pandemics led to skills shortages, resulting in craftsmen seeking higher wages. Although legislation attempted to control this, stonemasons claimed a legendary lineage, including patronage from St. Alban and King Athelstan, to boost their credentials. Masons combined these historical traditions with conduct and behaviour rules in Old Charge documents, of which c.125 extant examples survive.

The Hallam-Barret manuscript provides contemporary evidence for the transition from operative to speculative freemasonry, a year after the formation of the world's first Grand Lodge. The freemasons' Book of Constitutions, published in 1723, incorporated rules from Old Charges. Some Old Charges are in book format but others, including this recent donation, are scrolls. The Hallam-Barret manuscript shares diplomatic traits with other Old Charges: a prayer, a history of masonry, rules for a stonemasons' lodge and apprentices.

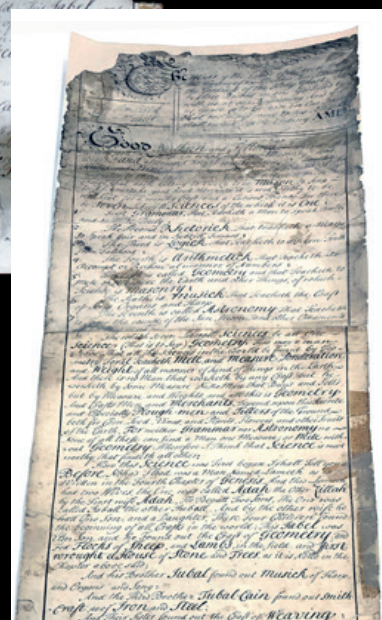
Repairs removed backing papers at the top section of the manuscript, which revealed part of a mid-18th century personal letter from Joseph [?Hallam] to his wife.



Above: Unrolled document before repair, showing existing damage (unrolled).

Right: Top section of conserved Hallam-Barret Old Charge.

Images courtesy of the Museum of Freemasonry.



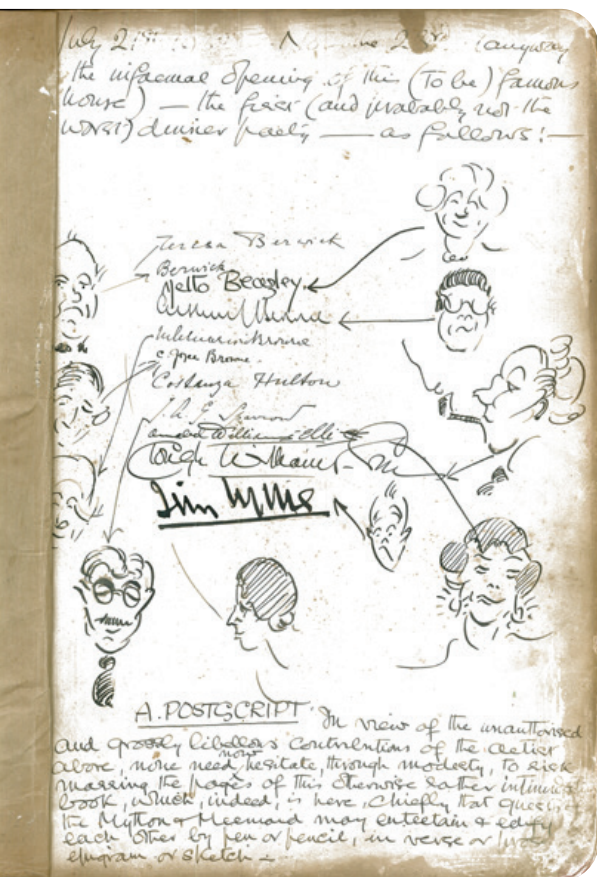
PORTMEIRION LTD / CLOUGH WILLIAMS ELLIS FOUNDATION

The conservation of the Mytton and Mermaid Scrapbook

Project cost: £2,300

Grant award: £500

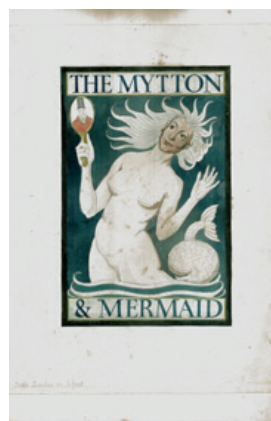
Rachel Hunt, Collections Curator, writes: This 60-page scrapbook chronicles the Mytton and Mermaid Hotel, which was opened (and named) by visionary architect Clough Williams-Ellis in 1932, as a half-way house between London and Portmeirion, his Italianate village/resort near Snowdonia, built between 1926 and 1978.



Left: Roughly-sketched caricatures of some of the Mytton & Mermaid's key stakeholders (before conservation).

The 60 pages of thick card stuck with photos, paper cuttings, sketches, rhymes, menus and other ephemera provide a rare insight into the Mytton and Mermaid and Portmeirion hotels during their heyday in the 1930s. Each page reveals previously unknown social connections, and offers new research opportunities. Highlights include two watercolour designs by Ralph Ellis for the Mytton and Mermaid inn sign. Another page is filled with quickly-drawn caricatures of some of the main players, not least Clough and Amabel Williams-Ellis, and Jim Mytton, the manager of the Portmeirion Hotel.

The NMCT's generous grant will enable the binding of the scrapbook to be strengthened, for each page and its insertions to be surface cleaned, and for areas of lifting to be re-adhered. Some of the page corners, and some larger sections, are detached. These salvaged fragments will be re-fixed, and vulnerable or loose areas consolidated and stabilised. On completion, it can be viewed by appointment, and four facsimiles are already on display in various relevant locations.



Far left: Design for the Mytton & Mermaid sign by Ralph Ellis, showing local rake and hedonist Jack Mytton.

Left: Design for the Mytton & Mermaid sign by Ralph Ellis, showing Portmeirion's emblem, the mermaid.

Images courtesy of Portmeirion Ltd and the Clough Williams Ellis Foundation.

POWYS ARCHIVES

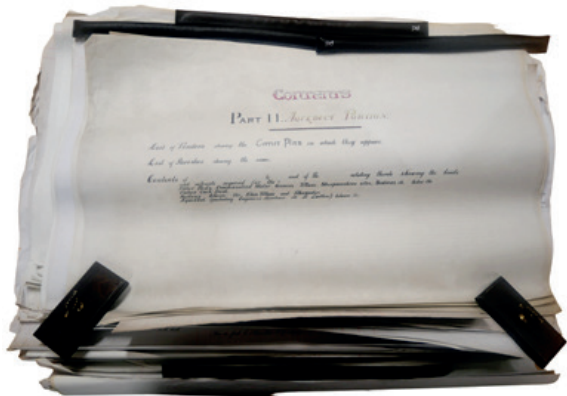
The conservation of a terrier relating to the Elan Valley 1893-1904

Project cost: £2,410

Grant award: £2,410

Charlotte McCarthy, Archives Manager, writes: The Elan Valley Terrier 1893-1904, forms part of the significant Welsh Water Authority Elan Valley collection, which was donated to Powys Archives in the late 1980s and early 1990s. The collection details the colourful story behind one of Britain's greatest civil engineering projects, which began with the passing of the Birmingham Corporation Water Act in 1892 and enabled the compulsory purchase of all the land within the water catchment area of the Elan Valley, allowing the Corporation to build four main dams and reservoirs. The construction of the dams began in 1893, they were formally opened by Edward VII in 1904 and completed in 1907.

The terrier to be conserved details the land easements and rights acquired in conjunction with the construction of the aqueduct portion of the scheme (which began in 1896) and contains details of filter beds, water gauges, sheep-washing sites and railway sidings as well as details of the compensation provided to the landowners. Unfortunately, the current condition of the terrier means that it is difficult to produce and photograph and therefore the document has not been widely publicised or accessed.



The Elen Valley Terrier 1894-1904 prior to conservation.
Courtesy of Powys Archives.



A surveyor and his assistant at work in the Elan Valley, c1893.
R.G. Hughes Collection, Powys Archives.

We are grateful to the NMCT and the Welsh Government for funding the conservation of the terrier, which will not only prevent further damage to the item but will also increase its accessibility making it easy to produce, index (to enhance our catalogue entry), and digitise.

WEST SUSSEX RECORD OFFICE

Ordinary Voices Revealed: conserving the working papers of the Consistory Court of the Archdeaconry of Chichester

Project cost: £28,678

Grant award: £22,449

Jennifer Mason, Collections Manager and Carina Rosas, Senior Conservator, write: The archive of the Diocese of Chichester contains an extensive series of working papers of the Consistory Court for the Archdeaconry of Chichester, described as 'Miscellaneous Court Papers', dating from 1554 to 1851. These are an extremely significant series of records, not only shedding light on the administration and operation of the Consistory Court but also providing insight into the lives and activities of ordinary people. They represent a point of connection between residents of the Diocese today and those living over 400 years ago, as well as being an untapped source for researchers from a range of different disciplines.

The vast majority of documents in the series are in poor condition. Thanks to the generous grant from NMCT, a significant portion of these records – to date largely inaccessible due to their fragility – will be made available for research. The conservation project, entitled *Ordinary Voices Revealed*, is an ambitious one, aiming to conserve 69 boxes of records in seven months. The grant funding will be used to employ a fixed-term conservator for this period, providing an exciting career opportunity for a recent conservation graduate.

The conservation treatment focuses predominantly on mould remediation and stabilisation of the documents. Treatment will follow the principle of minimum intervention and take a fit-for-purpose approach, aiming for sufficient physical integrity to enable safe use and handling of the documents.



Some documents are extremely fragile and have suffered loss of substrate. Partial loss of text is evident (Cat. no. Ep/1/15/1/213). Courtesy of West Sussex Record Office.

WORCESTER ARCHIVES AND ARCHAEOLOGY SERVICE

The conservation of Worcestershire wills 1617-1623

Project cost: £21,700

Grant award: £17,700

Dr Adrian Gregson, County and Diocesan Archivist, writes: Our collection of Worcestershire wills and other probate documents relating to the Bishop of Worcester's Consistory Court and subsequently Worcester Probate Registry is heavily used by researchers. They may be family historians, architectural historians, people interested in their local village, or the pattern of trades, population trends and a host of other topic areas. We hold over 1,000 boxes of them dating from 1493-1925.

Unfortunately, a large number of the 17th-century documents are too fragile to produce and, in a county whose population burgeoned in the 16th and 17th centuries and was at the heart of the Civil Wars as well as developing industries, the lack of access to this material has hampered research.

We were therefore very pleased that NMCT generously awarded a second grant to support their conservation and preservation, allowing a further 15 boxes to be dealt with, adding to the original assistance from NMCT in 2020, which allowed some 2,600 documents to be conserved. We will now be able to provide access to documents from 1622 which will represent an additional 4,500 (approx.) individual wills since we began the Project.

Since our first grant we are revising our conservation techniques particularly to avoid too much washing in water and instead following re-moistenable tissue and in-situ repair protocols, using low moisture techniques.



Conservation in progress. Courtesy of Worcestershire Archives and Archaeology Service.

The conserved wills will be in a much better condition to facilitate digitisation, for outreach and education purposes, and to enrich the available documentary sources for Worcestershire as a whole.

The Lasting Benefit of NMCT Grants

NMCT has helped institutions to conserve important manuscripts and collections for over thirty years. This year, we highlight the conservation of the important Court of Arches collection, one of Lambeth Palace Library's largest archives. This multi-year project was supported with five grants between 1990 and 2020, to a total value of £94,600.

LAMBETH PALACE LIBRARY

The Court of Arches: from an ancient well to a 21st-century library

Rachel Freeman, Archivist, and Lara Artemis, Senior Conservator, write: Since its foundation in 1990, the NMCT has generously supported Lambeth Palace Library in the conservation of one of its largest archives, the Court of Arches. Through a series of grants, totalling over £90,000, we have transformed thousands of records from being unfit for consultation to being readily available for researchers.

The records of the Court of Arches are among the most important in the Archbishops' Archives. As the court of appeal for the Province of Canterbury it was the principal ecclesiastical court of England and Wales. In its heyday, it exercised wide-ranging jurisdiction over marriage and divorce, probate, defamation, manners and morals of the clergy and laity, and non-conformity. The Court also heard numerous cases involving disputes over advowsons, churchwardens accounts, faculties, church rates, tithes and ritualism. The surviving records date largely from after the Fire of London in 1666 to the 19th century.

After legal reforms in the late 1850s, the records were discarded down a well, dug out in 1865 and transferred to the Dean of Arches' registry at Lambeth Palace. One early 20th century Dean observed: 'You almost needed a spade to dig the papers out of the dirt in which they were buried'. Responsibility for the collection passed to the Library in 1953, when it was clear that the archive was extensively damaged.

Involving upwards of ten conservation staff with student placements assisting, the project has dealt with a few hundred boxes of bound archives of parchment and paper records. The main conservation issues ranged from splits along the edges and the effects of inappropriate storage and handling, to severe mould damage causing loss of script as well as paper integrity. In order that we could gain a sense of levels of damage that impacted on access we categorised this into four areas, more recently described as 1) Good (slightly dirty, folds but can easily be handled); 2) fair (dirty, creases, folds and some tears but can be handled); 3) poor (dirty, torn and at risk of further damage) and 4. unfit for production (highly fragmented, many losses, desiccated seals, unable to be handled without conservation intervention).



**This is by far the largest amount
of support that NMCT has ever
given to one project.**

Parchment suffering water damage and loss caused by rodents.



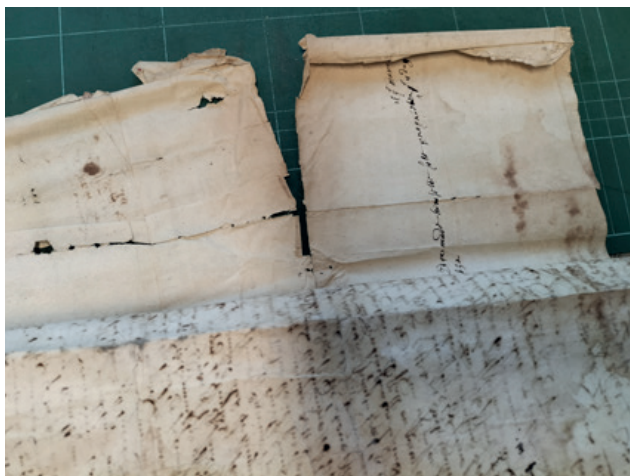
Application of remoistenable tissue to support damage caused by iron gall ink corrosion.

Over the years, treatment approaches have evolved but essentially paper records were cleaned and flattened; with the additional washing and buffering (alkaline agent added) treatment process to help manage cellulose breakdown (acid hydrolysis) caused by water and subsequent mould attacks. Supporting physical loss and damage through the use of Japanese papers and wheat starch paste has been the main repair process. This has evolved to also using gelatine sizing and re-moistenable tissue techniques to help minimise the impact of water on iron gall ink corrosion. Parchment records were also cleaned, humidified to ease creases around script; and repairs to these were made with goldbeaters' skin and gelatine as adhesive, with more recent approaches including Japanese Gampi and starch paste. Wax seals were consolidated and repaired with wax as necessary.

A broad view preservation assessment survey was undertaken (2019) alongside a mould check and box clean/ replacement project in readiness for moving the collection to its new space. This has enabled us to really visually engage with what has been done so far to preserve the collection, understand and compartmentalise its future preservation needs and continue to support the cataloguer.

In 2021 the Library moved to a new, purpose-built building, where the conserved items are housed in a combination of polyester sleeves and sleeves and bespoke folders, and sit in archival boxes. All Lambeth Palace Library's stores are PD 5454 compliant and were built in line with BS EN 16893: 2018.

The records that the NMCT has enabled us to conserve form part of an archive of national significance. The material is a primary source for social, biographical, economic, legal, topographical and ecclesiastical history. Unlike in a common law court, the proceedings for ecclesiastical law were conducted by written testimony not through oral evidence. The resulting body of records provides a hugely revealing window into the lives of the parties involved: scandalous relationships are unpicked, errors of belief scrutinised and riotous behaviour condemned.



Paper repair, before (left) and in progress (right). Courtesy of Lambeth Palace Library.

The variety of the contents is best conveyed by some examples:

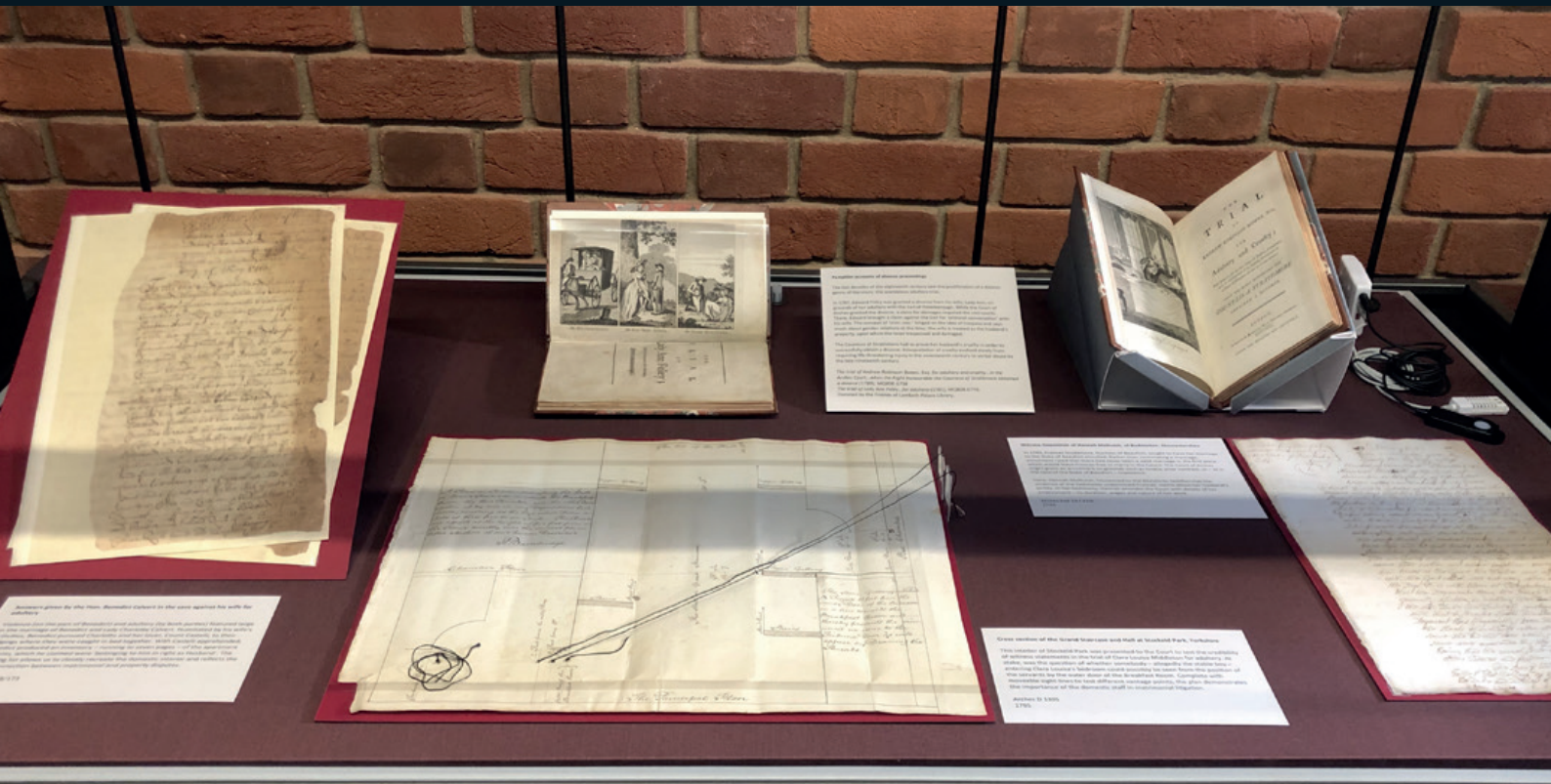
Most of the documents generated by the medieval Court have not survived, but some unexpectedly early items appear in later cases: the Fineshade Cartulary (Arches Ff 291) was conserved with an NMCT grant in 1996 and had been submitted as evidence in a case in 1672. The case used the 14th-century cartulary in a dispute concerning the payment of church rate to Blatherwycke Church in Northamptonshire. Arches series G, the 'Small Exhibits' series in which the cartulary sits, hosts an eclectic mix of items produced as evidence and, had they not been, it is likely that many of these records would not have survived to the present day.

Series G ('Papers Exhibited') was conserved with funds granted in 2003. Characters to be found in these records range from George III's son, Augustus Frederick – whose marriage was annulled by the court in 1795 – to Lodowicke Muggleton, co-founder of Muggletonianism. Muggleton appears as the beneficiary of the will of Thomas Hudson, an innholder of St. Botolph Aldersgate, London. The will records Muggleton as a 'dear and most beloved friend' and provides valuable evidence on Muggletonianism by naming others who were 'members with me in the true faith of our Lord Jesus'.

Series Bbb, the subject of a grant made by the NMCT in 2020, contains Commissions 'in partibus' – statements made by parties unable to come to London – and it abounds with colourful personalities. The archive reveals information about groups often under-represented in archival sources from the time: the lives of hundreds of women are documented shedding light on the roles they played from tavern keepers and pawnshop owners to the mistress of a privateer. Margaret Constantine, who appears in 1714, took things a step further: the records reveal her attempts to disguise the role she played.

Around the year 1701, Margaret met a Nicholas Smith, Lieutenant on the HMS Winchelsea. She subsequently came on board the ship dressed as a man and remained with the vessel for six months in men's clothing. Margaret claimed that the couple were married, while Nicolas disputed this.

Servants are another group featuring prominently in the records. Much of the matrimonial litigation seen by the Court had already been through the local consistory courts before being heard at the Arches, making the cases vastly expensive as well as excruciatingly public. Requiring huge sums to finance, it's not surprising that the cases are dominated by the lives of the affluent, but the records provide much detail on the relationships and working conditions of those lower down the social scale. When the Countess of Strathmore brought a case of adultery and cruelty against her husband in 1787, 38 individuals gave statements, including her butler, coachman, cook and footman. Statements often provide information on the servants' background, wages and the nature of their work.



Court of Arches documents on display at Lambeth Palace Library.



The exhibition gallery in Lambeth Palace Library's new building.

Lambeth Palace Library is immensely grateful to the NMCT for enabling us to make this fabulous resource available to researchers, and we look forward to many future collaborations.

The archive was the subject of hundreds of reading room requests in 2023, making it one of our most sought-after sets of records. The areas of research for which it is used are diverse: the history of gestures and body language, deafness and muteness, gender identity, persecution of protestant minorities to name but a few.

To celebrate the completion of the most recent conservation work, the Library ran *Moral and Material Decay: Four Centuries of the Court of Arches* from July to October 2023, which, as the name suggests, explored both the characters appearing in the Court and physical records in which they are recorded. The online version can be viewed on the Lambeth Palace Library website. The Library also produced a behind-the-scenes video which explores the considerations, particularly the conservation issues, relating to the display of these records.

Moral & Material Decay
Four centuries of the Court of Arches

The Lambeth Palace Library online exhibition and video can be viewed using the links below:
Exhibition: *Moral and Material Decay: Four Centuries of the Court of Arches*
Video: *The Making of an Exhibition: – Behind the Scenes*



Stills from *Moral and Material Decay: Four Centuries of the Court of Arches* behind-the-scenes video. All images courtesy of Lambeth Palace Library.

Trustees' Report

The Trustees of the National Manuscripts Conservation Trust present their Report and Financial Statements for the year ended 31st December 2023.

Structure, Governance and Management

Constitution

The National Manuscripts Conservation Trust (NMCT) was established on 9th January 1990 by a declaration of trust executed by three Trustees: John Ehrman, representing the Royal Commission on Historical Manuscripts (HMC); Henry Heaney, representing the British Library board (BL) and Lewis Golden, representing the private benefactors. Since 1 April 2003, the HMC has formed part of The National Archives (TNA), whose Chief Executive is the sole Historical Manuscripts Commissioner.

Trustees

Both the HMC (as a constituent body within TNA) and the BL each appoint one Trustee, and the two Trustees so appointed are empowered to appoint up to four further Trustees, none of whom shall be a member or an officer of, or employed by, either the HMC or the BL.

The Trustees as at 31st December 2023 are listed at the front of this report. Four served throughout the year, namely Professor David McKitterick (Chair), Charles Sebag-Montefiore (Treasurer), Dr Norman James (who has specialised knowledge of the library and archive sector in the UK) and Caroline Checkley-Scott (a leading book and paper conservator). Caroline Taylor (previously Librarian of the University of Leicester) retired as a Trustee on 20 June 2023. Gabriel Sewell (College Librarian at Christ Church, Oxford) was appointed a Trustee on 20 June 2023.

New Trustees are provided with a detailed induction to the charity and to their responsibilities as Trustees, in line with charity best practice.

Administration

The administration of the NMCT is provided by Mrs Nell Hoare, whose address, together with other administrative information, is given on page 2.

Risk Management

The Trustees have identified the principal risks that might have an effect on the NMCT and believe that appropriate action has been taken to manage them. The Trustees continue to review the adequacy of the procedures in place.

Objectives and Activities

The chief objective of the NMCT is to advance the education of the public by the provision of financial assistance towards the cost of conserving manuscripts, which, in the opinion of the Trustees, are of historic or educational value.

Applications for grants can be accepted from all county record offices, non-national libraries and museums and other similar publicly funded institutions including local authority, university and specialist record repositories throughout the United Kingdom, and from owners of manuscript material exempt from capital taxation or owned by a charitable trust. National libraries and institutions that are directly funded by the government are not normally eligible for grants from the NMCT. In deciding whether an application merits a grant, the Trustees assess the significance of the manuscript or archive, the suitability of the storage conditions, the applicant's commitment to continuing good preservation practice, and the requirement for reasonable public access.

The NMCT's website www.nmct.co.uk provides full information for applicants on how to apply for a conservation grant, as well as case studies on supported projects; a full list of recent grants, together with information about the Charity and its Trustees.

Since 1990 the NMCT has awarded grants of over £3.8m towards projects with a total value of over £7.5m, which have helped to preserve important historical, literary, scientific and other documents. Many of the manuscripts conserved with our help were fragile and completely inaccessible before treatment; as a result of the NMCT's grants, these documents have been preserved and can now be made accessible to researchers and the public.

The Trustees have had regard to Charity Commission guidance on public benefit. The Trust's core objective is to support the conservation of manuscripts by archives, libraries, universities, museums and specialist collecting institutions. The public benefits that flow from this are:

- i. Prolonging the life of locally, nationally and internationally significant manuscript material for the nation;
- ii. Making it possible for the public and researchers to access manuscripts that would otherwise be inaccessible or lost to the public domain;
- iii. Supporting the nation's libraries and archives, and enabling them to conserve their collections, which would be beyond their resources without our support.

In addition, many of the conservation projects that NMCT supports provide a training benefit.

The Trustees believe this financial support greatly benefits the recipient institutions, researchers and others who access and engage with their collections, and also the public realm. These benefits are clearly demonstrated by the short case studies in this Annual Report.

Achievements and Performance

Grants

Grants are normally awarded in June and November each year. In 2023 the Trustees considered 21 applications (2022: 21). They awarded 16 new grants (2022: 20), giving to university libraries, local record offices and other eligible applicants the aggregate net sum of £148,850 (2022: £165,140). Full details of grants awarded in 2023 are given in the Review of the Year (pages 6 to 23).

Our partnership with the Museums Archives and Libraries Department (MALD) of the Welsh Government to support conservation projects in Wales continues to flourish.

Librarians in three museums and archive services were able to submit applications, which we were delighted to support to a gross value of over £32,500. We are grateful to colleagues in MALD for their work in raising awareness to these grant opportunities and to offering free advisory visits to applicants where necessary.

In recent years, NMCT and the Scottish Council on Archives (SCA) have worked increasingly closely to raise awareness of NMCT grants in Scotland and to increase the funding available for Scottish conservation projects. In 2022, SCA secured £10,000 from the National Records of Scotland for our ring-fenced fund for Scotland. With NMCT's contribution the gross equivalent amounted to over £14,000. Two applications from Scotland were supported from this fund, Aberdeen City and Aberdeenshire Archives (£2,638) and Argyll Estates (£10,000).

Meanwhile, colleagues at The National Archives generously contribute their expertise and advice on all grants from England and Northern Ireland. This ensures that the Trustees are able to make very well-informed decisions on all grant applications. We are also grateful to TNA colleagues for offering advisory visits to applicants where necessary.

Financial Review

In 2023 the Charity's aggregate income reached £199,563 (2022: £182,121). Sixteen grants for conservation were approved in 2023, amounting to a net £148,850 (2022: £165,140). These grants are set out in more detail on pages 6 to 23.

The Charity enjoys two streams of income – investment income, which rose by 10.4% to £107,663 (2022: £97,521), and donations, which amounted to £91,900 (2022: £84,600, of which £27,500 was restricted to Scottish and Welsh conservation projects in future years).

Aggregate operating expenses fell by about 5% to £23,255 (2022: £24,576). The investment manager's charges amounted to £5,784 (2022: £7,054) Other costs include administration (£8,900) and fundraising for the Trust (£3,000), producing the annual report (£3,000) and the independent examination fee (£1,200).

The balance sheet at 31 December 2023 recorded total net assets of £2,517,785 (2022: £2,425,609). The increase is explained largely by unrealised investment gains. Further details of the investment portfolio are given in note 9.

Current assets amounted to £240,807, all represented by cash. Current liabilities, mostly grant commitments, amounted to £180,764 giving net current assets at the end of 2023 of £60,043 (2022: £26,748).

Investments and Reserves

The Trustees have adopted a total return investment policy, intended to maximise total returns whilst accepting a medium degree of risk. To this end the NMCT's portfolio is invested in the Cazenove Sustainable Multi-Asset Fund. This is a long-term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods.

Other than the Unrestricted Fund and the Restricted Fund, all the Trust's reserves are regarded as endowment funds, which are normally represented by investments in order to produce a reasonably predictable and regular level of income. The Trustees regard this as necessary to maintain and support the Charity's operation.

Any annual deficit on the Unrestricted Fund is made good by a transfer from unrestricted funds brought forward. Grants awarded from the Restricted Fund are limited to donations received by the Charity and their defined, restricted purpose.

Plans for future periods

The Trust's objectives for 2024 are to continue to seek to maximise investment income and grants receivable and again to award conservation grants of around £150,000 unless incoming resources turn out to be significantly greater than in 2023.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland" and with regulations made under the Charities Act 2011.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year. In preparing financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Following the retirement of Sarah McManus from Galloways Accounting during 2023, her successor, Scott Harrower of Galloways Accounting, was appointed as the Trust's Independent Examiner during the year.

Approved by the Trustees and signed on their behalf by:

Professor David McKitterick

Chair

14 April 2024

Independent Examiner's Report

To the Trustees of The National Manuscripts Conservation Trust

I report on the accounts of the trust for the year ended 31st December 2023, which are set out on pages 38 to 43.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 145 the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Scott Harrower, FCA

Chartered Accountant

Galloways Accounting
Ridgeland House, 15 Carfax
Horsham, West Sussex RH12 1DY

15 April 2024

Statement of Financial Activities

For the year ended 31 December 2023

	Notes	Endowment Fund 2023 £	Unrestricted Fund 2023 £	Restricted Fund 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income from						
Investments	2	-	107,663	-	107,663	97,521
Donations	3	-	84,900	7,000	91,900	84,600
Total income		-	192,563	7,000	199,563	182,121
Expenditure on						
Charitable activities	4	-	117,238	31,612	148,850	165,140
Administration & fundraising	5/6	-	23,255	-	23,255	24,576
Total expenditure		-	140,493	31,612	172,105	189,716
Operating result		-	52,070	(24,612)	27,458	(7,595)
Gains/(losses) on investments						
Realised	9	29	-	-	29	20,525
Unrealised	9	64,689	-	-	64,689	(259,665)
Net income/(expenditure)		64,718	52,070	(24,612)	92,176	(246,735)
Transfers between funds		-	3,818	(3,818)	-	-
Net movement in funds		64,718	55,888	(28,430)	92,176	(246,735)
Reconciliation of funds						
Total funds brought forward		2,157,531	216,466	51,612	2,425,609	2,672,344
Total funds carried forward		2,222,249	272,354	23,182	2,517,785	2,425,609

Balance Sheet

As at 31 December 2023

	Notes	2023	2022
		£	£
Fixed Assets			
Investments	9	2,457,742	2,398,861
Current assets			
Debtors	10	-	-
Cash at bank and deposits		<u>240,807</u>	<u>223,033</u>
		240,807	223,033
Creditors: falling due within one year	11	<u>(180,764)</u>	<u>(196,285)</u>
Net current assets		<u>60,043</u>	<u>26,748</u>
Net assets		<u>2,517,785</u>	<u>2,425,609</u>
Representing			
Endowment fund		2,222,249	2,157,531
Unrestricted income fund		272,354	216,466
Restricted fund		<u>23,182</u>	<u>51,612</u>
		<u>2,517,785</u>	<u>2,425,609</u>

Approved by the Trustees on 14 April 2024 and signed on their behalf by:

Professor David McKittrick
Chair

Notes to the Accounts

For the year ended 31 December 2023

1. Accounting policies

a. Basis of accounting

The accounts have been prepared in accordance with the Charities SORP (FRS 102) *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland* and with regulations made under the Charities Act 2011. A summary of the more important accounting policies is below.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant risk that that uncertainty over estimates made for the purpose of these financial statements may cause a material adjustment to the carrying value of assets and liabilities.

The Charity is a public benefit entity.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

c. Income

Dividends are recognised in the period in which the dividend becomes payable.

Donations and legacies are recognised in the period in which they are received or when there is otherwise certainty of receipt. Other income is recognised in the period to which it relates.

d. Expenditure

Expenditure is allocated between charitable activities, raising funds and support costs.

Expenditure on charitable activities comprises grants made for the conservation of manuscripts that, in the opinion of the Trustees, are of historic or educational value. These costs are charged, as appropriate, to the unrestricted or restricted funds when they have been committed.

Expenditure on raising funds comprises chiefly the investment manager's charges and the fundraising element of the administration and fund-raising consultant.

Administration and support costs are those costs which are not attributable to a single activity but provide the necessary organisational support for all the Charity's activities. They include the administration element of the consultant's costs, the independent examiner's fee, the cost of producing the annual report, the expenses of the website and of holding trustee meetings.

e. Fixed assets

Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss credited to or deducted from the Endowment Fund.

2. Investment income

	2023	2022
	£	£
Dividends received from investments	103,752	£96,616
Interest received on deposits	3,911	905
	<u>107,663</u>	<u>97,521</u>

3. Voluntary income

	2023	2022
	£	£
Donations (unrestricted)	84,900	57,100
Donations (restricted)	7,000	27,500
	<u>91,900</u>	<u>84,600</u>

4. Direct charitable expenditure

	2023	2022
	£	£
Grants from unrestricted funds	117,638	133,029
Grants from restricted funds	31,612	32,098
Grants approved in year	149,250	165,127
Under/(over)-provision in previous years	(400)	13
Net cost of grants	<u>148,850</u>	<u>165,140</u>

5. Expenditure on raising funds

	2023	2022
	£	£
Consultant's fees for fundraising	3,000	3,506
Investment management fees	5,784	7,054
Total fundraising costs	8,784	10,560
Administration and support costs (from note 6 below)	14,471	14,016
Total expenditure	<u>23,255</u>	<u>24,576</u>

6. Administration and support costs

Consultant's fees for administration	8,900	8,588
Annual report	3,000	3,344
Independent examination fee	1,200	1,200
Meeting costs	419	186
Website expenses	703	432
Bank charges and sundry costs	249	266
Total support costs	<u>14,471</u>	<u>14,016</u>

7. Transactions with Trustees

No Trustee received any remuneration (2022: £nil) or any reimbursement of the cost of travelling to meetings (2022: £nil).

8. Taxation

As a charity, the National Manuscripts Conservation Trust is exempt from tax on income and gains falling within Part 10 of the Taxes Act 2007 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Investments

The Trust's investment portfolio consists of a single holding in the Cazenove Sustainable Multi-Asset Fund, a long-term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods.. The portfolio as at 31 December 2023 is summarised in the following table:

	Cost	Market value	Annual income (prospective)	Yield on market value
	£	£	£	%
Sustainable Multi-Asset fund	2,645,486	2,457,742	103,543	4.21%
	<u>2,645,486</u>	<u>2,457,742</u>	<u>103,543</u>	<u>4.21%</u>

An additional analysis is given below:

	2023 £	2022 £
Market value at 1 January	2,398,860	2,638,070
Proceeds of sale	(5,836)	(268,011)
Cost of purchases	-	267,941
Realised gains/(losses)	29	20,525
Unrealised gains/(losses)	<u>64,689</u>	<u>(259,665)</u>
Movement in year	<u>58,882</u>	<u>(239,210)</u>
Market value at 31 December	<u>2,457,742</u>	<u>2,398,860</u>

10. Debtors

	2023	2022
	£	£
Other debtors	-	-
	<u>-</u>	<u>-</u>

11. Creditors: Amounts falling due within one year

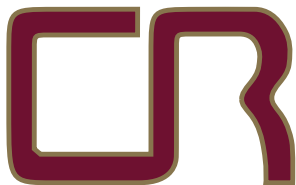
	2023	2022
	£	£
Grants payable	179,564	190,303
Sundry creditors	1,200	5,982
	<u>180,764</u>	<u>196,285</u>

12. Analysis of net assets between funds – 2023

	Endowment fund	Unrestricted fund	Restricted fund	Total
	£	£	£	£
Investments	2,457,742	-	-	2,457,742
Net current assets	(235,493)	272,354	23,182	60,043
Total assets	2,222,249	272,354	23,182	2,517,785

Analysis of net assets between funds – 2022

	Endowment fund	Unrestricted fund	Restricted fund	Total
	£	£	£	£
Investments	2,398,861	-	-	2,398,861
Net current assets	(241,330)	216,466	51,612	26,748
Total assets	2,157,531	216,466	51,612	2,425,609



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Conservation Trust

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Registered Charity: 802796

THE NATIONAL MANUSCRIPTS CONSERVATION TRUST

England & Wales - Charity number 802796

Accounts



NM
CT

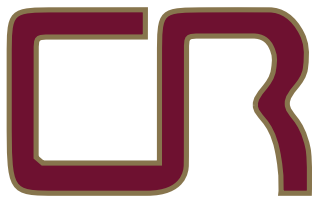
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Eggs of the little *Tritia* *sp.*
called sea grapes

Annual Report
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Registered Charity: 802796

Annual Report and Accounts for the year to 31 December 2022

Reference and Administrative Information

www.nmct.co.uk | info@nmct.co.uk | [@TheNMCT](https://twitter.com/TheNMCT)

Registered Charity: 802796

Patron

Sir Keith Thomas CH FBA

Trustees

Professor David McKitterick FBA FSA, Chairman

Mr Charles Sebag-Montefiore FSA FCA, Treasurer

Ms Caroline Checkley-Scott ACR

Dr Norman James FRHistS

Mrs Caroline Taylor BA DipLib MCLIP

Administrator to the Trustees

Mrs Nell Hoare MBE FSA FMA FIIC

P.O. Box 4291, Reading, Berkshire RG8 9JA

Independent Examiner

Galloways Accounting

Ridgeland House, 15 Carfax, Horsham, West Sussex RH12 1DY

Solicitor

Anderson Rowntree

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Fund Manager

Cazenove Capital Management Ltd

1 London Wall Place, London EC2Y 5AU

Bankers

CAF Bank Limited

25 King's Hill Avenue, West Malling, Kent ME19 4JQ

Chairman's Introduction and Review of the Year

It was a reflection of the aftermath of the pandemic that when the Trustees met in June 2022 they had very few applications in front of them.

The situation looked much more encouraging in the autumn, when they met again, for people had returned to work and had been able to prepare and present proposals. Nonetheless, it remains that for libraries, archives and museums, as well as for the world of conservators, it is still difficult to recruit people with appropriate skills. Nearly everywhere faces financial challenges, and the need for support remains great. The NMCT has continued to encourage applications, and emphasises that the formalities have been kept as simple as possible. As usual, every application has been independently and professionally assessed.

Once again, we remain grateful to all our supporters, whether trusts and other bodies, or private individuals. In a continuing collaboration, the Pilgrim Trust has contributed with notable generosity. In Wales and Scotland, government bodies have encouraged continuing programmes.

Later pages in this report record our usual range of grants. The materials to be conserved bring constant interest. Oldest by some distance was the 6th century BCE papyrus in Manchester, which had been subjected to disastrously destructive treatment some years ago. We have contributed in the past to work on the considerable collection of papyri in the John Rylands Library, but this was by far the largest example, and indeed, at 4.2 metres, one of the largest surviving anywhere.

By no means everything that comes to our attention has a long-established home, or has been long recognised. The 42 substantial volumes of a detailed diary kept by a man in Cornwall and spanning much of the last century, turned up by accident, cast out with rubbish when a house was cleared out, and accidentally spotted by a public-spirited passer-by and her family. Their wealth of everyday detail will certainly be of value to the future. Here it is especially pleasing to recall not just the accident of their being saved, but also the subsequent collaboration for their conservation that has taken place between three bodies, in Cornwall, Sussex and the conservation group Impact Heritage in south London. As noted below, we welcome such imaginative collaborations.

Three collections in Wales deserve especial mention. The wide-ranging 20th-century records of the Risca North Colliery in South Wales are further reminders of the immense risks involved in a key industry. Glamorgan Archives are now home to the papers and drawings of William Burges's inspired architectural and decorative work at Cardiff Castle and Castell Coch in the latter part of the 19th century. At Swansea, archives of the Cambrian Pottery, and in particular the drawings for decoration by Elizabeth Dillwyn, record one of the most successful firms originally producing work inspired by the Wedgwoods, and then porcelain that stood comparison with Sèvres.

Some archives are straightforward to store. Some, by their shape, are much less so. By chance we received applications from two cities relating to planning history. Nottingham and Bristol both faced major challenges in the care and presentation of 19th-century building plans, which are in regular demand by people working on the history of cities. Another early 19th-century volume of plans, from the Thames Conservancy, was the subject of a grant to Berkshire Record Office.

Finally, in the year when the library of William Law, a mill owner in Rochdale, was successfully bought and distributed to nearly 70 institutions by the Friends of the National Libraries, a small grant to the Brontë Parsonage Museum enabled the conservation of an important group of letters from Charlotte Brontë, a key part of the Blavatnik Honresfield Library collection. Here, once again, was another example of collaborative management.

Professor David McKitterick
Chairman

The Trustees are indebted to these partners and funders for their support of NMCT's work in 2022.



This level of grant-giving is possible thanks to our ongoing fundraising efforts. In 2010 we were able to give total net grants of under £70,000.

Since then a total of more than £1.2m has been raised from many generous funders which has transformed our ability to support manuscript conservation projects.

Awards by the National Manuscripts Conservation Trust 2022

BARTS HEALTH TRUST

Case by Case – St Bartholomew’s Hospital Medical and Surgical Case Notes 1826-1924

Project cost: £83,770

Grant award: £20,000

Ginny Dawe-Woodings, Deputy Trust Archivist, writes:
The generous grant from NMCT will enable us to conserve 20 volumes of St. Bartholomew’s Hospital medical case notes covering 1884-1901. The volumes are from a sub-fonds representing a near continuous set of medical case notes covering the 19th and early 20th centuries, which illustrate the history of developments in medical diagnoses and treatments.

The condition of the volumes means they are difficult to use in research or displays, or even to photograph and reproduce, and have therefore not been widely publicised or accessed. There are myriad problems – the large size of certain volumes makes them difficult to move without incurring damage; the depth of the bindings on certain volumes make it difficult to open the volume without damaging the spines further, and so are difficult to support; and the health of the paper and general cleanliness make areas of the records difficult to handle and read. Conservation work will remedy the large-binding issues, make the volumes easier to handle, and make the text more legible.

We are immensely grateful to the NMCT for their grant, which will enable access to these, as yet, not fully researched records. We are looking forward to publicising them as part of the 900th anniversary of St Bartholomew’s Hospital in 2023.



The current condition of the volumes means that they cannot be made available for research and study. Courtesy of Barts Health Trust.

BERKSHIRE RECORD OFFICE

The conservation of one volume and 21 single-sheet plans from the archive of the Thames Conservancy (part of the Liquid Assets project)

Project cost: £83,625

Grant award: £16,625

Mark Stevens, County Archivist, writes: The Thames Conservancy archive is the most significant documentary collection relating to the upper river, itself one of Britain's most recognisable features. The archive dates from 1771, when a Navigation Commission was created to improve the Thames from Lechlade to its tidal reach at Teddington Lock. This improvement – an HS2 for Georgian England – is the locks, weirs and towpaths that we have today.

The archive contains over 1,300 individual items. It has been recently catalogued and a conservation survey completed, which identified some 62 items that are too damaged for researchers to safely use. Conservation work is underway, funded by Thames Water, the William Delafield Charitable Trust, the Earley Charity and the Englefield Charitable Trust.

The generous grant from NMCT allows us to extend this work by five months and treat more items. Those identified are mostly single sheet plans, drawn during the 19th and early 20th centuries by the Conservancy's engineering staff. Most evocatively, we will conserve a book of lock plans drawn and compiled by Zachary Allnutt, Surveyor to the Navigation Commission, in 1815. Zachary's plans have been unsympathetically guarded and bound; thanks to the NMCT, we will recreate the simpler, original structure that Zachary intended and repair tears at the same time.

The project will be completed in autumn 2023.

We are grateful to the Pilgrim Trust for their support of this project.



Above: Label for Zachary Allnutt's book of lock plans.
Right: Long shot of Sarah Bailey trimming a single sheet repair.
Images courtesy of Berkshire Record Office.



BRISTOL ARCHIVES

Bristol's building plans: a conservation challenge

Project cost: £18,285

Grant award: £17,035

Allie Dillon, City Archivist, writes: We hold an extensive but highly vulnerable set of building plans, dated 1851-1948, submitted by local organisations to Bristol's Board of Health to manage sanitation. The collection contains around 40,000 plans within 314 large volumes.

The plans record new and altered buildings in Bristol during a century of rapid social change and urban growth. They document how industries and housing developed and, with them, new community, leisure and retail facilities. They form a unique record of a city's built environment: it appears no other UK city has such complete architectural plans over such duration.

Binding the plans ensured their survival but created a substantial conservation problem. They are amongst our most popular collections, but increasingly fragile, as they are often heavily folded and feature multiple media with different conservation needs.

Through this grant, a conservator will test techniques for disbinding one of the most complex volumes. Every plan will be flattened, digitised, and repackaged, keeping the originals accessible for research. They will also develop a system to prioritise items for further conservation.

From this, we will develop solutions for an ambitious, cost-effective intervention across the whole collection and build the case for further funding. We are grateful to the NMCT (and the Friends of Bristol Museums, Galleries & Archives) for their willingness to fund this exploratory work and we intend to share our learning through training opportunities for conservators and archivists.



The bound plans present major handling and conservation challenges. Courtesy of Bristol Archives.

BRONTË PARSONAGE MUSEUM, HAWORTH

The conservation of Brontë manuscripts from the Blavatnik Honresfield Library

Project cost: £2,520

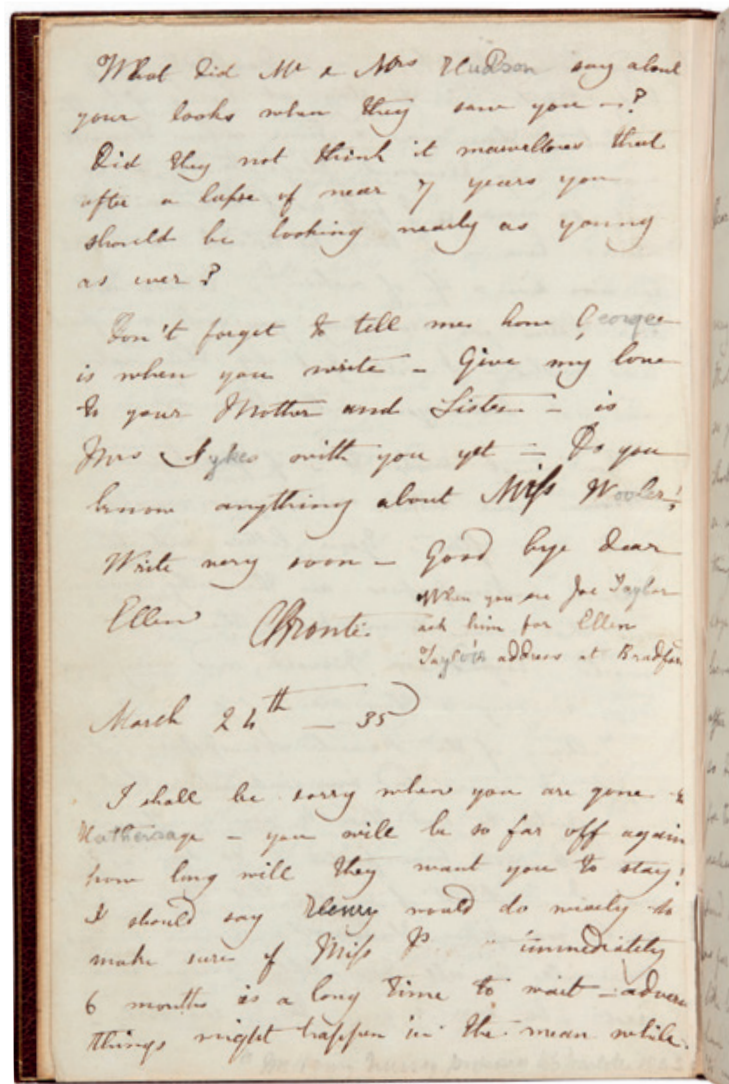
Grant award: £2,520

Ann Dinsdale, Principal Curator, writes: The Blavatnik Honresfield Library was put together by William Law, a northern industrialist, towards the end of the 19th century. Law acquired a treasure trove of manuscripts, letters and printed books including autograph manuscripts by the Brontës. The Library was saved for the nation by the Friends of the National Libraries and the manuscripts to be conserved are drawn from the material which they donated to the Brontë Parsonage Museum in 2022.

Eighteen of the items identified for conservation are letters set in a leather-bound volume; 17 of them written by Charlotte Brontë between 1845 and 1854 to her close friend Ellen Nussey. This bound collection, along with four individual letters by Charlotte, is discoloured, acidic and stained. Several are torn and handling is likely to cause further damage.

Two rare diary papers by Emily and Anne Brontë (see image page 5) have also been selected for conservation treatment. These documents are written on small scraps of paper in minuscule script and offer a vivid snapshot of the sisters' daily lives. Emily's paper is dated 30 July 1841 and illustrated with two tiny sketches of herself in the dining room of Haworth Parsonage. Anne's paper was written on the same evening, while working as a governess to the Robinson family. Both diary papers have been tipped into a leather binding. Its pastedown, endpapers and pages are foxed and acidic. Both manuscripts are stained and discoloured and there is a tear following the central fold in Emily's paper. Once cleaned, repaired and removed from their bindings the diary papers and letters can be exhibited on their own. The diary papers are to be displayed at the Brontë Parsonage Museum throughout 2023.

We are grateful to the Pilgrim Trust for their support of this project.



Letter from Charlotte Brontë to Ellen Nussey following the death of Anne Brontë. Image: © Sotheby's and courtesy of the Brontë Society.

CHRIST CHURCH, UNIVERSITY OF OXFORD
'Laud's liturgy' the conservation of a unique Book
of Common Prayer

Project cost: £2,775

Grant award: £1,388

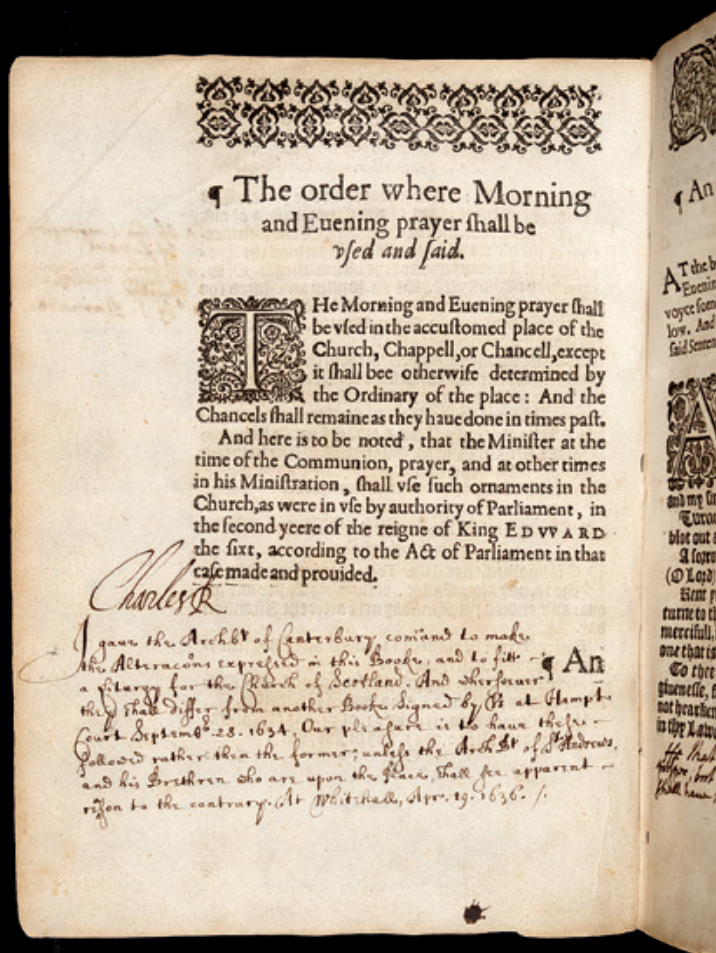
Gabriel Sewell, College Librarian, writes: This NMCT grant will allow for the treatment of Archbishop William Laud's copy of *The Booke of Common Prayer* (London, 1632) recording planned changes to the draft Scottish Prayer Book. The annotations in the volume throw crucial light on the planning for the 1637 Scottish Prayer Book, which helped precipitate the English Civil War.

The volume contains notes in the hand of one of Laud's clerks and comments by William Prynne who led the prosecution of Laud in 1644 with vindictive relish and Charles I's signature authorizing Laud's adaptations.

The item has not been available to several generations of scholars due to its poor condition. This means that researchers have had to rely on secondary sources. Having the manuscript fit for study and research will mean that researchers can access the original directly.

Conservation of the item will make it fit for safe handling and access. The grant will be used to reunite the case and text-block, making the volume easier to use, and address any text-block problems that might become worse with further use in the volume's current damaged state. As a result of the treatment accessibility will be greatly enhanced, enabling the volume to be used for research, teaching, exhibition and outreach.

The volume will also be prioritised for digitisation and will be made freely available on Digital Bodleian digital.bodleian.ox.ac.uk. The project will provide a training opportunity for members of the Oxford Conservation Consortium.



Page bearing the signature of King Charles I, authorising Archbishop Laud's adaptations, dated 19 April 1636. Courtesy of the Governing Body of Christ Church.

FIRING LINE MUSEUM, CARDIFF

The conservation of the King's Dragoon Guards' recruiting instructions, 1787

Project cost: £600

Grant award: £600

Hannah Searle, Assistant Regimental Curator, writes: Firing Line Museum is a joint regimental museum for the 1st The Queen's Dragoon Guards (QDG) and The Royal Welsh. Items from both regimental archives are displayed in the museum.

The 1787 recruiting document is a valuable piece of military and social history, including instruction to the regiment on matters such as a recruit's pay, health, religion and civilian life. Eighteenth-century military records are hard to find and little exists in the QDG Collection from this period.

Unfortunately, historic water damage means that the document was unable to be handled or displayed safely and had rendered a large portion of the document unreadable.

Thanks to the generosity of the NMCT, this document is now being conserved. Following conservation, the original document will be made available for researchers to view by appointment within Firing Line Museum. From time to time, the document is expected to be displayed in exhibitions under controlled conditions. At other times, a digital version will be made available for viewing by visitors to the museum. When not on display, the document will be stored within a conservator-approved storage file in the regimental archives.



The King's Dragoon Guards Recruiting Instructions before conservation. Courtesy of the Queen's Dragoon Guards Heritage Trust.

FRY ART GALLERY, SAFFRON WALDEN

Conservation of an Eric Ravilious Scrapbook

Project cost: £2,000

Grant award: £2,000

Gordon Cummings, Hon. Secretary writes: This 60-page scrapbook, manufactured between the two World Wars primarily for use as an album for wedding photographs, was adapted by Ravilious to paste in his entries of drawings, newspaper cuttings, tracings, correspondence and so on. The page size is 24.5cm x 31.4cm.

Many visitors come specially to see work by Eric Ravilious, whose reputation continues to grow, and his scrapbooks are particularly interesting to those who know only his watercolours and lithographs. This scrapbook will join the three others in our collection and, together, they will provide insights into his working methods and eclectic interests.

The volunteer-run Fry Art Gallery, founded 1985, holds a collection of work by north west Essex artists of the 20th and 21st centuries including Edward Bawden, Eric Ravilious, John Aldridge, and Michael Rothenstein. Over 40 artists are represented in more than 3,000 accessioned objects as well a large collection of ephemera.

The conservator will surface-clean throughout and re-attach loose papers, unfold dog-ears, repair and strengthen folds, creases and splits. The cheap and poor quality binding structure has disintegrated, and some of the bi-folios are detached and most are loose. The binding will be dismantled, and the album pages separated into their constituent bi-folios. They will then be rebound using a more appropriate sewn style into the original covers and spine.

Once conservation is complete, we expect the scrapbook to be on more-or-less permanent display in a glazed cabinet, with pages regularly turned to show content which relates to other, finished, works on display at the time.



Left: Undated Ink and wash drawing, perhaps a layout for a projected wood engraving. Above: Elements of lettering and illustrations for a limited edition of *Twelfth Night* published by The Golden Cockerel Press in 1932. Courtesy of the Fry Art Gallery.

GLAMORGAN ARCHIVES

The conservation of William Burges plans and drawings of Cardiff Castle and other buildings

Total project cost: £40,595;

Phase 1 cost: £11,566

Grant award: £11,566

Laura Cotton, Glamorgan Archivist, writes: The Cardiff Castle collection comprises c.2,000 drawings and paintings compiled by William Burges, the respected architect and designer. The majority of the items relate to his redevelopment of Cardiff Castle on behalf of the Marquis of Bute from 1868 until his death in 1881, although there are also drawings for his reconstruction of Castell Coch, 1872-1881, and other buildings with which he was involved at around the same date.

This collection has been stored for many years within the Castle and has only recently been transferred to Glamorgan Archives. The grant from NMCT will allow much needed repair and preservation work to be carried out across the whole collection, including reversing damaging conservation that was done many years ago. It will consolidate and properly protect the collection enabling full digitisation for use in exhibitions and online. In particular, this phase of work will look at the largest items within the collection and repair tears and flaking paint.

The work of William Burges is a relatively under-researched topic and it is hoped that, by widening research access to the collection, more people will discover these wonderful drawings and paintings. This conservation project will allow on-demand access within the Archives searchroom for the first time.

We are grateful to the Welsh Government for their support of this project.



Images above and on following pages: Lydia Stirling ACR, of Glamorgan Archives, and Emily O'Reilly ACR are conserving the Burges plans; the project is also providing valuable experience for conservation students from Cardiff University. Courtesy of Glamorgan Archives.





GLOUCESTER CATHEDRAL

The conservation of manuscript music pastedowns in-situ within binding of 1472 printed volume

Project cost: £1,800

Grant award: £1,200

Rebecca Philips, Cathedral Archivist, writes: In Gloucester Cathedral Library it is not unusual to find paste-downs from earlier periods inside the covers of our library books. In fact the earliest items in the Library are a set of Anglo-Saxon pages recycled into a binding in 1500 and then scavenged and brought to a high profile in the 1860s.

Inside the covers of a 1472 copy of Lactantius's works are two surviving folded folios of medieval manuscript music. As an early incunable, the book itself includes printed text with both decoration and illumination in places. Although they are badly water damaged and have seen some unfriendly attempts at improvement over the years, the manuscript pages are still intact as a result of their reuse in this binding. The binding of which they are part, and which has protected them, is starting to deteriorate along the spine and so needs care and attention.

We are delighted that the NMCT grant will allow us to conserve this book from the junction between print and manuscript cultures and the manuscript pages in situ, retaining their context and second-life as part of the binding. We will be able to display them, without risk of damage, to enable visitors and researchers to better understand the history of book construction and to access the historic musical manuscript without risk of damage.



The back cover of the 1472 copy of Lactantius's works prior to conservation. Courtesy of Gloucester Cathedral.

GWENT ARCHIVES

Black Gold: conserving the Risca North Colliery Collection

Project cost: £6,133

Grant award: £5,510

Rhiannon Griffiths, Conservator, writes: The NMCT grant will allow for the treatment of the newly acquired colliery collection of Risca North, which include pre-shift inspection records, duplicate correspondence books, examination books, general report books and inspection report books. The records cover a time of great change and activity in the industry, from strikes and economic difficulties of the 1920s, through World War II and nationalisation in 1947. The wide span of reports allows for the interrogation of data, statistical analysis and identification of trends. In addition to their use for the study of the industry, the reports and duplicate books contain staff names and are useful for the family and local historians as well as academic researchers.

They cannot be catalogued until they are conserved, due to the health and safety risk from bindings that are heavily soiled with dirt, coal dust and active mould (see images below).

Through the conservation programme the collection will be cleaned and packaged; this work will be carried out by a Preservation Assistant whose position will be funded by the grant. The Conservator will oversee this work as well as undertake in-situ conservation treatment such as remedial paper repair.

It is expected that the collection will be in high demand once catalogued. Conservation treatment will ensure that the collection is fully accessible to all.

We are grateful to the Welsh Government for their support of this project.



HIGHLANDERS' MUSEUM, INVERNESS

The conservation of two diaries of a serving officer in the 72nd Regiment of Foot/Seaforth Highlanders, 1858 to 1910.

Project cost: £2,960

Grant award: £2,960

Eilidh Young, Director, writes: Two diaries were donated to The Highlanders' Museum in the Autumn of 2021, they contain diary entries and game logs from a serving officer in the 72nd Regiment of Foot / Seaforth Highlanders dating between 1858 and 1910. As the only museum in Scotland dedicated to collecting materials relating to this Highland regiment, we were delighted to be offered these unusual diaries which document first-hand the personal experiences of serving in the regiment during one of the most dynamic periods in its history which includes the Indian uprising – the interpretation of which we have been re-evaluating as part of our Community Curator's project. They give us a rare insight into a Highland soldier's career during this period.

The two diaries were in poor condition, however, and not suitable for display, study or digitisation due to the instability of their bindings. Thanks to the NMCT grant both diaries are currently with the conservator. As part of the conservation work, they will be carefully surface-cleaned before being re-bound in a similar historical style using sympathetic methods to stabilise each volume.

We are grateful to the National Manuscripts Conservation Trust for funding the conservation of these unique diaries. Once conserved we will be able to share them with visitors to the museum, in future displays and with researchers virtually once they have been digitised.

We are grateful to the Scottish Council on Archives for their support of this project.

The unstable binding of the second diary with loose leaves. Image: Courtesy of The Highlanders' Museum.



**IMPACT HERITAGE, WEST SUSSEX WITH
KRESEN KERNOW [CORNWALL ARCHIVES]
The conservation of 42 manuscript journals of John
James Morris**

Project cost: £17,641
Grant award: £12,195

Ruth Stevens ACR, Director of Impact Heritage, writes:
The NMCT grant allows a unique set of Cornish journals
to be conserved before they are donated to Kresen
Kernow, Cornwall's archive centre.

The journals are of social historical importance to Cornwall
as they track the immense changes in society from the
First World War to the 1980s according to John James
Morris from Lanivet. They were discovered by a skip near
Truro, destined for the tip.

All volumes have loose and stapled inserts including letters,
sketches, printed pamphlets and photographs. The journals
were exposed to damp and became mouldy; they are also
fragile because they were made using acidic and low-quality
materials which have deteriorated over time.

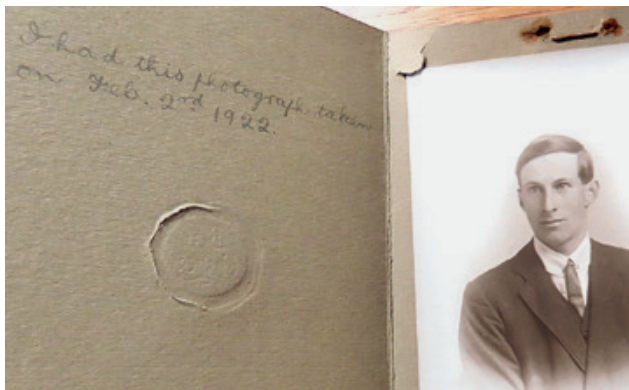
The journals will be stabilised so they can be accessed
without causing damage. They will be cleaned, rusty
staples removed, damage repaired and put into archival
boxes. Ultimately, the conserved journals will be used
to engage with the community, to share, preserve and
explore the information contained, linking themes of
identity, health, history and place.

The conservation work will be delivered by two book
conservation graduates under the supervision of Ruth
Stevens of Sussex Conservation Consortium Ltd.,
who will provide training.

Impact Heritage, set up by a group of conservators to
support projects for community archives and conservation
graduates, are grateful to the NMCT trustees for allowing
them to front the bid, unlocking the funding needed to
get the conservation work underway.

The NMCT Trustees were impressed by this novel, collaborative
approach and would welcome further collaborative applications from
archives and others in future. This grant was made possible thanks
to the support of the Pilgrim Trust.

Below: A photograph of John James Morris, 1922.



Detail of one of the diaries. Images courtesy of Impact Heritage.



**JOHN RYLANDS RESEARCH INSTITUTE
AND LIBRARY, UNIVERSITY OF MANCHESTER**

The conservation of Demotic Papyrus 9, c513BCE

Project cost: £53,997

Grant award: £10,184

Elisabeth Carr, Collection Care Manager, writes: Dating from the reign of Darius I (c.513 BCE), Demotic Papyrus 9, the Petition of Peteêsi, is regarded as one of the most important documents in the world for studies of Late Period Egypt, not only for the content of the scroll, demonstrating facets of legal, historical, and social life of ancient Egypt between the 6th and 7th centuries BCE, but also as evidence of Demotic script as a cursive recording language. Its content, language and materiality hold significant importance to the global research and conservation community. It is rare for a scroll of such length (4.2m) to remain virtually intact.

In the late 19th century, Demotic 9 was mounted in an oak frame between two sheets of plate glass. In 1967 the papyrus was severely damaged by disastrous treatment involving the application of sunflower oil, surgical spirit, and acacia gum to its surface, in an attempt to improve the legibility of the text. The sunflower oil darkened the papyrus support, rendering the black text almost illegible against the dark brown background. It also caused the support to adhere to the glass sheet on the reverse. The front sheet of glass subsequently shattered while the scroll was stored flat in storage. It seems that the glass had been temporarily removed from the frame in 1967 to facilitate the treatment and had not been properly reframed, making it vulnerable to breakage. Glass shards are embedded in the papyrus, and there are several loose fragments. Since 2003 the papyrus has been stored in a wooden crate, unavailable to researchers.

The loose fragments were rehoused in July 2019 to keep them secure. A stained blotter from these folders was analysed at The University of Manchester in May 2021, the results confirming that the sunflower oil was still actively oxidising the support and it could be partly removed.

The NMCT grant will enable us to stabilise the papyrus chemically and physically through an innovative enzymatic treatment. This will involve the use of a non-woven hydro-entangled spun-lace fibre material to apply the enzymes, and a custom-made heated mat to achieve ideal, stable conditions for the enzymes to break down the fatty acids and remove them, as much as possible, from the support. This will allow the cleaning, alignment and repair of the loose fragments and re-glazing in its original 1899 oak frame with a new top sheet of glass.

The treatment has been thoroughly researched and samples have been analysed to prove the efficacy of the process. A papyrologist will advise the project team on the reattachment of loose fragments, aided by multi-spectral imaging to reveal hidden or damaged text.

The Library's Imaging team will digitise the entire scroll and make it available online, facilitating much wider accessibility of this unique artifact. The project team and other professionals will publish a book about the historical context, conservation treatment and re-housing of the scroll, with a new transcription and translation by the papyrologist (updating the last one produced by F.L.I. Griffith in 1909).

We are grateful to the Pilgrim Trust for their support of this project.



The entire 4.2m scroll is adhered to the glass; in this image conservators are undertaking pH and conductivity tests on the accessible side of Demotic 9. Courtesy of the University of Manchester.

LANARK LIBRARY

The conservation of the first volume of the Records of the Burgh of Lanark 1488-1576

Project cost: £9,768

Grant award: £9,768

Elena Focardi, Librarian, writes: The first six volumes of the Records of the Burgh of Lanark collection span from 1488 to 1710 and contain some of the earliest records in our collection. These volumes provide significant insight into the formation and development of the self-elected Town Council during the times of Mary Queen of Scots, The Union of the Crowns as well as the Act of Union. The Records of the Burgh of Lanark are written accounts of the decisions and preoccupations of the Town Council of a Royal Burgh in Scotland, lending themselves to studies of social history and late mediaeval town administration. In the Records there are also accounts of the regulation of the measure “troy stone”.

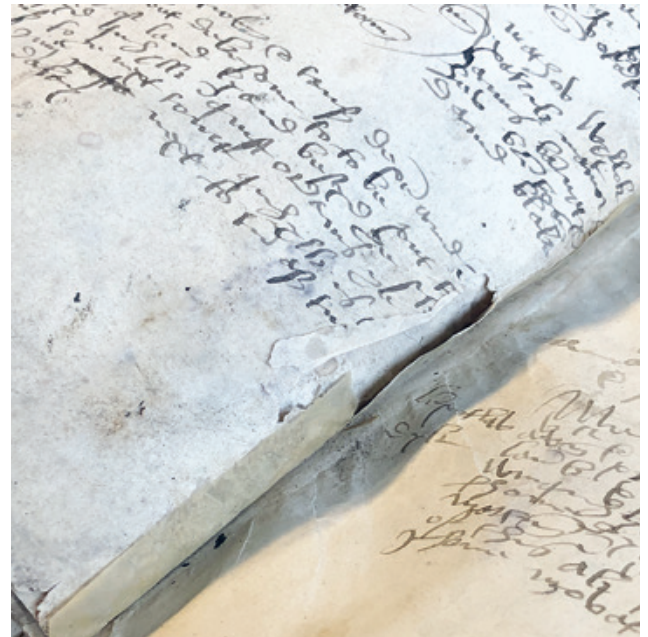
In the past, the volumes suffered significant moisture and mould damage, and were repaired and re-bound in unsympathetic bindings that restrict access and increase their fragility. The volumes contain a variety of fragments from different records, the original order of which is unclear. Following conservation assessment, the first volume of the collection was selected for treatment.

Conservation will allow the records to be made accessible and safe to handle, increasing readability and facilitating digitisation to make them available to the research community. It will also be a chance to cast some light on which might have been the original codicological units forming these records.

We are grateful to the Scottish Council on Archives for their support of this project.



Above: Previous glassine repairs on two of the six volumes have become brittle and discoloured. Right: An example of the condition of the volume that is being conserved in this project. Courtesy of Lanark Library.



THE LATYMER FOUNDATION AT HAMMERSMITH

The conservation of Latymer Foundation Minutes and Accounts Books, 1717-1845

Project cost: £36,000

Grant award: £12,704

Polly Foley, Archivist, writes: The Latymer Foundation was established in 1624 'to clothe and educate eight poore boyes' in Hammersmith. Today, it remains true to the vision of its founder Edward Latymer and offers a first-class education to academically able students from all walks of life. Latymer Upper School has over 1,200 pupils and by 2024 aims to have one in four pupils attending the school on some form of bursary, making it one of the most socially inclusive independent schools in the country.

The NMCT funding will enable the conservation of a selection of bound volumes from the Foundation's complete collection of trustee meeting minutes and accountancy records. These span from 1624 to the present day and the volumes to be conserved with NMCT support cover 1717-1845. They are unique manuscript documents, not yet digitised or transcribed. Content-wise, they provide a fascinating insight into the journey of educational reform from the 18th century to the modern day, as well as the lives of the ordinary inhabitants of West London during this time.

Previous storage has resulted in the collection being severely affected by mould and so it has been inaccessible. The treatment includes drying, cleaning and then painstaking repair of the paper and bindings. The work will be overseen by Codex Conservation but carried out by a recent graduate conservator as a step towards their Accreditation. After conservation, the documents will be digitised, and housed on the school's digital archive.



Above: Latymer boy, Henry Bland, dressed in full uniform from the 1870s. Below: The typical condition of some of the collection – The Latymer Foundation Accounts 1821-1845.

Images courtesy of The Latymer Foundation at Hammersmith.



LICHFIELD CATHEDRAL

The conservation of Lichfield MS 33 Armorial of the Garter, c1580

Project cost: £2,120

Grant award: £1,470

The Revd Canon Dr Gregory Platten, Canon Chancellor, writes: Lichfield Cathedral Library is unusual amongst Cathedral libraries, in that the core of the collection came from the 17th century library of a stately home. The original mediaeval library was stripped bare during the English Civil War, when the Cathedral endured three violent sieges, and almost all of the early manuscripts were lost or destroyed. One of those surviving manuscripts, the St Chad Gospels, had been given for safekeeping during the conflict to Frances, Duchess of Somerset. She returned it in around 1672, when the extensive damage to the Cathedral had been repaired; at the same time, she bequeathed the library of her late husband, William Seymour, to the Cathedral to form the basis of a new collection.

More than 400 books and manuscripts came to the Cathedral after the Duchess's death in 1674, including the Armorial of the Garter. Originally belonging to Edward Seymour, 1st Earl of Hertford, the Armorial of the Garter (c1580) is a rare manuscript of exceptional quality. The work of one hand, it illustrates the coats of arms of all the Garter Knights in full colour up to Adolf, Duke of Holstein; the last sovereign listed is Queen Elizabeth I.

The NMCT grant will enable conservation including surface-cleaning, works to support the existing sewing structure at the tail, and stabilising the splitting velvet cover on the spine. Once conserved, this visually stunning manuscript will be included as a highlight of a 2023 exhibition exploring the unusual history of the Cathedral's library collection, and afterwards made available to visitors on Library Tours.



Lichfield Cathedral Library.
© Amelia Brown and courtesy of the Chapter of Lichfield Cathedral.

Ranff
Erle of
Newyff
Seignilande



Sylberte
Lorde
Talbot
Talbot



William
Koes Lorde



Thomas
Lorde Morley



Edward: Powes
Powes: Lord



Hugh: Burrell Lord
burrell:



John: Lovell: Lord
Lovell:



John: Corneswall: & stre
lorde: Stanhoppe:



UNIVERSITY OF LIVERPOOL

The conservation of the Waterhouse Cotton Ledger (LUL MS.138), 1799-1802

Project cost: £4,140

Grant award: £3,000

Katy Hooper, Special Collections Librarian, writes:

The Waterhouse Cotton Ledger is one of the few sources for the pre-1815 Liverpool cotton trade. It is an accounts book of the firm of Nicholas Waterhouse and Co, Liverpool cotton brokers; with entries dated 1799-1802 over 550 folios, organised on a client-by-client basis. Clients include Richard Arkwright Jr, and Liverpool slave traders including the Earles, Tarletons, and Hindes. The cotton Waterhouse imported primarily originated in Demerara, and was cultivated by enslaved labour. Former owners of the ledger include Liverpool historians Stanley Dumbell, and Professor F. E. Hyde, who gave it to the University of Liverpool in 1975.

Generations of research have taken their toll. The need for conservation has become more urgent with the increasing interest in sources related to legacies of colonialism. The volume is currently in a deteriorated leather binding, with detached boards, and broken sewing, leaving the pages vulnerable to loss and damage. It cannot currently be accessed without risking further damage.

The process of conservation itself will add to our understanding of the object in its local context: for example, the treatment proposal has identified rope boards, demonstrating the purpose of the Ropewalks area adjacent to the University. Following conservation, the ledger will be safe to produce for teaching and research, and be a potential candidate for digitisation.



The Waterhouse cotton ledger (LUL MS.138) before conservation. Courtesy of the University of Liverpool.

NOTTINGHAMSHIRE ARCHIVES

The conservation of 600 city building plans from Victorian period

Project cost: £10,000

Grant award: £9,000

Ruth Imeson, Heritage Services Manager, writes: The Nottingham City collection of building plans is an almost complete run of architectural documents submitted to the city's planning department between 1874 and 1974. The collection contains plans for many of Nottingham's key businesses, education and sports facilities, such as Raleigh, John Player & Sons, Boots, the University of Nottingham, and Notts County Football club, and provides an insight into the development of the city's historic lace and textile industries. Key local architects such as Watson Fothergill, Hine and Howitt, are well represented.

The grant is enabling us to conserve 600 of the plans which are in a poor condition so they can be made available to the public for the first time. The collection contains thousands of documents in varying conditions, therefore this initial project aims to inform an ongoing, longer-term conservation and preservation approach to treat the entire collection.

The earliest documents date from 1871 and include blueprints, diazotypes, transparent papers made from both mechanical techniques (beaten fibres) and impregnated techniques (linseed oil), linen backed paper, and plans made from coated woven textile. The most vulnerable parts of the collection have been identified within the pre-1910 plans where many of the drawings are on transparent papers. These papers are badly degraded resulting in a brittle substrate with multiple losses, tears and no longer any tensile strength. The conservation treatment will humidify, flatten and line these to prevent further damage.

Examples of vulnerable pre-1910 plans printed on transparent paper, which has become badly degraded and brittle. Courtesy of Nottinghamshire Archives.



OXFORD UNIVERSITY MUSEUM OF
NATURAL HISTORY

The conservation of the Buckland Archive 1784-1856

Project cost: £28,140

Grant award: £10,000

Jenny Haines, Development Officer, and Danielle Czerkaszyn, Librarian and Archivist, write: We are extremely grateful to the NMCT for supporting the conservation of the recently acquired Buckland Archive. William Buckland (1784 – 1856) was one of the greatest geologists of his time. This archive consists of just over 1,000 manuscripts including correspondence, geological notes, works of art and family papers relating to William Buckland and other family members.

The archive will benefit from a range of conservation treatments to stabilise and restore appearance to this collection. Many of the paper items in the archive will benefit from having tears repaired and losses infilled. The majority of the letters need basic cleaning to remove layers of dust and fine dirt while others will undergo humidification to flatten them before they are rehoused in acid-free fascicules. In addition, photographs in the archive will be remounted to ensure they are stable enough to be safely handled. Finally, the collection will be rehoused in archive boxes constructed from acid-free card to protect them from further deterioration.

Once treated and properly stored, the Buckland Archive will be in a better condition to be made available for research, display and public engagement. This material will complement our existing archive and specimen collections in relation to William Buckland and establish OUMNH as the leading institution for research into his life and work.

We are grateful to the Pilgrim Trust for their support of this project.



Letter from the Buckland archive showing creases and dirt layers.
Courtesy of the Oxford University Museum of Natural History.

SWANSEA MUSEUM

The conservation of the Cambrian Pottery Archive

Project cost: £20,325

Grant award: £15,402

Danielle Jenkinson, Documentation Officer, writes: Swansea Museum houses a wide-ranging collection that includes locally produced ceramic items and related archival material; our NMCT grant will be used to conserve some items from the 'Cambrian Pottery Archive'. Founded in the 18th century, the Cambrian Pottery copied the successful business strategies of Josiah Wedgwood, and by the 19th century, the pottery was producing porcelain that rivalled that of Sèvres.

The 'Cambrian Pottery Archive' includes Elijah Brindley's 'Memorandum Book' and Elizabeth 'Bessie' Dillwyn's designs for Etruscan Ware. Brindley was a copperplate engraver who worked in Staffordshire as well as Swansea. His 'Memorandum Book', written 1825-1865,

provides invaluable information on the working methods of the industry, including enamel formulae and engraving prices. The pages of his work diary are currently detached and the spine is broken; its conservation will allow researchers to study its contents without risking further damage.

From 1846, Bessie Dillwyn drew up designs for the Etruscan Ware range. In partnership with her husband, the owner of Cambrian Pottery, and the pottery works manager, she also helped to experiment with ceramic body types using red clay from the family estate in Penllergaer; such involvement in the decision making of a business was unusual for a woman at this time. The conservation treatment of her work will include surface-cleaning and the removal of tape formerly used to mount the designs. The majority of the designs will then be secured within fascicules so they can be viewed and stored safely.

We are grateful to the Welsh Government and the Colwinston Trust for their support of this project.



Left and above: Some of Elizabeth 'Bessie' Dillwyn's designs for Etruscan Ware. Courtesy of Swansea Museum.

The Lasting Benefit of NMCT Grants

NMCT has helped institutions to conserve important manuscripts and collections for thirty years. In this section we give some examples of projects that would not have been possible without NMCT's support.

DONCASTER ARCHIVES

The conservation of 20 manor court rolls of the Lordship of Conisborough, 1325-1521

Project cost: £87,236

Grant award: £10,000 in 2019

Charles Kelham, Archivist, writes: Spanning the years 1265-1935 and covering 28 townships until 1347 and 16 thereafter, the series of manor court records for the soke of Conisbrough has a geographical and temporal range that makes it unparalleled as a source for the history of South Yorkshire. The series is not complete, but its 160 parchment rolls and 14 parchment and paper volumes are enough for The National Archives to consider it of national importance. Originally deposited with Doncaster Archives in 1982, the rolls were purchased for Heritage Doncaster in 2017, thanks to grants from the National Lottery Heritage Fund and the Friends of the National Libraries.

Accepting the funding committed Heritage Doncaster to make the records as widely accessible as possible through online publication. This necessitated a programme of conservation so that the best possible digital images of the parchment rolls could be captured without causing harm to documents that in some cases were already in a poor state. All outer membranes had suffered varying degrees of wear and tear, and some rolls had suffered water damage.

Funding from the NMCT allowed us to engage Antony Oliver, at Sheffield Archives, to undertake the conservation work required on 20 rolls, made up of 58 membranes. Antony removed the ties holding the membranes of each roll together, then cleaned and flattened the membranes. Only 13 required no repair work. High-resolution images of both sides of each membrane were captured at Sheffield Archives, after which the rolls were retied, rerolled and repackaged before being returned to Doncaster.

Our immediate aim now is to make the images of the rolls freely accessible to anyone anywhere in the world who wishes to read them. After that we propose putting indexed translations of the rolls online alongside the images themselves. In creating this resource, we will provide opportunities for volunteers who already possess the necessary skills, and for the training of staff and volunteers in palaeography and documentary Latin. The end product will be applicable to various educational and research purposes – in particular by exploiting that invaluable property possessed by manor court records: namely that they shed light on the lives of ordinary people living 500 and more years ago.



Examining a mid-14th century Roll.
Courtesy of Doncaster Archives.



Image: Separating the pages of a Consett Iron Company Locomotive Register by inserting archival polyester sheets.
Below: A page after treatment.
Courtesy of Durham County Record Office.



DURHAM COUNTY RECORD OFFICE
The conservation Consett Iron Company
Locomotive Registers.

Project cost: £4,561

Grant award: £2,830 in 2017

Zoe Finlay, Archive Conservator, writes: Iron has been produced in Consett, Co. Durham since 1840, with the Consett Iron Company operating from 1864 until its closure in 1980. The company established themselves as one of the world's leading iron and steel works thanks to their unique approach, controlling integral operations on-site instead of outsourcing. The town itself owed its existence to the company and, as virtually the sole employer, workers' families lived and worked beneath the shadow of the giant steelworks.

Crucial to the success of the steelworks was a vast fleet of locomotives which required daily maintenance within the Consett workshops. From the early 1870's, all repairs, transfers and scrapping of locomotives was recorded within a set of registers.

Seven of these registers dating from 1915 to 1954 are deposited at Durham County Record Office. Prior to acquisition, the registers had collected thick deposits of dirt, dust, and live mould. Three of the registers were completely inaccessible as pages lay in fragmented piles, unable to be turned. Moreover, all volumes posed a health hazard to staff, the public and other collections.

Conservation was essential to physically and chemically stabilise the registers, which would then permit digitisation of these inaccessible volumes. As a result of our NMCT grant, all seven volumes have now been cleaned, repaired, resized where necessary and rehoused.

Once digitised, the Consett Iron Registers will be a major resource of valuable information to researchers. We are grateful that the NMCT grant has allowed us to make available this insight into an important era of industrial and social heritage of North-East England.

An example of an 'A' class six-coupled 'long-boilered' engine, the No.3, K, 1845/1872, shunts on 5th July 1936.
© Durham County Council.



RHONDDA HERITAGE PARK

The conservation of the Records of Tynewydd Women's Labour group, 1920-1930.

Project cost: £6,204

Grant award: £3,804 in 2021

Darren Macey, Operational Manager, writes: The grant we received from NMCT allowed us to conserve a collection that gives a wonderful insight into the experiences of the Tynewydd Women's Labour group. The minute books begin at the section's foundation in the early 1920s and run through to the mid-1930s. They are a unique resource in terms of records relating to the organisation of working-class women in politics in the Rhondda of that period and join a handful of other such records from other constituencies in Wales - notably in Caerphilly, Newport, and Swansea. They span the lead up to and impact of the 1926 General Strike on a small Rhondda Valleys community, a period while receiving significant study, lacks an understanding of the female perspective.

The minute books describe how women organised themselves as political activists, what they did, what they talked about and debated, from the general strike to issues of birth control to the post First World War international political situation. They point to the sharp divisions between the Labour Party and Communist Party in the Rhondda and the importance of women's voices in the development of South Walian social democracy. As such the documents offer researchers an opportunity to address the gender imbalance in study of working-class struggle and have already garnered substantial academic interest from Cardiff and Swansea Universities, and the University of South Wales.

Working with students from Cardiff University and the immersive storytelling company 'Vision Fountain' will use the conserved minutes and a series of oral history interviews, conducted with women across our county, to record and compare the experiences of the women in 1926 and during the 1984-1985 miners' strike. The oral history project was by the Welsh Museums Federation. During 2023 we will create a 'behind the curtain' exhibition highlighting importance of capturing such intangible heritage of this kind.



Rhondda women during the 1926 1926 General Strike, at a Libanus Rhondda Soup Kitchen. Courtesy of Rhondda Heritage Park.



Maerdy Women's Support Group marching in Rhondda South Wales on 27 August 1984.
© Martin Shakeshaft.

'Reading a first-hand, contemporary account of the importance of women not just in supporting striking men but also influencing the policy, direction and even the mundane decision-making process has given me a completely new perspective on women's history'.

Eli McHale, MA student, Cardiff University

Trustees' Report

The Trustees of the National Manuscripts Conservation Trust present their Report and Financial Statements for the year ended 31st December 2022.

Structure, Governance and Management

Constitution

The National Manuscripts Conservation Trust (NMCT) was established on 9th January 1990 by a declaration of trust executed by three Trustees: John Ehrman, representing the Royal Commission on Historical Manuscripts (HMC); Henry Heaney, representing the British Library board (BL) and Lewis Golden, representing the private benefactors. Since 1st April 2003, the HMC has formed part of The National Archives (TNA), whose Chief Executive is the sole Historical Manuscripts Commissioner.

Trustees

Both the HMC (as a constituent body within TNA) and the BL each appoint one Trustee, and the two Trustees so appointed are empowered to appoint up to four further Trustees, none of whom shall be a member or an officer of, or employed by, either the HMC or the BL.

The five Trustees as at 31st December 2022, all of whom served throughout the year, are listed at the front of this report. They are Professor David McKitterick (Chairman), Charles Sebag-Montefiore (Treasurer), Dr Norman James (who has specialised knowledge of the library and archive sector in the UK), Caroline Checkley-Scott (a leading book and paper conservator) and Caroline Taylor (retired Librarian of the University of Leicester).

New Trustees are provided with a detailed induction to the charity and to their responsibilities as Trustees, in line with charity best practice.

Administration

The administration of the NMCT is provided by Mrs Nell Hoare, whose address, together with other administrative information, is given on page 2.

Risk Management

The Trustees have identified the principal risks that might have an effect on the NMCT and believe that appropriate action has been taken to manage them. The Trustees continue to review the adequacy of the procedures in place.

Objectives and Activities

The chief objective of the NMCT is to advance the education of the public by the provision of financial assistance towards the cost of conserving manuscripts, which, in the opinion of the Trustees, are of historic or educational value.

Applications for grants can be accepted from all county record offices, non-national libraries and museums and other similar publicly funded institutions including local authority, university and specialist record repositories throughout the United Kingdom, and from owners of manuscript material exempt from capital taxation or owned by a charitable trust. National libraries and institutions that are directly funded by the government are not normally eligible for grants from the NMCT. In deciding whether an application merits a grant, the Trustees assess the significance of the manuscript or archive, the suitability of the storage conditions, the applicant's commitment to continuing good preservation practice, and the requirement for reasonable public access.

The NMCT's website (www.nmct.co.uk) provides full information for applicants on how to apply for a conservation grant, as well as case studies on supported projects; a full list of recent grants, together with information about the Charity and its Trustees.

Since 1990 the NMCT has awarded grants of over £3.7m towards projects with a total value of over £7.3m, which have helped to preserve important historical, literary, scientific and other documents. Many of the manuscripts conserved with our help were fragile and completely inaccessible before treatment; as a result of the NMCT's grants, these documents have been preserved and can now be made accessible to researchers and the public.

The Trustees have had regard to Charity Commission guidance on public benefit. The Trust's core objective is to support the conservation of manuscripts by archives, libraries, universities, museums and specialist collecting institutions. The public benefits that flow from this are:

- i. Prolonging the life of locally, nationally and internationally significant manuscript material for the nation;
- ii. Making it possible for the public and researchers to access manuscripts that would otherwise be inaccessible or lost to the public domain;
- iii. Supporting the nation's libraries and archives, and enabling them to conserve their collections, which would be beyond their resources without our support.

In addition, many of the conservation projects that NMCT supports provide a training benefit.

We believe this greatly benefits the institutions supported, researchers and others who access and engage with their collections, and also the public realm. These benefits are clearly demonstrated by the short case studies in this Annual Report.

Achievements and Performance

Grants

The NMCT's activities and scale of grant-giving, inevitably reduced by Covid, recovered to the level before the pandemic. Grants are normally awarded in June and November each year. In 2022 the Trustees considered 21 applications (2021: 18). They awarded 20 new grants (2021: 18), and topped up one grant awarded in a previous year by £1,000, giving to university libraries, local record offices and other eligible applicants the aggregate sum of £165,140 (2021: £96,212). Full details of grants awarded in 2022 are given in the Review of the Year (pages 6 to 29).

In recent years, NMCT and the Scottish Council on Archives (SCA) have worked increasingly closely to raise awareness of NMCT grants in Scotland and to increase the funding available for Scottish conservation projects. In 2022 SCA once again secured £10,000 from the National Records of Scotland for our ring-fenced fund for Scotland. With NMCT's contribution the gross equivalent amounted to over £14,000. The two applications from Scotland were both supported, and NMCT and SCA again collaborated to run an online workshop to raise awareness to the fund and stimulate more applications.

Our partnership with the Museums Archives and Libraries Department (MALD) of the Welsh Government to stimulate conservation projects in Wales, largely suspended in Covid years, was revived in 2022. Librarians in four museums and archive services were able to submit applications, which we were delighted to support. We are grateful to colleagues in MALD for their work in raising awareness to these grant opportunities.

We are most grateful to colleagues in SCA, MALD and The National Archives for generously contributing their expertise and advice. This ensures that the Trustees are able to make very well-informed decisions on all grant applications.

Plans for future periods

The Trust's objectives for 2022 were to seek to maximise investment income and grants receivable and to award conservation grants totalling around £150,000, unless incoming resources turned out to be significantly greater than in the previous year. In the event, investment income grew to £97,521 and aggregate income rose to £182,121 (2021: £129,122) and charitable grants amounted to £165,140 (2021: £96,212).

The Trust's objectives for 2023 are to continue to seek to maximise investment income and grants receivable and again to award conservation grants totalling not less than £150,000 unless incoming resources turn out to be significantly greater than in 2022.

Financial Review

In 2022 the Charity's aggregate income reached £182,121 (2021: £129,122). Twenty grants for conservation were approved in 2022, amounting to a net £165,140 (2021: £96,212). These grants are set out in more detail on pages 6 to 29.

The Charity enjoys two streams of income – investment income, which rose markedly to £97,521 (2021: £68,822), and donations, which amounted to £84,600 (2021: £60,300, of which £27,500 is restricted to Scottish and Welsh conservation projects in future years).

Aggregate operating expenses fell to £24,576 (2021: £27,903). The investment manager's charges amounted to £7,054 (2021: £11,864). Other costs include administration (£8,588) and fundraising for the Trust (£3,506), designing, printing and posting the annual report (£3,344) and the independent examination fee (£1,200).

The balance sheet at 31 December 2022 recorded total net assets of £2,425,609 (2021: £2,672,344). The decrease was caused by unrealised investment losses. Further details of the investment portfolio are given in note 9.

Current assets amounted to £223,033, all represented by cash. Current liabilities, mostly grant commitments, amounted to £196,285 giving net current assets at the end of 2022 of £26,748 (2021: £34,274).

Investments and Reserves

The Trustees have adopted a total return investment policy, intended to maximise total returns whilst accepting a medium degree of risk. To this end, the NMCT's investment portfolio has been switched into the Cazenove Responsible Multi-Asset Fund. This is a long-term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods. comprises holdings in a diverse group of UK and international collective funds, respectively focused on the generation of income and capital growth.

Other than the Unrestricted Fund and the Restricted Fund, all the Trust's reserves are regarded as endowment funds, which are normally represented by investments in order to produce a reasonably predictable and regular level of income. The Trustees regard this as necessary to maintain and support the Charity's operation.

Any annual deficit on the Unrestricted Fund is made good by a transfer from unrestricted funds brought forward. Grants awarded from the Restricted Fund are limited to donations received by the Charity and their defined, restricted purpose.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland" and with regulations made under the Charities Act 2011.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year. In preparing financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Sarah McManus of Galloways Accounting was re-appointed as the Trust's Independent Examiner during the year.

Approved by the Trustees and signed on their behalf by:

Professor David McKitterick, Chairman

28 April 2023

Independent Examiner's Report

To the Trustees of The National Manuscripts Conservation Trust

I report on the accounts of the trust for the year ended 31st December 2022, which are set out on pages 42 to 47.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 145 the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Susan McManus FCA Chartered Accountant

Galloways Accounting
Ridgeland House, 15 Carfax
Horsham, West Sussex RH12 1DY
28 April 2023

Statement of Financial Activities

For the year ended 31 December 2022

	Notes	Endowment Fund 2022 £	Unrestricted Fund 2022 £	Restricted Fund 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income from						
Investments	2	-	97,521	-	97,521	68,822
Donations	3	-	57,100	27,500	84,600	60,300
Total income		-	154,621	27,500	182,121	129,122
Expenditure on						
Charitable activities	4	-	133,042	32,098	165,140	96,212
Administration & fundraising	5/6	-	24,576	-	24,576	27,903
Total expenditure		-	157,618	32,098	189,716	124,115
Operating result		-	(2,997)	(4,598)	(7,595)	5,007
Gains/(losses) on investments						
Realised	9	20,525	-	-	20,525	194,797
Unrealised	9	(259,665)	-	-	(259,665)	28,603
Net income/(expenditure)		(239,140)	(2,997)	(4,598)	(246,735)	228,407
Transfers between funds		-	-	-	-	-
Net movement in funds		(239,140)	(2,997)	(4,598)	(246,735)	228,407
Reconciliation of funds						
Total funds brought forward		2,396,671	219,463	56,210	2,672,344	2,443,937
Total funds carried forward		2,157,531	216,466	51,612	2,425,609	2,672,344

Balance Sheet

As at 31 December 2022

	Notes	2022	2021
		£	£
Fixed Assets			
Investments	9	2,398,861	2,638,070
Current assets			
Debtors	10	-	468
Cash at bank and deposits		<u>223,033</u>	<u>236,490</u>
		223,033	236,598
Creditors: falling due within one year	11	<u>(196,285)</u>	<u>(202,684)</u>
Net current assets		<u>26,748</u>	<u>34,274</u>
Net assets		<u>2,425,609</u>	<u>2,672,344</u>
Representing			
Endowment fund		2,157,531	2,396,671
Unrestricted income funds		216,466	219,463
Restricted fund		<u>51,612</u>	<u>56,210</u>
		<u>2,425,609</u>	<u>2,672,344</u>

Approved by the Trustees on 28 April 2023 and signed on their behalf by:

Professor David McKittrick
Chairman

Notes to the Accounts

For the year ended 31 December 2022

1. Accounting policies

a. Basis of accounting

The accounts have been prepared in accordance with the Charities SORP (FRS 102) *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland* and with regulations made under the Charities Act 2011. A summary of the more important accounting policies is below.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant risk that that uncertainty over estimates made for the purpose of these financial statements may cause a material adjustment to the carrying value of assets and liabilities.

The Charity is a public benefit entity.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

c. Income

Dividends are recognised in the period in which the dividend becomes payable.

Donations and legacies are recognised in the period in which they are received or when there is otherwise certainty of receipt. Other income is recognised in the period to which it relates.

d. Expenditure

Expenditure is allocated between charitable activities, raising funds and support costs.

Expenditure on charitable activities comprises grants made for the conservation of manuscripts that, in the opinion of the Trustees, are of historic or educational value. These costs are charged, as appropriate, to the unrestricted or restricted funds when they have been committed.

Expenditure on raising funds comprises chiefly the investment manager's charges and the fundraising element of the administration and fund-raising consultant.

Administration and support costs are those costs which are not attributable to a single activity but provide the necessary organisational support for all the Charity's activities. They include the administration element of the consultant's costs, the independent examiner's fee, the cost of printing the annual report, the expenses of the website and of holding trustee meetings.

e. Fixed assets

Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss credited to or deducted from the Endowment Fund.

2. Investment income

	2022	2021
	£	£
Dividends received from investments	96,616	68,801
Interest received on deposits	905	21
	<u>97,521</u>	<u>68,822</u>

3. Voluntary income

	2022	2021
	£	£
Donations (unrestricted)	57,100	50,300
Donations (restricted)	27,500	10,000
	<u>84,600</u>	<u>60,300</u>

4. Direct charitable expenditure

	2022	2021
	£	£
Grants from unrestricted funds	133,029	82,670
Grants from restricted funds	32,098	14,334
Grants approved in year	165,127	97,004
Under/(over)-provision in previous years	13	(792)
Net cost of grants	<u>165,140</u>	<u>96,212</u>

5. Expenditure on raising funds

	2022	2021
	£	£
Consultant's fees for fundraising	3,506	1,443
Investment management fees	7,054	11,864
Total fundraising costs	10,560	13,307
Administration and support costs (from note 6 below)	14,016	14,596
Total expenditure	<u>24,576</u>	<u>27,903</u>

6. Administration and support costs

Consultant's fees for administration	8,588	7,400
Printing and posting annual report	3,344	3,203
Independent examination fee	1,200	1,200
Meeting costs	186	-
Website expenses	432	2,544
Bank charges and sundry costs	266	249
Total support costs	<u>14,016</u>	<u>14,596</u>

7. Transactions with Trustees

No Trustee received any remuneration (2021: £nil) or any reimbursement of the cost of travelling to meetings (2021: £nil).

8. Taxation

As a charity, the National Manuscripts Conservation Trust is exempt from tax on income and gains falling within Part 10 of the Taxes Act 2007 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Investments

In the second half of 2021, the Trust's investment portfolio was switched into the Cazenove Responsible Multi-Asset Fund, a long term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The switch was completed in the first quarter of 2022. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods. The portfolio as at 31 December 2022 is summarised in the following table:

	Cost	Market Value	Annual income (prospective)	Yield on market value
	£	£	£	%
Responsible Multi-Asset fund	2,651,904	2,398,860	101,286	4.22%
	<u>2,651,904</u>	<u>2,398,860</u>	<u>101,286</u>	<u>4.22%</u>

An additional analysis is given below:

	2022 £	2021 £
Market value at 1 January	2,638,070	2,382,138
Proceeds of sale	(268,011)	(2,529,420)
Cost of purchases	267,941	2,561,952
Realised gains/(losses)	20,525	194,797
Unrealised (losses)/gains	<u>(259,665)</u>	<u>28,603</u>
Movement in year	<u>(239,210)</u>	<u>255,932</u>
Market value at 31 December	<u>2,398,860</u>	<u>2,638,070</u>

10. Debtors

	2022	2021
	£	£
Other debtors (investment income)	-	468
	<u>-</u>	<u>468</u>

11. Creditors: Amounts falling due within one year

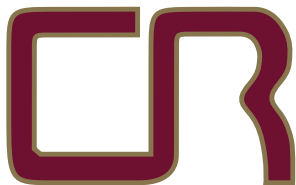
	2022	2021
	£	£
Grants payable	190,303	199,056
Sundry creditors	5,982	3,628
	<u>196,285</u>	<u>202,684</u>

12. Analysis of net assets between funds – 2022

	Endowment fund £	Unrestricted fund £	Restricted fund £	Total £
Investments	2,398,861	-	-	2,398,861
Net current assets	(241,330)	216,466	51,612	26,748
Total assets	2,157,531	216,466	51,612	2,425,609

Analysis of net assets between funds – 2021

	Endowment fund £	Unrestricted fund £	Restricted fund £	Total £
Investments	2,638,070	-	-	2,638,070
Net current assets	(241,399)	219,463	56,210	34,274
Total assets	2,396,671	219,463	56,210	2,672,344



Conservation Resources

We are delighted to sponsor this report for the second time

Conservation Resources (CR) have been providing conservation products to the industry for over 40 years and are delighted to offer, a complete turnkey solution. From conservation site assessments and specialist preservation packaging materials, to conservation consultancy, specialist collection moves and sustainable heritage storage.

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Letters from
W. Buckland
to
his father &
uncle
Given to me
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NM
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National Manuscripts
Conservation Trust

PO Box 4291, Reading, Berkshire RG8 9JA

www.nmct.co.uk e: info@nmct.co.uk t: 01491 598083

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THE NATIONAL MANUSCRIPTS CONSERVATION TRUST

England & Wales - Charity number 802796

Accounts



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Annual Report
and Accounts 2021

Preserving the past for the future

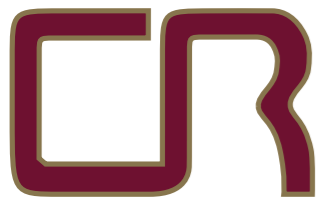


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NMCT National Manuscripts
Conservation Trust

Registered Charity: 802796



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Annual Report and Accounts for the year to 31 December 2021

Reference and Administrative Information

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Registered Charity: 802796

Patron

Sir Keith Thomas CH FBA

Trustees

Professor David McKitterick FBA FSA, Chairman
Mr Charles Sebag-Montefiore FSA FCA, Treasurer
Ms Caroline Checkley-Scott ACR
Dr Norman James FRHistS
Mrs Caroline Taylor BA DipLib MCLIP

Administrator to the Trustees

Mrs Nell Hoare MBE FSA FMA FIIC
P.O. Box 429I, Reading, Berkshire RG8 9JA

Independent Examiner

Galloways Accounting
Ridgeland House, 15 Carfax, Horsham, West Sussex RH12 1DY

Solicitor

Anderson Rowntree
Wisteria House, Market Square, Petworth, West Sussex GU28 0AJ

Fund Manager

Cazenove Capital Management Ltd
1 London Wall Place, London EC2Y 5AU

Bankers

CAF Bank Limited
25 King's Hill Avenue, West Malling, Kent ME19 4JQ

Chairman's Introduction and Review of the Year

In a year when the pandemic has continued to work confusion in archives, libraries, and the conservation world in general, the NMCT adjusted its timetable.

In view of the very limited work possible in the first half of the year, and the uncertainties then facing the coming months, it was decided to consider applications in just one meeting, in November. This proved well justified, as by then it had been possible to assemble proposals, and to be more sure that appropriate skills were available for any grants that were awarded. The pandemic has not only affected staff, it has also meant that archives could not always be regularly inspected for their physical well-being. Rarely has it been clearer that conservation not only means attention to documents, but that it also means attention to storage conditions.

As always, we remain especially grateful to our supporters, private, institutional and in government. The decline in investment income described on page 33 further emphasises the continuing need for funding certainty. It may be invidious to single out any particular party, but we remain especially grateful to the Pilgrim Trust for its continued and generous support over many years.

Geographically, our grants stretched from Stornoway in the Outer Hebrides to Dorset. In period, we have ranged from the rehousing and repair of the large collection of charters in the Bodleian Libraries to the preservation of much more recent papers relating to drug rehabilitation. At a time when so much more is available online, so also interest in original documents seems to increase. Evesham's town charter of 1605 has long been exhibited in the local museum, but only some of it could be shown, and it was deteriorating in its surroundings. We were pleased to help in its conservation, and to learn that arrangements are being made for a full exhibition.

As so often, such issues are inter-related, as museums and libraries strive to help public understanding not just of people or of individual episodes, but also of current debates and questions. The conservation and in due course exhibition of an estate plan from Castle Semple, now in Paisley Museum, will be a reminder of the complexities surrounding the history of slavery. The records of Welsh missionaries in India in the late nineteenth and early twentieth centuries, now in Bangor, and the Gaidinliu papers in the Pitt Rivers Museum, contribute in their distinctive ways to help us understand how different communities interact.

As usual, there have been applications for early modern archives, this year including accounts of the Shuttleworth family in Lancashire and a key part of the extensive legal records among the Chatsworth papers. The correspondence of an antiquary in Wiltshire Museum casts light on early nineteenth-century excavations of prehistoric Britain. More generally, reflecting widespread interest in this country's industrial past and particularly its social environment, we have not only helped Swansea University work on the internationally important Hafod-Morfa copperworks, but also the Rhondda in the illuminating papers of the Tynewydd women's labour group during a period of great changes. The National Coal Board records at Derbyshire Record Office of pit accidents, and the papers relating to the shocking loss of most of the people aboard a submarine on her first sea trial, commemorated in Holyhead, stand as grim reminders of the risks in so many jobs. The records of the cordiners (shoemakers) in East Lothian are a further reflection of a theme familiar to all historians of skills, a wish to ensure both quality and sufficient employment.

In all this, and at a time when challenges have often proved difficult, curators of all kinds have proved both responsible and responsive, not only working to ensure the safety of the materials in their care but also by providing training opportunities, helping to ensure sufficient conservation skills in the future.

Professor David McKitterick
Chairman

The Trustees are indebted to these partners and funders for their support of NMCT's work in 2021:



Detail of the Evesham Town Charter, 1605. Courtesy of the Almonry Museum.



Left: Daybooks in the Ley Hill Community Archive. Courtesy of Mulberry Bush.

Below: First two pages of the Barra School Board minute book 1903-1918 prior to treatment. Courtesy of Hebridean Archive Service.

Above: Welsh Missionary Minute Book damaged by insects and moisture. Courtesy of Bangor University.

Left: Iron gall ink deterioration, water damage, and damage to binding structure and limp vellum covers, affect the Shuttleworth accounts to varying degrees. Courtesy of Lancashire Archives.

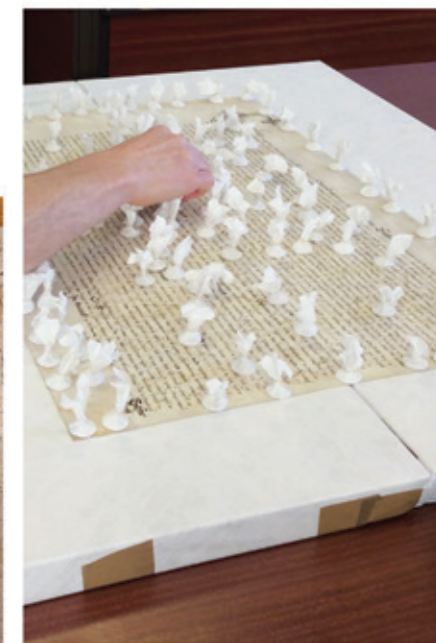
Below: Detail of the Eyre Pedigree Roll. Courtesy of the Society of Genealogists.



Left: The Hafod-Morfa Copperworks – the plans require surface cleaning and flattening. Courtesy of Swansea Archives.

Right: Tensioning parchment document. Courtesy Chatsworth House Trust.

Below: Documents before conservation. Courtesy of Rhondda Heritage Trust.



Above: Markham Collieries' accident books, 1919 to 1935. Courtesy Derbyshire Record Office.

Right, centre: The minute book of the Haddington Cordiners before conservation. Courtesy of East Lothian Archives.

Far right: Example of damaged section of Castle Semple Improvement Plan that will be conserved. Courtesy of Paisley Museum.



Above: One of the 137 guardbooks that currently house the charters collection. Courtesy of the Bodleian Libraries.

Right: Preparing Birmingham Municipal Technical School volumes for conservation following water damage. Courtesy of Aston University.



Awards by the National Manuscripts Conservation Trust 2021

The Almonry Museum, Evesham

£2,170 for the conservation of the Evesham Town Charter, 1605.

Ashleigh Jayes, Manager, writes: The Evesham Town Charter is one of the most important documents in the Almonry collection. The Charter was granted by King James I at the request of Prince Henry, his eldest son. Prince Henry had a fondness for Evesham developed through his close relationship with his personal chaplain, Dr Lewis Bayley who was also a vicar of Evesham and later became Bishop of Bangor. The Charter, written in Latin, grants Evesham several rights including the right to hold markets, raise taxes and install gallows within the town limits. The Charter is complete with the original wax seal and gilded textile ribbon.



Details of the Evesham Town Charter and its seal. Courtesy of the Almonry Museum.

The Charter has been on display for many years in the museum with only the last page on view. This project will allow us to clean and conserve the charter and create a facsimile so visitors and researchers alike will be able to see all the pages and the highly decorated borders throughout the five pages of vellum. The textile ribbon will be stitched onto a nylon net to prevent it from fraying and breaking down further.

Following conservation, the Charter will be on loan to Worcestershire Archives and Archaeology Service until the Almonry has undergone full restoration and refurbishment.

Aston University

£5,305 for Preserving the Histories of a Community of Makers.

Dr Ilaria Scaglia, Senior Lecturer Modern History, writes: This NMCT grant will allow for the treatment of a newly discovered archive on the history of Aston University (1966), the Birmingham Municipal Technical School (1895–1927), and the Birmingham Central Technical College (1927–1951). These include volumes containing rosters and student information as well as records detailing the courses offered from the 1920s to the 1950s. Interesting also are the documents related to wartime activities and to foreign visitors from both sides of the Iron Curtain during the Cold War and the records related to the history of science in the region and beyond.

Previous storage has resulted in the collection being affected by mould. The proposed treatment includes drying, irradiation, and cleaning. Once this is completed, the collection will be catalogued. An exhibition of the collection will be held at the Aston University Library and the collection will, for the first time, be available to researchers.

Aston was the first College of Advanced Technology in the UK, and was connected to key national developments in scientific and technical education that came out of the Robbins Report of 1963. Because of Aston University's diversity, the collection provides an important insight into histories of education, politics, economics, society and culture, challenging existing narratives. Once made safe to handle, it will illuminate the histories of a neglected community of makers not only in Birmingham but also nationally and internationally.



Assembling volumes of student records dating back to the 19th century. Courtesy of Aston University.

Bangor University

A grant of £1,451 for the conservation of Welsh Missionary Minute Books from the Khasi and Jaintia Hills, India (1869-1913).

Lynette Williams, Senior Archivist, writes: Documenting the presence of the Welsh in North East India and the influence of the Welsh Methodist Mission and Khasi culture on each other, these important minute books help to build a better understanding of the shared history between the two communities. Hugh Roberts [an author of the Minute Books] published the first Anglo-Khasi Dictionary in 1870; the Government of the day contributed its mite by buying one hundred copies of the book. The Welsh Missionaries settled amongst the Khasi, building close relationships with the natives and in doing so separated themselves from the British presence in the area – they were more sensitive to the Khasi people than other Western missionaries, having experienced the suppression of their own native language and culture in their homeland.

The Crossing Cultures: sharing the work of Welsh missionaries in India with the World project will preserve the history of the connection between the Khasi people, their language and culture, with the Welsh Missionaries. The missionary material at Bangor University is of both national and international interest, enabling researchers and communities to deepen the understanding of British colonial experience in the 19th century.

Both volumes have been badly damaged by an insect infestation and affected by moisture, mould and/or bacterial contamination; a consequence of which is we can no longer allow access to them due to their fragility and deteriorating condition. The grant from the NMCT will allow us to conserve the two volumes making it possible for researchers to consult them whilst also safeguarding their long-term survival. Once conserved and repaired, high quality digital images will be made available and transcription projects can begin.



The Minute books of the Presbytery and Assembly meetings of the Presbyterian Church on the Khasi and Jaintia Hills, together with minutes of the District committee of the missionaries on the Khasi Hills and copies of letters and statistics (1869-1913).

These images show the extensive insect damage throughout, see detail. Courtesy of Bangor University Archives & Special Collections.

Bodleian Libraries, University of Oxford
£10,500 towards conserving the Charters Collection.

Virginia M. Lladó-Buisán ACR, Head of Conservation & Collection Care and Nicole Gilroy ACR, Head of Book Conservation, write: The Charters collection is one of the Libraries' most important historic collections, comprising 6,000 to 7,000 Charters in 137 volumes. Thanks to the support of the National Manuscripts Conservation Trust we have been able to launch a programme of conservation to ensure that these documentary records remain available for use in teaching and research.

The Charters are a unique and significant resource for historical research - especially valuable in those cases where the collection includes a whole body of documents from a single source, such as Osney Abbey, situated to the west of Oxford. The collection is one of the Libraries' most important historic collections; the charters are crucial for understanding the history of the European Middle Ages and are in demand from researchers.

The Charters are currently pasted into large guard books which were made for the Libraries in the 19th century. However, the structure of these volumes is deteriorating, and the Charters need to be rehoused urgently. The edges of leaves are damaged, guards are breaking and Charters are becoming detached.

Through the new conservation programme, the Charters will be removed from the guard books and rehoused, primarily in fascicules (a method of re-binding for guarding and supporting loose material) made in-house. There are some oversized Charters folded into the guard books and these will be moved into boxes. There remain some pendant seals attached to Charters and these Charters will be housed individually with specialised support and protection for the seals.

After conservation, the Charters will be more safely available for readers, as well as for use in displays and exhibition loans to other institutions. We are very grateful to the NMCT for their generous contribution towards this important project.



Volume of Oxfordshire charters (MS. Charters Oxon. a. 1) before conservation work, showing an example of a parchment charter with a lead seal. Courtesy of Bodleian Libraries, University of Oxford.

Conservator Antony Oliver working his magic on a letters patent issued by Charles II in 1664.
Courtesy of Antony Oliver and Chatsworth House Trust.



Chatsworth House Trust

£8,386 for Signed & Sealed: conserving early modern legal and family papers from the Devonshire Collection Archives.

Fran Baker, Archivist and Librarian, writes: The extensive Devonshire Collection Archives at Chatsworth document the history of the Cavendish family (Dukes of Devonshire) and their estates.

The largest archive contains financial, legal and family papers spanning 900 years. Previously stored for several centuries with solicitors, much of it is in poor condition and is the subject of a cleaning and repackaging programme by volunteers. However, some contents require specialist treatment and are impossible to handle safely or make available to researchers.

Our NMCT grant will facilitate the conservation of nine of the most significant of these documents: letters patent granting titles and pardons; a marriage settlement; and a remarkable 4.5-metre pedigree dating from 1626. These reflect the political influence of the Cavendish family (e.g. the grant of the Dukedom of Devonshire after the Glorious Revolution), and of the related Boyle family. The pedigree was drawn up for Richard Boyle, 1st Earl of Cork, and reflects his attempts to demonstrate an aristocratic lineage. Boyle is the subject of active research in Ireland and this document has not been interrogated by historians before.



Several documents are illuminated and have pendant seals in original skippets; eight are still housed in their original wooden boxes. All have ingrained dirt, staining, cockling and distortion of the parchment which affects unrolling.

Conservator Antony Oliver, of Sheffield Archives, will carry out surface cleaning; consolidate flaking inks and pigments; flatten documents where possible; and make bespoke boxes for them. The seals will be cleaned and repaired. The original boxes – a remarkable survival in their own right, lined with manuscript or printed waste – will be rehoused in bespoke boxes to prevent further deterioration. Antony will also deliver a workshop for our Conservation Assistants and volunteers on the care and packaging of parchment documents and pendant seals, to inform future work.

After conservation, the documents will be digitised, and we plan to feature the project on the Google Arts and Culture platform when our pages are launched. We will also be charting Antony's progress via our Instagram account.



Left: The Great Seal of William and Mary. Above: Repair of seal with beeswax. Images courtesy of Chatsworth House Trust.

Derbyshire Record Office

£6,625 for the conservation of 20 National Coal Board Accident Books for Derbyshire (part of the Mining the Seams project).

Lien Giles ACR, Senior Conservator, writes: The National Coal Board archive for the Derbyshire area dates from 1703 to the 1990s; we received a grant from the Wellcome Trust to catalogue the archive and make it properly accessible, because of its importance to the history of health and disability in the coal industry. In amongst the 619 boxes and 770 engineering drawings the project archivist found 168 accident books, dating from 1898 to 1957. These accident books are a crucial record for the social history of coalmining communities, family history for people with coalmining ancestors, and the history of industrial ill-health and disablement.

Our preservation survey identified 50 accident books which were unavailable to researchers because of their condition or were at risk of getting substantially damaged by the expected increase in interest in them once the Mining the Seams project has finished and the new catalogue has been made available. Wellcome Trust funding enabled us to have, amongst other records, 30 of the accident books conserved. This leaves the oldest 20 volumes, dating from the first half of the 20th century and covering 11 different collieries, which we will be able to conserve thanks to the grant from the NMCT, thereby giving researchers access to the complete set.



The oldest of the accident books that need conservation work, covering a period from January 1903 to January 1908 (NCB/A/BWC/1/1/1). Courtesy of Derbyshire Record Office.

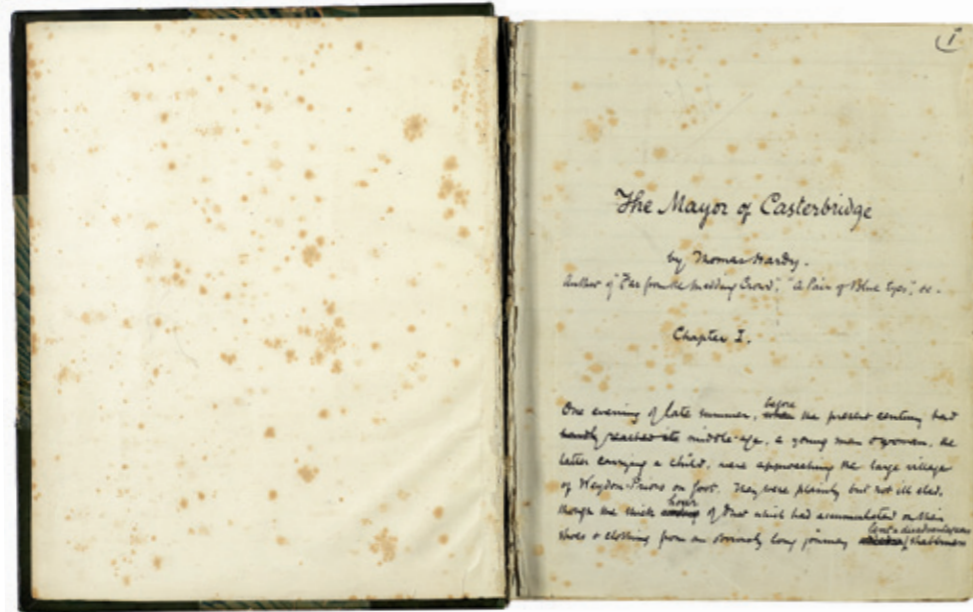
Dorset History Centre

£14,850 for Dorset Authors: Thomas Hardy, William Barnes and Sylvia Townsend Warner.

Sam Johnston, Service Manager for Archives, writes: Thomas Hardy is one of English literature's true greats and the archive held at the Dorset History Centre, placed on permanent deposit by Dorset Museum in 2020 and recently added to by a major acquisition, is the largest of its type in the world. Whilst Hardy is the acknowledged giant of the Dorset Authors group, William Barnes and Sylvia Townsend Warner, both significant figures themselves, lived and wrote in Dorset, creating all or most of their finest works in the county. Each archive is distinct, but they contain similar types of material: large quantities of manuscript correspondence, literary notes, poetry, prose and photographs. Together, they represent an archival legacy of outstanding value and significance.

However, many of the items are in a poor condition and require conservation before they can be made available. Treatments will include surface cleaning, paper repairs, flattening, and stabilisation of bound material. Items that will be treated from the three authors include correspondence, scrapbooks, diaries, and original manuscripts, including *The Mayor of Casterbridge*.

We are very grateful for the NMCT grant, which will allow significant pieces to be made stable for display and digitisation and available for public access on-site at Dorset History Centre. Academic interest in all three collections is strong and growing, and there is a major exhibition programme planned by the Wessex Museum Partnership across its four sites (Dorset Museum, Poole Museum, Devizes Museum and Salisbury Museum) during 2022.



Autograph manuscript of *The Mayor of Casterbridge* before conservation. Courtesy of Dorset History Centre.

East Lothian Archive Service

£1,145 for the conservation of the Minute Book of the Haddington Cordiners, 1610-1702.

Ruth Fyfe, Archivist, writes: The cordiners, or shoemakers, were one of the nine incorporated trades of the Royal Burgh of Haddington. Each incorporation had a monopoly of its own trades within the burgh. Membership was restricted to craftsmen and the incorporation controlled their own numbers to make sure each had enough work. They fined strangers or competitors and destroyed goods that did not pass muster. They also tried to control prices and behaviour.

This minute book is currently in demand for research because of its significance to the history of the cordiner craft but it cannot be produced to readers in its current condition. Precious few such records survive in Scotland for this period and access to this volume will allow comparison with those that do exist. Scottish craft production played an important part in the national narratives of many different places settled by Scots, from Philadelphia to Adelaide, and so the minute book is of international significance.

Thanks to a generous grant from the NMCT the volume can now be conserved. The treatment plan aims to ensure the book is safe to handle by researchers and staff, while maintaining all its features, character and historical significance as an object. The proposed treatment will preserve the unusual and distinctive binding structure of the minute book completely intact. We look forward to allowing access to the minute book in the very near future.



The minute book of the Haddington Cordiners before conservation. Courtesy of East Lothian Archives Service.

**Hebridean Archive Service (Tasglann nan Eilean), Stornoway
£1,600 for the conservation of the Barra School Board records.**

Seonaid McDonald, Archivist, writes: The items to be conserved, thanks to a grant from NMCT, are part of the Barra School Board collection, the organisation which was responsible for providing education on the islands of Barra, Vatersay and Mingulay (the latter uninhabited since 1912).

The collection represents a unique source documenting the administration of education in this relatively remote part of the Outer Hebrides. As well as the history of education it is useful for a range of research subjects such as employment practices and working conditions (male and female), historical pay data, teacher training, public health, social conditions and local customs. There are glimpses into the authority's interactions with the landowner, the notorious Lady Gordon Cathcart, in the period just after the passing of the 1886 Crofters Act. These records complement the information found in individual school log books, not all of which have survived.

The grant will be used to conserve five volumes of minutes which are in very poor condition through inadequate storage conditions and poor handling in the past. The project aims to stabilise and repair the volumes. They require treatments from rebinding to strengthening, while some also require extensive repairs internally such as page repair or mould cleaning.

As a result of the treatment accessibility will be greatly enhanced, enabling the volumes to be used for research and their content to feature in exhibitions or outreach events (physical and online), or related projects and resources. If additional funding can be found to digitise the volumes this will further extend access in future.



Top: Front cover of Barra School Management Committee minute book 1923-1932. Below: Front of Barra School Board Scroll minute book 1904-1913 prior to treatment, showing absence of covers. Courtesy Tasglann nan Eilean.

**Holyhead Maritime Museum
£534 for the conservation of manuscripts relating to the torpedo equipment trials on HMS Thetis.**

David G. Davies (Trustee) of the Holyhead Maritime Museum writes: The submarine, HMS Thetis, was lost in 1939. On 1st June she sailed from her builder's yard at Birkenhead into Liverpool Bay on her first full sea trial. There were 103 men on board, 50 more than the normal complement of crew. Included were a group of Naval observers, a large number of employees of the shipbuilders, some caterers and a Mersey Pilot.

On her first test dive there was a problem with the forward No. 5 torpedo tube resulting in the first two compartments flooding and her bow being firmly stuck in the seabed mud. Only four men managed to escape. The other 99 died, trapped in the submarine. The tragedy was widely covered by the national press.



Maeshyfyrd Cemetery, Holyhead: guard of honour for those lost on the Thetis. Courtesy of Holyhead Maritime Museum.

The Liverpool & Glasgow Salvage Association were commissioned to salvage the sunken submarine and on 3 September, Thetis was intentionally grounded ashore at Traeth Bychan, Anglesey. It was the same day that war was declared.

The manuscripts give greater insight to this story being the Report on Final Torpedo Equipment Trials from the 8 May 1939 prepared by the Engineering Officer, identifying defects and recommendations prior to fateful sea trial. After conservation the manuscripts will be displayed at the museum and be digitised for a wider audience

The logs are a significant catalogue of events preceding the first sea trial. They enhance our present display of notable artefacts from the Thetis. Forty-four of the lost souls of the Thetis are interred in the Maeshyfyrd cemetery, Holyhead, where a War Memorial is situated with a full roll of those lost.

Lancashire Archives

£6,030 for the conservation of accounts of the Shuttleworth family of Gawthorpe Hall, Lancashire, 1582- 1621.

Mark O'Neill, *Archive Conservator*, writes: The Shuttleworth Accounts comprise nine manuscript steward's household and farm accounts covering almost 40 years, 1582-1621. They record the living costs of the Shuttleworth family at Smithills Hall, prices for the construction of Gawthorpe Hall, 1600-1605, and the household's daily income and expenditure thereafter.

The accounts have significance in providing detailed accounts over many consecutive years and are a valuable resource to support study and research in several areas including palaeography, dialect and linguistic development, food history, agriculture, architecture, and anthropology. They allow comparison with records from other parts of the country, adding to our knowledge of the social and economic history of late Elizabethan/early Stuart England.

The current condition of the material makes it difficult to produce for use in our searchroom, without risk of further loss or damage. The nine volumes are limp vellum, pamphlet-bound which display individual and idiosyncratic construction and sewing, which appears to have been added to over time as parts became loose, as additions or repairs were required and vellum manuscript was repurposed as a cover.

The volumes will undergo stabilising treatment to prevent further iron gall ink deterioration, and support fragile inked areas where necessary. We will size weakened areas and secure loose leaves, repair broken sewing, and replace a missing vellum cover. Throughout the project we will document the original binding and construction methods and record our treatments.

The need for interventive conservation was identified following a request by a PhD student who wanted to use them for research. The work undertaken by the project conservator will provide training to the conservation team at Lancashire Archives.



The Mulberry Bush, Toddington, Gloucestershire

£1,295 for the conservation of the Ley Community Archive.

Debra Doggett, *Senior Archivist*, writes: The Ley Community, founded in 1971, is the longest surviving and most successful drug treatment centre run on the basis of a therapeutic community in the UK. The Day Books offer the researcher the opportunity to trace day-to-day changes in practice and behaviour and to assess both changes over time in the treatment of drug addiction and the progress of different individuals on the treatment programme. They are the only records that survive over a long period for the history of the Ley Community that provide this kind of insight into the day-to-day treatment of residents.

The 106 Day Books were selected for conservation treatment because they were found to be suffering from elevated levels of moisture content, with a reading of 12%. There was fungal growth on the exterior of most of the volumes, ranging in severity from minor spotting to more widespread growth on the spines. Sitting alongside the volumes is a curated photographic collection that links directly to the individuals and events mentioned in the books. Conservation work includes repackaging the photographs so that they will be available to researchers (subject to any confidentiality issues) alongside the day books.

We, and the Ley Community, are very grateful to the NMCT for supporting the conservation of this rare and at-risk collection. The books are currently awaiting irradiation at Harwell Restoration and we look forward to seeing the results.



Left: The Ley Community Archive in the stores at the Planned Environment Therapy Archives. Above: The mouldy Day Books before conservation. Courtesy of The Mulberry Bush.

Opposite: Iron gall ink deterioration, water damage weakening and fading of the cotton-rag paper, and damage to binding structure and limp vellum covers, to differing degrees across the collection. Courtesy of Lancashire Archives.

Paisley Museum, Renfrewshire Leisure
£4,244 for Castle Semple: Investigating Renfrewshire's Links with Slavery.

Sean Kelly, Collections and Conservation Manager, writes: The Castle Semple estate, located in Lochwinnoch, west of Glasgow, was purchased by William MacDowall (1678-1748) in 1727. MacDowall was a Scottish merchant who made his money through direct involvement in the slave trade and sugar plantations in the Caribbean. He owned at least 13 slaves and was responsible for the management for up 1,000 in total across his 800 acres of land on the island of St. Kitts before his return to Scotland.

The Castle Semple Improvement Plan is a large estate plan (just under 3m by 2m) that illustrates significant investments MacDowall made in the estate and surrounding area. As part of a major redevelopment of Paisley Museum, including a complete redisplay of its collection, this project will conserve and prepare the plan for display. In doing so it will highlight a previously hidden connection to the slave trade and examine how the area directly profited from slavery at the expense of the lives of hundreds of enslaved people.

With the support the NMCT grant, the museum will be able to address historic instabilities such as tears, splits, and water damage, and professionally mount the map for display. In doing so it will allow an examination of Renfrewshire's complicity and financial advancement due to trading in enslaved people and confront the fact that local amenities (including built and natural heritage) were created with profits and wealth connected with the trade of enslaved people.



The Castle Semple Improvement Plan assembled in full.
Courtesy of Paisley Museum.

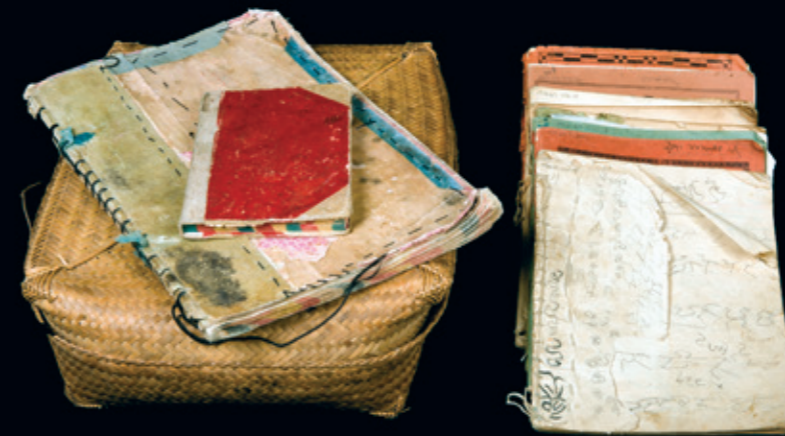
Pitt Rivers Museum, University of Oxford
£2,619 for Lines that Speak – the Conservation of the Gaidinliu Manuscripts.

Jeremy Uden, Head of Conservation, writes: Gaidinliu (1915-1983) was the prophetess of an indigenous religious reform movement known as the 'Heraka' in the in the north-eastern region of British India. During the 1930s, the British colonial administration attempted to suppress this movement and hanged its leader Jadonang. Aged just 16, Gaidinliu was arrested by the colonial administrator, anthropologist, collector and author, J.P. Mills. Some of her property was confiscated, including a set of 12 notebooks and the basket in which they were kept. Mills later donated this material to the Pitt Rivers Museum.

Each notebook contains inscriptions made by Gaidinliu in a 'magical script' that she used to inspire her supporters. Although no one can translate the contents of the notebooks, some claim that once deciphered, the millenarian kingdom will unfold and a new leader will come to reign.

This material is unique and of exceptional significance to researchers studying the history of Indian religious movements and/or the impact of British colonialism in India in the first half of the 20th century. It is also of continuing importance to members of communities in the North East of India, some of whom believe that the songs they have been singing since the notebooks were taken derive from the magical script.

The purpose of the conservation treatment is to stabilise the notebooks for careful handling and use as research and display materials with the lowest possible aesthetic impact on the objects.



The Gaidinliu Manuscripts with the rush basket they were stored in.
Courtesy of Pitt Rivers Museum, University of Oxford.

Rhondda Heritage Park

£3,804 for Female voices from the Valleys: restoring the records of Tynewydd Women’s Labour group 1920-1936.

Darren Macey, Operational Manager, writes: Rhondda Heritage Park is an accredited museum situated on the site of the former Lewis Merthyr Colliery in Trehafod and offers a unique insight into the rich culture and character of the mining communities of the world-famous Rhondda Valleys. Its collections provide a fascinating insight into the area’s social and industrial history. This project will ensure the preservation of five volumes of the Tynewydd Women’s Labour Group, covering the period 1920-1936.

Beginning from the section’s foundation, at their heart is a story of how women organised themselves as political activists, what they did, what they talked about and debated (from the General Strike to issues of birth control and the international situation), and who was involved. Given the context, the minute books also bring to light the sharp divisions between the Labour Party and Communist Party in the Rhondda and the importance of women’s voices in the development of South Walian social democracy.

Research dominates the study of the 1926 General Strike and, coming from a predominantly male perspective, it has offered up a singularly male perception of the events. With the centenary of the General Strike approaching the conservation of these documents gives the opportunity to provide a more gendered understanding of the period through new exhibitions and access online.



Rhondda women during the 1926 General Strike – the Libanus Soup Kitchen. Courtesy of Rhondda Heritage Park.

Society of Genealogists, London

£13,669 for the conservation of the Eyre Family Pedigree Roll, 1813.

Dr Wanda Wyporska, Chief Executive, writes: The Society of Genealogists is delighted to have received a grant to restore one of the true gems of our esteemed collections, the Eyre pedigree roll. An object of both historical significance and material beauty, this elaborate family tree records the Eyres from the 14th to the 20th century. It is replete with coats of arms, illustrations and genealogical information of interest to all those related to or from the Eyre family, but also to local and social historians. It contains hundreds of names and dates and measures about 4 feet wide and 14 feet long. It is also backed with a beautiful green silk and so will also require complex textile conservation.

This pedigree roll has many back stories, but the Society was delighted to help, when a lady from Australia got in touch to enquire about the roll. Her mother, who was an Eyre, had been talking about the roll all her life and it was also featured in the Picture Post on 18 Feb 1939 (pp.36-38). We took extensive pictures and sent her a replica (not to scale!) of the pedigree roll, which she hung on her wall. We received a photo of her next to it, smiling in happiness! We hope the roll will bring more joy as we plan to display it in our new premises.



The 14ft pedigree and a detail. Courtesy of the Society of Genealogists.

Swansea University: Richard Burton Archives
£7,698 for the conservation of a collection of plans from the Hafod-Morfa Copperworks, Swansea.

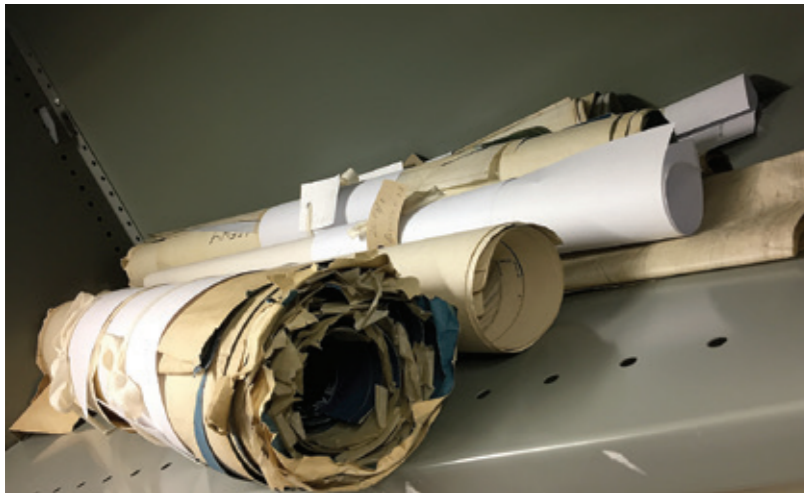
Dr Katrina Legg, Assistant Archivist, writes: Cornish copper-mining entrepreneur John Vivian established the Hafod-Morfa copperworks in 1808-9. During the 19th century it was the largest copperworks in the world and the ‘beating heart of the Industrial Revolution’. Copper ore from around the world was smelted at the works, making Swansea (nicknamed ‘Copperopolis’) the centre of the national and global copper industry for over 200 years.

The Hafod-Morfa copperworks, owned by Yorkshire Imperial Metals at its closure in 1980, was the last of its kind in the Swansea Valley. In recent years, the area has received grants from the Heritage Lottery Fund and Welsh Government to regenerate the site.

The collection comprises 279 plans in blueprint and other processes of general and detailed plans of the copperworks site, including:

- plan of the Hafod works, 1939
- part plan of Hafod tip showing positions of garages, 1959
- plans of buildings on the site e.g. Hafod Cold Roll Department, 1947
- plans for proposed buildings e.g. factory at Upper Bank site, 1937

The plans are currently rolled in bundles and difficult to access without causing damage. The NMCT grant will enable conservation work including humidification, surface cleaning and tear repair. Once treated, the plans will be digitised, making them more accessible to historians, archaeologists, and interested groups, assisting them in piecing together what might remain beneath the surface at the Hafod-Morfa Copperworks site.



Some of the bundles of plans requiring conservation. Courtesy of Richard Burton Archives, Swansea University.

Wiltshire Museum
£2,364 for the conservation and digitisation of the antiquarian correspondence to William Cunnington I, 1799-1810.

Jane Schön, Collection Officer: Archive & Library, writes: William Cunnington I was financed by Sir Richard Colt Hoare to excavate ancient sites on his Stourhead estate and environs, including the first Stonehenge excavation in 1798. This bound volume of 277 letters provides a backdrop to his excavation work and many issues discussed on these pages were fundamental in developing the ground-breaking publication of Ancient Wiltshire (1812-1819).

These letters are of exceptional historic importance. It is rare for detailed correspondence amongst antiquarians and collectors at this time to survive. The letters illustrate correspondence between an antiquarian and contemporaries, discussing archaeological ideas, proofing and amending each other's published works and creating their own collections.

Matters discussed include developing ideas on geology, natural science and archaeology, including correspondence with Matthew Boulton (industrialist / Lunar Society), William Smith (geologist) and Edward Fenton (archaeologist). These discussions made a significant impact on the development of science and archaeology in the 19th century.

The volume is large and cumbersome, the binding is failing; letters are loose, dirty and damaged and access is very limited for researchers. The grant from NMCT has enabled the volume to be taken apart and each letter cleaned, repaired and digitised before being encapsulated in archival polyester sleeves and rehoused in bespoke archival boxes safeguarding their long-term survival.

Lancefield Conservation are undertaking the conservation work over a five-month period. Once conserved high quality images will be made available online via the Museum's collections database and an online exhibition. A post-graduate student placement and library volunteers will undertake training to transcribe and fully catalogue the letters, research the correspondents and create content for the Museum's social media platforms.



Above: Page with illustrations of Egyptian artefacts, including faience beads and a Shabti statue.



Right: William Cunnington FSA, 1808; oil painting by Samuel Woodforde. Images courtesy of Wiltshire Museum.

The Lasting Benefit of NMCT Grants

NMCT has helped institutions to conserve important manuscripts and collections for thirty years. In this section we give some examples of projects that would not have been possible without NMCT's support.

University of Glasgow

A grant of £8,000 in 2012, for the conservation and rebinding of MS Hunter 83, a dilapidated 15th-century manuscript copy of the Prose Brut.

Julie Gardham, Senior Assistant Librarian, writes: One of eight late medieval copies of the Brut held in Special Collections at the University of Glasgow, MS Hunter 83 is an important and unique witness of this fascinating text. Written by two scribes on a mix of paper and vellum, the original text has been augmented by historical material from other sources, updating the narrative.

Prior to conservation, use of this fragile manuscript was restricted owing to the potential for damaging it further in handling. The NMCT grant enabled us to commission Chris Clarkson (1938-2017), a world authority on manuscript conservation, to undertake this complex project at his workshop in Oxford. The manuscript was taken apart and its pages surface cleaned, humidified and repaired where necessary. It was completely photographed and the quiring structure of the book was analysed and recorded. To make it easy for handling and therefore fully accessible again, the book was rebound.

Its pre-conservation 17th-century boards, stamped with the Royal arms of Henry, Prince of Wales (1594-1612), were retained and are now kept with the manuscript in a custom-made drop-spine book box, along with charter fragments used in the previous binding.

The manuscript has been used extensively in teaching since its conservation and we anticipate welcoming continuing interest in it for years to come. As a Middle English work, the book is in particular demand by English Language students, exploring its textual transmission and linguistic features. Students of book history have been fascinated by its provenance and the signs of its use in annotations by a variety of early readers. The manuscript has also been used as a case study in conservation for Information Management & Preservation postgraduates, while our own conservation team have benefited enormously in learning from the meticulous report and treatment photographs provided by the late Chris Clarkson as a record of the project.



Opposite: The conserved manuscript opening easily in its new binding (a quarter style of whittawed goatskin with oakboards).

This page: Sewing a new endband.

Images courtesy of the University of Glasgow.





Above: The condition of the Chirk Castle pedigree before conservation.
 Left: Chirk Pedigree detail after conservation.
 Courtesy of the National Trust; image Graeme Storey.

National Trust: Chirk Castle

A grant of £6,645 for the conservation and digitisation of the Myddelton Pedigree created by Samuel Myddelton, c. 1672.

Clare Stoughton-Harris ACR, Regional Conservator Wales, writes: Conservation and digitisation of the Myddelton pedigree was made possible by the award from NMCT, which covered more than half the cost of the project. Since 2012 the cleaned and conserved Pedigree has been accessible to visitors of Chirk Castle in its own custom-made display case in the lower dining room.

Digitisation of the Pedigree has enabled a full-scale replica to be produced for visitors and researchers to engage with. They are able to unravel the full 39 ft, examine the names close up and ponder over the numerous and colourful coats of arms of different families depicted on the parchment. Volunteers use the opportunity to start conversations with visitors and encourage them to think about their own ancestry and what their family tree or 'pedigree' would look like.

The opportunity to conserve and digitise the pedigree has enabled this star item to be accessible for the first time since ownership of Chirk Castle was transferred to the National Trust in 1981. It has come a long way since it was apparently discovered within a sofa in an antique shop and offered for purchase in the late 1970s. Following the success of this digitisation project the National Trust plans to digitise more of Chirk's fascinating collection of documents to make them more widely accessible. Interpretation of the pedigree will also be developed over the next two years as the property embarks on a significant research project.



The Lower Dining Room at Chirk Castle with conserved pedigree and facsimile.
 Courtesy of the National Trust; image Jon Hignett.

Trustees' Report

The Trustees of the National Manuscripts Conservation Trust present their Report and Financial Statements for the year ended 31st December 2021.

Structure, Governance and Management

Constitution

The National Manuscripts Conservation Trust (NMCT) was established on 9th January 1990 by a declaration of trust executed by three Trustees: John Ehrman, representing the Royal Commission on Historical Manuscripts (HMC); Henry Heaney, representing the British Library board (BL) and Lewis Golden, representing the private benefactors. Since 1st April 2003, the HMC has formed part of The National Archives (TNA), whose Chief Executive is the sole Historical Manuscripts Commissioner.

Trustees

Both the HMC (as a constituent body within TNA) and the BL each appoint one Trustee, and the two Trustees so appointed are empowered to appoint up to four further Trustees none of whom shall be a member or an officer of, or employed by, either the HMC or the BL.

The five Trustees as at 31st December 2021, all of whom served throughout the year, are listed at the front of this report. They are Professor David McKitterick (Chairman), Charles Sebag-Montefiore (Treasurer), Dr Norman James (who has specialised knowledge of the library and archive sector in the UK), Caroline Checkley-Scott (a leading book and paper conservator) and Caroline Taylor (retired Librarian of the University of Leicester).

New Trustees are provided with a detailed induction to the charity and to their responsibilities as Trustees, in line with charity best practice.

Administration

The administration of the NMCT is provided by Mrs Nell Hoare, whose address, together with other administrative information, is given on page 2.

Risk Management

The Trustees have identified the principal risks that might have an effect on the NMCT and believe that appropriate action has been taken to manage them. The Trustees continue to review the adequacy of the procedures in place.

Objectives and Activities

The chief objective of the NMCT is to advance the education of the public by the provision of financial assistance towards the cost of conserving manuscripts, which, in the opinion of the Trustees, are of historic or educational value.

Applications for grants can be accepted from all county record offices, non-national libraries and museums and other similar publicly funded institutions including local authority, university and specialist record repositories throughout the United Kingdom, and from owners of manuscript material exempt from capital taxation or owned by a charitable trust. National libraries and institutions that are directly funded by the government are not normally eligible for grants from the NMCT. In deciding whether an application merits a grant, the Trustees assess the significance of the manuscript or archive, the suitability of the storage conditions, the applicant's commitment to continuing good preservation practice, and the requirement for reasonable public access.

The NMCT's website (www.nmct.co.uk) provides full information for applicants on how to apply for a conservation grant, as well as case studies on supported projects; a full list of recent grants, together with information about the Charity and its Trustees.

Since 1990 the NMCT has awarded grants of over £3.5m, which have helped to preserve important historical, literary, scientific and other documents. Many of the manuscripts conserved with our help were fragile and completely inaccessible before treatment; as a result of the NMCT's grants, these documents have been preserved and can now be made accessible to researchers and the public.

The Trustees have had regard to Charity Commission guidance on public benefit. The Trust's core objective is to support the conservation of manuscripts by archives, libraries, universities, museums and specialist collecting institutions.

The public benefits that flow from this are:

- i. Prolonging the life of locally, nationally and internationally significant manuscript material for the nation;
- ii. Making it possible for the public and researchers to access manuscripts that would otherwise be inaccessible or lost to the public domain;
- iii. Supporting the nation's libraries and archives, and enabling them to conserve their collections, which would be beyond their resources without our support.

We believe this greatly benefits the institutions supported, researchers and others who access and engage with their collections, and also the public realm. These benefits are clearly demonstrated by the short case studies in this Annual Report.

Achievements and Performance

Grants

Grants are normally awarded in June and November each year, but the Covid-19 pandemic continued to impact the NMCT and its portfolio in 2021, as it has affected every other aspect of life. In June the level of income for the year was still unclear, so the Trustees decided to consider all 2021 applications in November, once there was more certainty.

In 2021 the Trustees considered 18 applications (2020: 15), fewer than in recent years as a direct result of the pandemic. They awarded 18 new grants (2020: 12), and topped up two grants awarded in previous years by £2,715, giving to university libraries, local record offices and other eligible applicants the aggregate sum of £97,004 (2020: £154,194). Full details of grants awarded in 2021 are given in the Review of the Year (pages 8 to 25).

In recent years, NMCT and the Scottish Council on Archives (SCA) have worked increasingly closely to raise awareness of NMCT grants in Scotland and to increase the funding available for Scottish conservation projects. In 2021 SCA once again secured £10,000 from the National Records of Scotland for our ring-fenced fund for Scotland. With NMCT's contribution the total fund amounted to over £14,000. The three applications from Scotland were all supported, and NMCT and SCA collaborated to run an online workshop to raise awareness to the fund and stimulate more applications in 2022.

Our partnership with Wales's Museums Archives and Libraries Department (MALD) to stimulate conservation projects in Wales was suspended in 2020 because of the difficulty for archivists and conservators in accessing collections in order to be able to prepare applications and treatment proposals. Access was still difficult for much of 2021, but librarians in four museums and archive offices were able to submit applications, which we were delighted to support.

Plans for future periods

The Trust's objectives for 2021 were to seek to maximise investment income and grants receivable and to award conservation grants totalling around £150,000, unless incoming resources turned out to be significantly greater than in the previous year.

The Trust's objectives for 2022 are to continue to seek to maximise investment income and grants receivable and again to award conservation grants totalling around £150,000 unless incoming resources turn out to be significantly greater than in 2021. The switch of the investment portfolio into the Cazenove Responsible Multi-Asset Fund should help to maximise investment income. (See under 'Investments and reserves' below.)

Financial Review

In 2021 the Charity's aggregate income reached £129,122 (2020: £184,745). Eighteen grants for conservation were approved in 2021, amounting to a net £96,212, (2020: £154,192). These grants are set out in more detail on pages 8 to 25.

The Charity enjoys two streams of income – investment income, which fell markedly to £68,822 (2020: £81,995), and donations, which amounted to £60,300 (2020: £102,750, of which £40,000 is restricted to Welsh conservation projects in future years).

Aggregate operating expenses fell to £27,903 (2020: £29,467). The investment manager's charges amounted to £11,864 (2020: £11,225). Other costs include administration (£7,400) and fundraising for the Trust (£1,444), designing, printing and posting the annual report (£3,203) and the independent examination fee (£1,200).

The balance sheet at 31 December 2021 recorded total net assets of £2,672,344 (2020: £2,443,937). The increase was caused mostly by realised and unrealised investment gains. Further details of the investment portfolio are given in note 9.

Current assets amounted to £236,958, comprising cash of £236,490 and investment income debtors of £468. Current liabilities, mostly grant commitments, amounted to £202,684 giving net current assets at the end of 2021 of £34,274 (2020: £61,799).

Investments and Reserves

The Trustees have adopted a total return investment policy, intended to maximise total returns whilst accepting a medium degree of risk. To this end, the NMCT's investment portfolio was switched into the Cazenove Responsible Multi-Asset Fund. This is a long-term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods. The Fund comprises holdings in a diverse group of UK and international collective funds, respectively focused on the generation of income and capital growth.

Other than the Unrestricted Fund and the Restricted Fund, all the Trust's reserves are regarded as endowment funds, which are normally represented by investments in order to produce a reasonably predictable and regular level of income. The Trustees regard this as necessary to maintain and support the Charity's operation.

Any annual deficit on the Unrestricted Fund is made good by a transfer from unrestricted funds brought forward. Grants awarded from the Restricted Fund are limited to donations received by the Charity and their defined, restricted purpose.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland" and with regulations made under the Charities Act 2011.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year.

In preparing financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Sarah McManus of Galloways Accounting was re-appointed as the Trust's Independent Examiner during the year.

Approved by the Trustees and signed on their behalf by:

Professor David McKitterick, Chairman

11 April 2022

Independent Examiner's Report

To the Trustees of The National Manuscripts Conservation Trust

I report on the accounts of the trust for the year ended 31st December 2021, which are set out on pages 36 to 41.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 145 the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sarah McManus FCA Chartered Accountant

Galloways Accounting,
Ridgeland House, 15 Carfax
Horsham, West Sussex RH12 1DY
12 April 2022

Statement of Financial Activities

For the year ended 31 December 2021

	Notes	Endowment Fund 2021 £	Unrestricted Fund 2021 £	Restricted Fund 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income from						
Investments	2	-	68,822	-	68,822	81,995
Donations	3	-	50,300	10,000	60,300	102,750
Total income		<u>-</u>	<u>119,122</u>	<u>10,000</u>	<u>129,122</u>	<u>184,745</u>
Expenditure on						
Charitable activities	4	-	81,878	14,334	96,212	154,192
Administration & fundraising	5/6	-	27,903	-	27,903	29,467
Total expenditure		<u>-</u>	<u>109,781</u>	<u>14,334</u>	<u>124,115</u>	<u>183,659</u>
Operating result		<u>-</u>	<u>9,341</u>	<u>(4,334)</u>	<u>5,007</u>	<u>1,086</u>
Gains/(losses) on investments						
Realised	9	194,797	-	-	194,797	(64,155)
Unrealised	9	<u>28,603</u>	-	-	<u>28,603</u>	<u>(21,263)</u>
Net income/(expenditure)		<u>223,400</u>	<u>9,341</u>	<u>(4,334)</u>	<u>228,407</u>	<u>(84,332)</u>
Transfers between funds		-	-	-	-	-
Net movement in funds		<u>223,400</u>	<u>9,341</u>	<u>(4,334)</u>	<u>228,407</u>	<u>(84,332)</u>
Reconciliation of funds						
Total funds brought forward		2,173,271	210,122	60,544	2,443,937	2,528,269
Total funds carried forward		<u>2,396,671</u>	<u>219,463</u>	<u>56,210</u>	<u>2,672,344</u>	<u>2,443,937</u>

Balance Sheet

As at 31 December 2021

	Notes	2021 £	2020 £
Fixed Assets			
Investments	9	2,638,070	2,382,138
Current assets			
Debtors	10	468	709
Cash at bank and deposits		<u>236,490</u>	<u>245,237</u>
		<u>236,958</u>	<u>245,946</u>
Creditors: falling due within one year	11	<u>(202,684)</u>	<u>(184,147)</u>
Net current assets		<u>34,274</u>	<u>61,799</u>
Net assets		<u>2,672,344</u>	<u>2,443,937</u>
Representing			
Endowment fund		2,396,671	2,173,272
Unrestricted income funds		219,463	210,121
Restricted fund		<u>56,210</u>	<u>60,544</u>
		<u>2,672,344</u>	<u>2,443,937</u>

Approved by the Trustees on 11 April 2022 and signed on their behalf by:

Professor David McKitterick
Chairman

Notes to the Accounts

For the year ended 31 December 2021

1. Accounting policies

a. Basis of accounting

The accounts have been prepared in accordance with the Charities SORP (FRS 102) *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland* and with regulations made under the Charities Act 2011. A summary of the more important accounting policies is below.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant risk that that uncertainty over estimates made for the purpose of these financial statements may cause a material adjustment to the carrying value of assets and liabilities.

The Charity is a public benefit entity.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

c. Income

Dividends are recognised in the period in which the dividend becomes payable.

Donations and legacies are recognised in the period in which they are received or when there is otherwise certainty of receipt. Other income is recognised in the period to which it relates.

d. Expenditure

Expenditure is allocated between charitable activities, raising funds and support costs.

Expenditure on charitable activities comprises grants made for the conservation of manuscripts that, in the opinion of the Trustees, are of historic or educational value. These costs are charged, as appropriate, to the unrestricted or restricted funds when they have been committed.

Expenditure on raising funds comprises chiefly the investment manager's charges and the fundraising element of the administration and fund-raising consultant.

Administration and support costs are those costs which are not attributable to a single activity but provide the necessary organisational support for all the Charity's activities. They include the administration element of the consultant's costs, the independent examiner's fee, the cost of printing the annual report, the expenses of the website and of holding trustee meetings.

e. Fixed assets

Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss credited to or deducted from the Endowment Fund.

2. Investment income

	2021 £	2020 £
Dividends received from investments	68,801	81,815
Interest received on deposits	21	180
	<u>68,822</u>	<u>81,995</u>

3. Voluntary income

	2021 £	2020 £
Donations (restricted)	50,300	57,500
Donations (unrestricted)	10,000	45,250
	<u>60,300</u>	<u>102,750</u>

4. Direct charitable expenditure

	2021 £	2020 £
Grants from unrestricted funds	82,670	126,054
Grants from restricted funds	<u>14,334</u>	<u>28,137</u>
Grants approved in year	97,004	154,191
Under/(over)-provision in previous years	(792)	1
Net cost of grants	<u>96,212</u>	<u>154,192</u>

5. Expenditure on raising funds

	2021 £	2020 £
Consultant's fees for fundraising	1,443	1,875
Investment management fees	<u>11,864</u>	<u>11,225</u>
Total fundraising costs	13,307	13,100
Administration and support costs (from note 6 below)	<u>14,596</u>	<u>16,367</u>
Total expenditure	<u>27,903</u>	<u>29,467</u>

6. Administration and support costs

Consultant's fees for administration	7,400	10,150
Printing and posting annual report	3,203	3,349
Independent examination fee	1,200	1,200
Meeting costs	-	-
Logo design	-	961
Website expenses	2,544	480
Bank charges and sundry costs	249	227
Total support costs	<u>14,596</u>	<u>16,367</u>

7. Transactions with Trustees

No Trustee received any remuneration (2020: £nil) or any reimbursement of the cost of travelling to meetings (2020: £nil).

8. Taxation

As a charity, the National Manuscripts Conservation Trust is exempt from tax on income and gains falling within Part 10 of the Taxes Act 2007 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Investments

In the second half of 2021, the Trust's investment portfolio was switched into the Cazenove Responsible Multi-Asset Fund, a long term investment fund with a diversified strategy investing in equities, bonds, property and alternative assets. The Fund aims to provide income and capital growth in excess of the Consumer Price Index + 4% per annum (net of fees) over rolling ten-year periods. As at 31 December 2021 the switch was c. 90% complete. As at 31 December 2020, the Trust had holdings in a diverse group of collective investment vehicles, respectively focussed on income and capital growth. The portfolio as at 31 December 2021 is summarised in the following table:

	Cost	Market Value	Annual income (prospective)	Yield on market value
	£	£	£	%
UK equities	20,451	2,000	-	0.00%
Responsible Multi-Asset fund	2,383,963	2,386,008	92,981	3.90%
Property funds	200,000	250,062	9,602	3.84%
	<u>2,604,414</u>	<u>2,638,070</u>	<u>102,583</u>	<u>3.89%</u>

An additional analysis is given below:

	2021 £	2020 £
Market value at 1 January	2,382,138	2,446,781
Proceeds of sale	(2,529,420)	(716,724)
Cost of purchases	2,561,952	737,499
Realised gains/(losses)	194,797	(64,155)
Unrealised gains/(losses)	<u>28,603</u>	<u>(21,263)</u>
Movement in year	255,932	(64,643)
Market value at 31 December	<u>2,638,070</u>	<u>2,382,138</u>

10. Debtors

	2021 £	2020 £
Other debtors (investment income)	468	709
	<u>468</u>	<u>709</u>

11. Creditors: Amounts falling due within one year

	2021 £	2020 £
Grants payable	199,056	179,598
Sundry creditors	3,628	4,549
	<u>202,684</u>	<u>184,147</u>

12. Analysis of net assets between funds – 2021

	Endowment Fund £	Unrestricted Fund £	Restricted Fund £	Total £
Investments	2,638,070	-	-	2,638,070
Net current assets	(241,399)	219,463	56,210	34,274
Total assets	<u>2,396,671</u>	<u>219,463</u>	<u>56,210</u>	<u>2,672,344</u>

Analysis of net assets between funds – 2020

	Endowment Fund £	Unrestricted Fund £	Restricted Fund £	Total £
Investments	2,382,138	-	-	2,382,138
Net current assets	(208,866)	210,121	60,544	61,799
Total assets	<u>2,173,272</u>	<u>210,121</u>	<u>60,544</u>	<u>2,443,937</u>



We are delighted to sponsor this report for the first time

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Conservation Resources (CR) have been providing conservation products to the industry for over 40 years and are now delighted to offer, with our sister company Jamie Briggs Removals, a complete turnkey solution. From conservation site assessments and specialist preservation packaging materials (including boxing and polyester pockets), for short and long term storage, to specialist collection moves and storage.

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PHOTOGRAPHIC



SALE

This page: Detail of the Eyre Pedigree Roll. Courtesy of the Society of Genealogists.

Front and back cover: Detailed images of the Evesham Town Charter, 1605.
Courtesy of the Almonry Museum.

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Registered Charity: 802796

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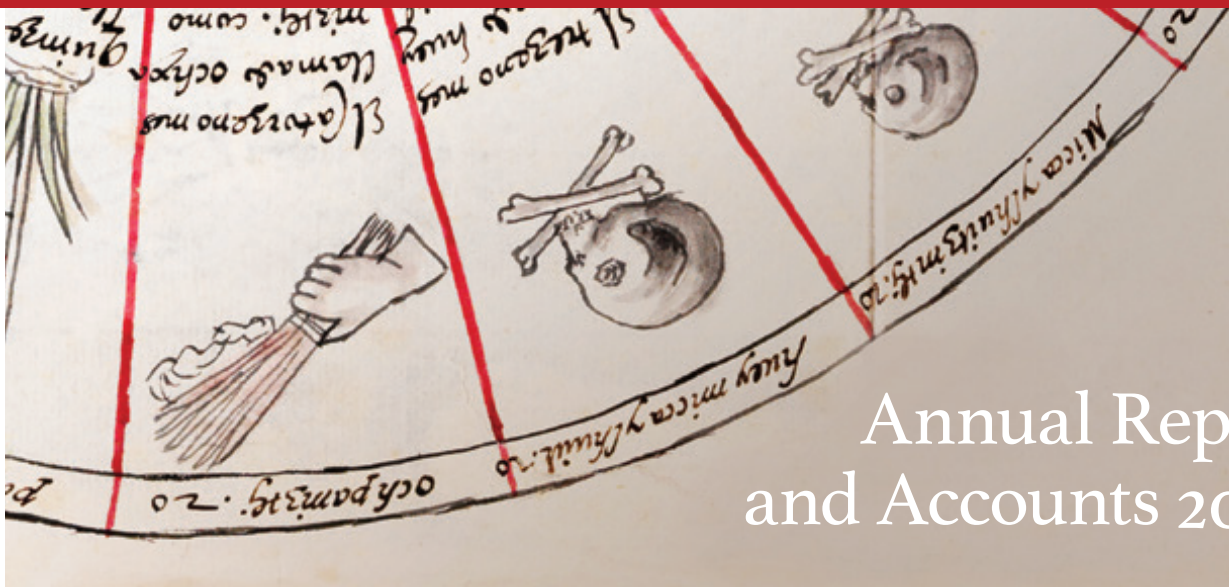
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Accounts



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Annual Report
and Accounts 2020



Library and Archive, Lambeth Palace. Conservation studio by CXD. Wright & Wright Architects.
Image: Hufton and Crow.

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Annual Report
and Accounts 2020

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Chairman's Introduction and Review of the Year

While it is always a pleasure to reflect on what has been achieved over twelve months, this year pleasure is inevitably tinged with more complicated thoughts, whether of people or of libraries and archives.

I write this on the anniversary of the first Coronavirus lockdown. The pandemic has affected us all, though in different ways. Lives and work have been disrupted. It has brought death and serious illness; and it has forced all of us to think again of what we wish to achieve, and how to achieve it. The NMCT exists to help ensure that the myriad archives of this country will survive into the future.

Thanks to the pandemic, we held just one meeting in 2020 to award grants, in November. We were able to offer grants of over £154,000 by using over £28,000 of unrestricted reserves, thus ensuring projects could proceed. It was especially cheering to work with several in Scotland, encouraged by the support of the Scottish Council on Archives and the National Records of Scotland. As always, our focus is on both conservation and training skills for the future.

Grants have covered our customary variety of manuscripts and papers. The earliest is an unusual almanac in the Royal Society, dating from the late 14th or early 15th century. Two manuscripts, including a processional from Castle Acre, in Norfolk, and a 16th-century commonplace book with an enticing series of drawings, will form part of the new exhibition in the Castle Museum at Norwich, where ambitious plans to transform the earliest part of the museum, in the Keep, will bring much back to life.

Two collections of probate records, at Worcester and the South West Heritage Trust, answer ever-increasing public interest in family and other social history. The records of the Court of Arches at Lambeth Palace likewise range over considerable social territory, and work on them coincides with the completion of the much needed new library and archive centre. Family albums from Nottingham and Brighton, with their miscellaneous gatherings, offer sometimes unexpected perspectives of local interests.

In literature, the manuscript of M.G.Lewis's novel *The Monk*, key to understanding the taste for the gothic in the late 18th and early 19th centuries, will now be conserved thanks to a grant to the Wisbech and Fenland Museum, where it is part of a 19th-century bequest containing important literature. In the Bodleian Library, we were pleased to be able to support conservation of the correspondence of Felix Mendelssohn. In Scotland, the diversity of NMCT support is reflected in grants to Glasgow for the 16th-century *Historia de Tlaxcala*, to Edinburgh for papers of the geologist Sir Charles Lyell, and to Dundee for the visitors' book to HMS Unicorn.

In all this, we depend on our supporters. For many years the Pilgrim Trust has guided applications for the conservation of manuscripts in our direction, and their generous financial help remains vitally important to this work. The Dulverton Trust's funding is supporting training with the manuscript at Glasgow.

The full list of benefactors is listed separately in this report. In addition to this financial support we count also the many people who have given advice, formally or informally but always readily. In The National Archives, James Travers has been of especial help. To all these I offer our profound thanks.

Professor David McKitterick
Chairman

The Trustees are indebted to these partners and funders for their support of NMCT's work in 2020



Painted coat of arms from a manuscript of the *Historia de Tlaxcala* showing signs of ink corrosion requiring conservation treatment. Courtesy of the University of Glasgow.

Top right: Assessing the condition of the 15th-century Processional from Castle Acre. Courtesy of Norfolk Museums Service.
 Bottom right: HMS Unicorn (see page 17).

Below: Bundle of probate accounts requiring conservation. Courtesy of the South West Heritage Trust.



Above: One of the 'Green Books' containing Felix Mendelssohn Bartholdy's incoming correspondence with broken binding. © The Bodleian Libraries, University of Oxford.



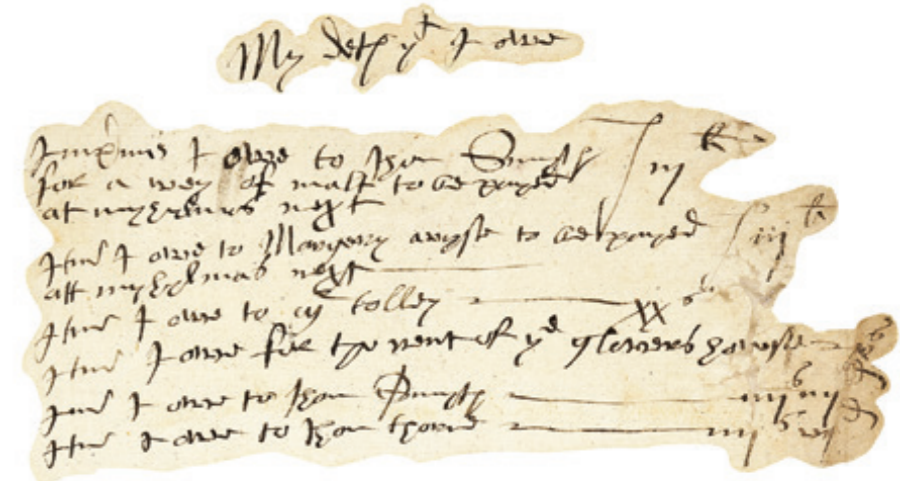
Above: Scrapbook from the Thomas Chambers Hine collection which contains papers dating from the 17th to 19th centuries. Courtesy of the University of Nottingham.

Top right: Example from 1535 of Worcester Diocese wills and inventories (detail). Courtesy of Worcestershire Archive and Archaeology Service.

Below: Holograph manuscript of *The Monk* by M.G. Lewis (1796), showing fragile state of page edges. Courtesy of Wisbech Museum.



Above: The Royal Society's medieval almanac (MS/45) prior to conservation. © Royal Society.



Paper and parchment bundle from the Court of Arches collection showing evidence of extensive loss and environmental damage. Courtesy of Lambeth Palace Library.



Right: Sir Charles Lyell's cross-section showing the geology of part of Forfarshire. Courtesy of the University of Edinburgh.

Awards by the National Manuscripts Conservation Trust 2020

Bodleian Library

£20,000 for the conservation of the Green Books of Felix Mendelssohn Bartholdy.

Marineta Stiglitz ACR, Head of Paper Conservation, and Hannah Litvack, Development Officer, writes: Over the next three years, the Bodleian Libraries will be conserving its collection of 'Green Books', which belonged to the German composer and conductor, Felix Mendelssohn Bartholdy (1809–1847). They are 27 volumes of Mendelssohn's incoming correspondence from the age of twelve and contain a staggering wealth of information. They provide a key resource for historians and researchers studying Mendelssohn and his circle and also for those interested in the Romantic Movement.

The collection is in a very fragile state as the bindings do not offer adequate protection to the letters and hinder their legibility. The conservation work will involve dismantling the volumes, separating over 6,300 letters, stabilising the paper support and rehusing the letters in archival folders. The most complex part of the project is the separation of the letters, due to the presence of fugitive water-sensitive inks on the very delicate paper and the animal glue used to adhere the letters together. A highly controlled humidification treatment using enzymatic gels has been developed in order to separate them.

The conservation of Mendelssohn's letters forms a crucial part of a wider project to digitise the Bodleian Libraries' Mendelssohn archive and make it available online. The archive is one of the Libraries' most important music collections and is one of the two principal collections in the world for Mendelssohn research. We are very thankful to the NMCT for its generous contribution towards this project.



Celine Delattre separating a group of letters from the 'Green Books' containing Felix Mendelssohn Bartholdy's incoming correspondence.

© The Bodleian Libraries, University of Oxford.

East Sussex Record Office

£4,130 for the conservation and digitisation of the scrapbooks of Henry D. Roberts.

Kate Elms, Collections Officer, writes: Henry D. Roberts (1870-1951) moved to Brighton in 1906 to take up a position at the town's public library. By 1909, he was director of Brighton's Library, Museums and Fine Art Galleries and, in 1919, he became the first director of the Royal Pavilion Estate. Roberts documented his professional life in a collection of scrapbooks, which are held by East Sussex and Brighton & Hove Record Office at The Keep. Through newspaper cuttings, correspondence and ephemera, the scrapbooks provide a rich insight into the cultural life of Brighton and beyond in the early 20th century.

Highlights include records relating to a series of groundbreaking art exhibitions, beginning in June 1910 with a display of Modern French Art, thought to be the first time the work of artists such as Cezanne and Gauguin was seen in the UK. By contrast, Roberts witnessed first-hand the transformation of the iconic Royal Pavilion into a military hospital in 1914, and one of his scrapbooks covers the war years.

This project, made possible by the NMCT, will involve mechanical cleaning of the scrapbooks, plus internal and external repairs to the most fragile volumes so that they can be handled safely. The scrapbooks will be repackaged with an archival manila enclosure, and will be stored in our temperature-controlled repository, preserving them for the future.

Conservation of the scrapbooks means we will be able to provide public access to this entire collection of original material for the first time. We will also digitise the scrapbooks and catalogue their contents to increase awareness of, and access to, the collection. The project will engage volunteers, who will receive training and support from The Keep's Conservator and Brighton & Hove's Archivist.

On completion, we will mount a series of displays and will share our research into the life of the Royal Pavilion Estate during this fascinating period through The Keep's website, social media channels and events programme.



Melissa Williams beginning the conservation of one of the scrapbooks. Courtesy of East Sussex Record Office.

University of Edinburgh

£22,734 for Through Lyell's Eyes: the conservation of the Sir Charles Lyell Collections.

Emily Hick, Conservator, writes: Sir Charles Lyell (1797-1875) popularised the geological theory that the power of known natural causes could explain the Earth's history. His bestselling books, including *Principles of Geology* (1830-33), sold internationally and he also travelled to Europe and North America to conduct fieldwork. Lyell is particularly noted for his foundational and enduring influence on his friend Charles Darwin. He influenced not only Darwin's geological understanding but provided the basis of deep time from which he could construct his theory of evolution.

Between 1818 and 1875 Lyell meticulously filled 294 notebooks with his scientific, social and political observations. The notebooks were stopped from export and, after a major fundraising campaign, were acquired in 2019 and added to the extensive Lyell archive donated to the University by the Lyell family in 1927. In 2020 further archives were allocated under the Acceptance in Lieu scheme, enhancing the collection still further.

The conservation work will allow the collection to be made available for research and teaching, support our future exhibition plans and enable the notebooks and other archives to be digitised. It will be made freely available with the creation of a new website and online resource: Charles Lyell's World Online.

The conservation will be carried out over a six-month period by a project conservator and two interns. The work will include surface-cleaning, tear repair, humidification and flattening of creased material, consolidation of red rot, stabilisation of loose and detached boards and spines from bound volumes, and the rehousing of the entire collection. It will provide an excellent development opportunity for an early-career conservator and valuable experience for two recently qualified conservators.

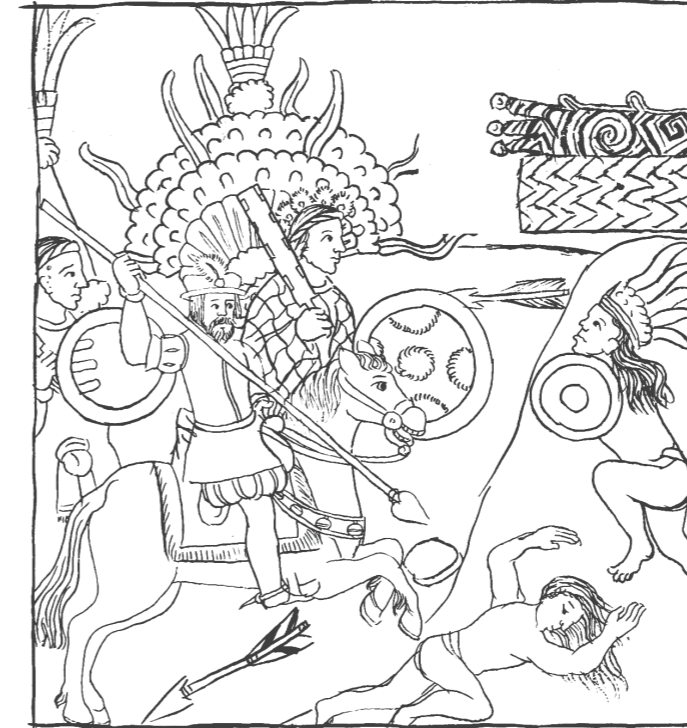


Above: Sir Charles Lyell, 1849. Lithography by Thomas Herbert Maguire.
Left: Watercolour sketch by Sir Charles Lyell of geological formations, Canary Islands, 1850s.
Courtesy of the University of Edinburgh.



University of Glasgow

£14,825 for From Mexico to Madrid: the *Historia de Tlaxcala*, c.1581-84.



Guerra de Peleapan

A drawing from the illustrated section of the *Historia de Tlaxcala*.
Courtesy of the University of Glasgow.

Julie Gardham, Senior Librarian, Archives & Special Collections, writes: The *Historia de Tlaxcala* (MS Hunter 242) is a narrative history of the state of Tlaxcala in Mexico, accompanied by an illustrated chronicle of 156 drawings. Originally compiled by Diego Muñoz Camargo, the two parts of the manuscript were brought together when the work was presented to King Philip II of Spain as a diplomatic gift in 1584-85. Key to our understanding of the 16th century Spanish conquest of Mexico, the manuscript is of international cultural and historical importance.

The manuscript has been in significant demand for research, teaching and exhibitions for many years, but access has been limited owing to critical condition issues that inhibit safe handling. The original parchment binding is distorted, with broken joints and sewing; its paper is moisture-damaged and torn; and there are several instances of advanced ink corrosion. The treatment will stabilise the volume and also enable safe digitisation, as well as the full investigation and documentation of the manuscript's structure and materials.

The NMCT grant will be used to backfill the post of the University of Glasgow's book conservator, Keira McKee, to allow her to focus fully on conserving the manuscript in order to make it accessible again. This backfill role will create a job opportunity for an early-career conservator.

MS Hunter 242 presents some unique conservation challenges, and skills development and training will be a crucial component of the NMCT project. The grant will fund support from John Mumford, an independent book & paper conservator, who will act as a mentor providing specialist expertise to support decision-making around treatment options and will pass on practical skills in new techniques to Keira. In addition, a workshop focusing on the stabilisation techniques developed in this project will be offered to external conservators, extending the training benefits of this project still further.

Lambeth Palace Library

£20,000 for the conservation of the 'Court of Arches' manuscript collection, 17th-19th centuries (Bbb series).

Lara Artemis ACR, Senior Conservator writes: The Court of Arches collection is of national importance as the archive of the Court of Appeal for the province of Canterbury under the Archbishop of Canterbury. It exercised a wide-ranging jurisdiction over aspects of society such as marriage and divorce, probate, defamation, manners and morals of the clergy and laity, and non-conformity. The records, dating largely from 1660 onwards, are a primary source of considerable importance for the social, biographical, economic, legal, topographical and ecclesiastical history of England south of the Humber and Wales. In depositions from cases relating to morality, society and religion, the authentic voice of ordinary people from the 17th, 18th and 19th centuries can still be heard.

Recent cataloguing of the collection by Dr Richard Palmer (former Librarian of Lambeth Palace Library) has flagged the Bbb series of records as being of especial interest, but this series is currently 'unfit for production' (very dirty, water and pest damaged, with fractured seals and tears). The conservation will unlock both the intellectual and the physical potential of these Court of Arches records. The NMCT grant will provide valuable financial support to our campaign to clean and stabilise parchment and paper manuscripts to enable safe access by the public.

The project will be completed in the context of Lambeth Palace Library's new building, opening in 2021, offering a much higher public profile and better facilities in its role as the national research centre for the history of the Church of England.



Above: Heavily deteriorated paper and parchment bundles and rolls with evidence of loss and discolouration from water and pests.
Above right: Dirty parchment covered manuscript with evidence of brittle paper damaged through environmental factors, such as light and pollution.
Courtesy of Lambeth Palace Library.



Norfolk Museums Service

£20,350 for the conservation of a medieval Processional, and a Commonplace Book from Castle Acre.

Debbie Harris ACR, Senior Conservator, writes: Norfolk Museums Service is transforming Norwich Castle Keep back to a Norman Royal Palace. The project will deliver a brand new medieval gallery in partnership with the British Museum. Critical to this realisation is the display of key objects from Norwich Castle's Designated medieval collection, including two extraordinary medieval manuscripts.

The Castle Acre Processional is a remarkable 15th-century survival. Its pages hold chants and musical notation for the Mass and office hours of feast days; it will inspire one of the new gallery's interactive displays. The Commonplace Book of Henry Appleyard of Dunston was begun around 1560 and progressively added to over the next forty years, its diverse contents reflecting the intellectual appetites and changing worldview of Tudor England.

Both manuscripts are in poor condition and, as they cannot be safely handled, digitised or displayed they are not accessible to the public. Each manuscript requires extensive interventive treatment, from repair of the sewing structures, to conservation of the spine folds and the leaves, including consolidation to prevent further loss of illuminations.

This generous NMCT grant will enable the manuscripts to go on display in our new gallery. They will help us tell the complete story of the medieval world, tying together religious and secular life. Through their display and interpretation in our Medieval Keep, Norwich Castle will become a national centre for medieval learning and exploration for visitors and researchers alike.



Above left: The Castle Acre Processional.
Left: The Commonplace Book of Henry Appleyard of Dunston was begun c.1560. The pages are illustrated throughout, including a fold-out world map with a biblical gloss.
Courtesy of Norfolk Museums.

University of Nottingham

£12,333 for the conservation of the papers of Thomas Chambers Hine (1813-1899), architect of Nottingham, 1647-1925.

Mark Dorrington, Keeper of Manuscripts and Special Collections writes: T.C. Hine was an eminent Nottingham architect who was responsible for work on a great many churches, houses, railway stations and other buildings in and around Nottingham. He gained many commissions from the Duke of Newcastle including the development and layout of the Park Estate and the restoration and conversion of Nottingham Castle as a museum and art gallery.

The collection includes two scrapbooks and a book of designs for a pair of agricultural workers' cottages for which Hine won a national competition in 1848. The principal scrapbook is a family heirloom and includes a diverse range of letters, photographs, printed materials and drawings. Dating from the 1600s, but mostly from the 1800s, this unique collection includes original documents concerning significant historical events such as the English Civil War, together with items

relating to lesser-known happenings such as William Crookes' investigation into preternatural phenomena. It contains a wealth of previously 'undiscovered' letters from many notable individuals, Charles Dickens, W.E. Gladstone, Sir Joseph Banks and Sir Charles Barry to name a few. Hine's addition of photographs and printed items to supplement original documents and create themed pages, add a further dimension. Currently the condition of this scrapbook makes it impossible to produce in our reading room.

The project will see the principal scrapbook digitised both before and after conservation and fully documented. The volume will be taken down and individual documents cleaned and repaired. Fascicles will be produced and loose items attached and the leaves will then be placed in purpose-built phase boxes. The other items in the collection will be cleaned, repaired, digitised and boxed. The conservation project will enhance the skills of the Project Conservator under the supervision of, and with training from, our Conservator. It will enable the collection to be properly studied by researchers for the first time.



The Thomas Chambers Hine collection. Courtesy of the University of Nottingham.

The Royal Society

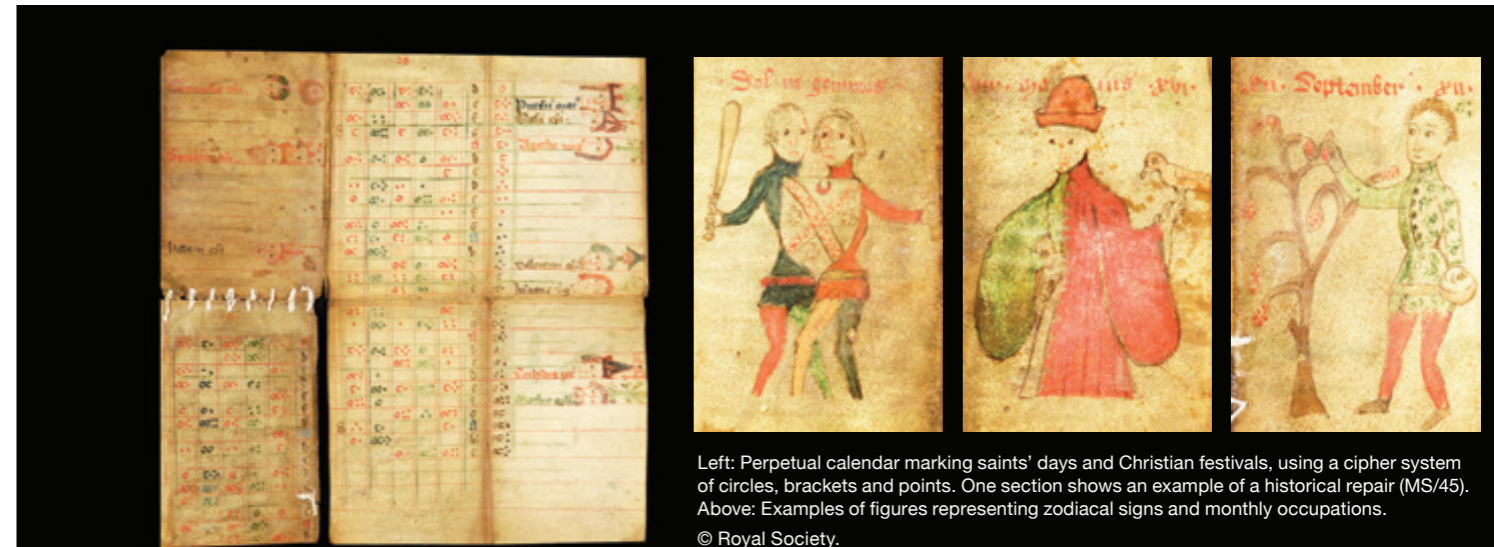
£4,350 for the conservation of a medieval almanac, c.1383-1415 (MS/45).

Virginia Mills, Archivist (Early Collections), writes: Dating to c.1383-1415, this curious medieval almanac is one of the oldest items in the Royal Society collections. It is a single, folded parchment manuscript. On one side is an astronomical calendar and illustrated agricultural almanac showing occupations to be undertaken under the different signs of the zodiac. On the other side is a perpetual calendar showing ecclesiastical festivals, adorned with figures of kings and saints.

Surviving medieval almanacs are rare and most examples are medical. The Royal Society's almanac is particularly unusual as it is a largely pictorial document that could have been used by the illiterate labouring classes. It provides valuable insight into the astrological reasoning that informed medieval agricultural practice, and into the methods of knowledge dissemination amongst a class that is not often represented in the written record. It includes an unusual cipher system, which scholarly analysis suggests is only known in one other surviving manuscript in the UK.

Due to its fragility and complex folded format, the almanac cannot currently be safely accessed by researchers. Conservation will stabilise the manuscript and complementary preservation provisions, such as improved storage, reading stand and handling guidelines will make it possible for researchers to consult whilst also safeguarding its long-term survival. The conservation work will be informed by a new analysis of the manuscript by 'Team Pigment' of Durham University. We hope Professor Beeby and his pigment team will also be able to use their spectral imaging expertise to reveal lost content. I am particularly excited to see if they can illuminate the missing zodiacal figure for December, rubbed away over time and through use.

Digital access forms a key part of the long-term preservation plan for our almanac. Once it is cleaned and repaired, high quality digital images will be made available on the Royal Society Picture library. To fully convey the complex folding format and 3-D nature of this object we also plan to make a video. This video will chiefly serve to demonstrate the format of the manuscript, but will include commentary to highlight the conservation work done, and the historical significance of the document and will bring it to a wider virtual audience.



Left: Perpetual calendar marking saints' days and Christian festivals, using a cipher system of circles, brackets and points. One section shows an example of a historical repair (MS/45). Above: Examples of figures representing zodiacal signs and monthly occupations.

© Royal Society.

South West Heritage Trust

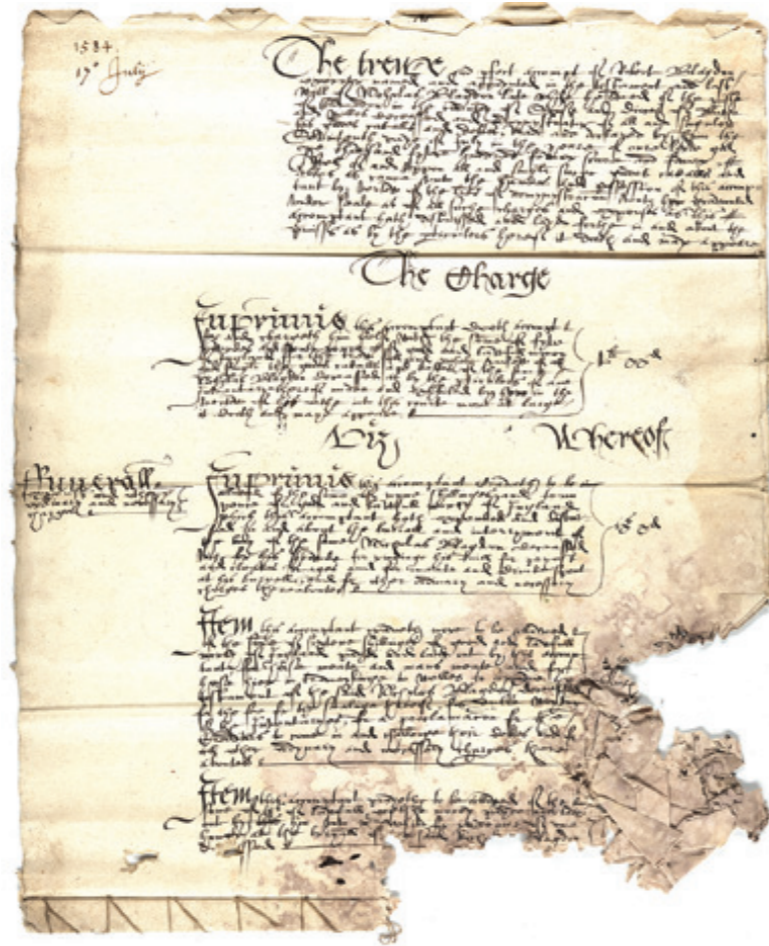
£11,252 for the conservation of the Diocese of Bath and Wells Probate Accounts, 1577-1748.

Janet Tall, Head of Archives and Learning, writes: We hold just under 1,000 probate administrators' accounts for the Diocese of Bath and Wells at the Somerset Heritage Centre. Each account records in detail how the individual's estate was disbursed after death, including arrangements for the funeral, payments to creditors and the arrangements for the care of orphaned children. They provide a unique insight into the lives of a cross-section of Somerset inhabitants during the early modern period, and are names-rich sources, with information about family members, creditors, guardians for minors, and their legacies.

The Diocese of Bath and Wells's collection of wills and inventories were held in a central registry in Exeter and were destroyed in the Baedeker Raids during World War II. Therefore, these accounts are the only surviving testamentary records for the individuals, giving them a much greater significance.

The NMCT grant will allow us to conserve one of the most severely damaged collections of papers held at the Somerset Heritage Centre. Prior to deposit the whole collection suffered neglect and water damage over many years whilst held in damp conditions in Wells. Approximately 35% of the papers require full conservation treatment, the most fragile of these will also be placed in fascicle books to provide additional support. Further sections of the collection have suffered general softening of the papers, and these will be consolidated to strengthen the individual membranes. Local tissue repairs will be undertaken on items that have fine tears. The project will be supported by volunteers, who will assist with preservation processes. Following the conservation work we will fully catalogue, index and digitise the collection to make it completely accessible for the first time.

Example of a probate account document requiring conservation. Courtesy of the South West Heritage Trust.

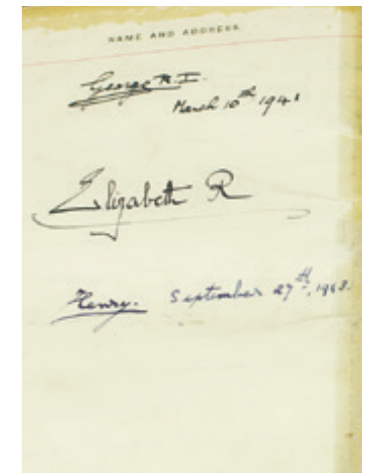
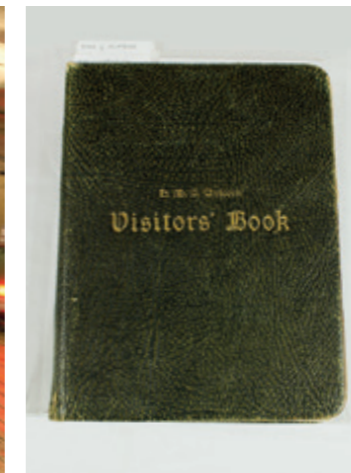


The Unicorn Preservation Society, Dundee
£680 for Unveiling the potential of HMS Unicorn's Visitors' Book.

Federica Papiccio, Assistant Curator (Collections), writes: Dating back to 1929, the Visitors' Book is an irreplaceable primary source on HMS Unicorn's role as a naval headquarters during the Second World War. HM King Haakon VII of Norway, General De Gaulle of France, Princess Marina, and shortly before his death in an air crash, the Duke of Kent, are only some of the famous visitors we have had over the years, and who have signed the book. Two of the key signatories are George VI and Queen Elizabeth, who visited HMS Unicorn in a secret visit in 1941, at the height of the Second World War.

This is an object of great significance, but it is now in urgent need of conservation, research and interpretation. The conservation will stabilise the volume to enable it to be safely handled and consulted, while retaining as much original material as possible; this will involve consolidating leather covers and repairing/re-attaching loose pages.

With this in mind, the project is designed to facilitate the long-term preservation and stabilisation of the volume in order to strengthen its access and interpretive potential. Following conservation, it will be displayed on a rotating basis, it will also be documented, digitised and made available to the public through the Museum's planned public-facing catalogue.



Above left: The weather deck of HMS Unicorn. Above middle: Front Cover of HMS Unicorn's Visitors' Book. Above right: Signatures of George VI and Queen Elizabeth, March 10th 1941. Courtesy of the Unicorn Preservation Society.

Wisbech and Fenland Museum

£7,222 for the conservation of holograph manuscript of *The Monk: A Romance*, by Matthew Gregory Lewis, 1796.

Robert Bell, Acting Curator, writes: The project will conserve the holograph manuscript of *The Monk: A Romance*, which is part of the collection bequeathed by the Rev. Chauncey Hare Townshend to the Wisbech and Fenland Museum in 1868.

The novel was a milestone in the history of Gothic literature with its shift away from the gentler ‘terrors’ of early Gothic novelists such as Horace Walpole. On its publication the book was met with severe criticism but this did nothing to quell its tremendous popularity.

The Monk was revised by Lewis several times, either to meet the literary criticisms aimed at the novel after its publication or to placate the sensibilities of his family. The original manuscript is therefore an invaluable resource for scholars and editors of the novel, the publication of which was a seminal moment in the evolution of the Gothic genre.

There are very few, and only slight, corrections, suggesting that the manuscript is a fair copy made by Lewis from his draft. The manuscript is disbound with pages in urgent need of stabilisation, particularly along the edges where there is a serious risk of losing text.

After conserving the pages, the manuscript will be digitised before pages are mounted into fascicules. The conservation work will be undertaken by Bridget Mitchell ACR. In 2011 Bridget conserved the Museum’s Wisbech Hundred Map (a 1647 copy of a 1597 original), a project that was part funded by NMCT.

The grant from NMCT will allow the manuscript to be stabilised and minimise the possibility of any loss of the text in the future. The digitisation of the manuscript will enable the greater access to the manuscript to be achieved through Cambridge University Library’s (CUL) Digital Library, as part of our ongoing collaboration with CUL.



Above left: Holograph manuscript of *The Monk* by M.G. Lewis which was published in 1796. Open at the beginning of chapter three. Above right: Image showing the fragile state of the page edges. Courtesy of Wisbech & Fenland Museum.

Worcestershire Archive and Archaeology Service
£16,515 for Willing Worcestershire

Dr Adrian Gregson, County and Diocesan Archivist, writes: The ‘Willing Worcestershire’ project aims to repair the most fragile of probate documents in the 1,000 boxes from the Bishop of Worcester’s Consistory Court, and later the Worcester Probate Registry, which date from 1493. When they were deposited in Worcester Record Office in 1958 their condition was described as ‘fragile to poor’. Conservation work on 308 boxes between 1493 and 1611 has flattened and backed the paper wills but no further work has been carried out since 1998.

This grant will fund work on 15 of the 176 boxes of wills from 1611 to 1676 currently marked as ‘fragile’ which cannot be produced for research. Prolonged poor storage left the paper flakey and susceptible to further damage, it is also water-stained and has surface dirt and creasing, as well as some insect and rodent damage.

Parchment will be cleaned before flattening. Paper wills will be cleaned, washed and placed in Calcium Hydroxide solution. They will be repaired with tissue and paste and infilled as necessary. Following treatment, the items will be stored in acid-free folders and archive boxes.

Wills and inventories are a valuable source of information for family research and for local historians interested in the social history of an area. Currently, researchers use microfilmed copies, but some films are poor quality and there are gaps where items were too fragile to be filmed. This stage of the project will release a further 2,000 wills to public access.



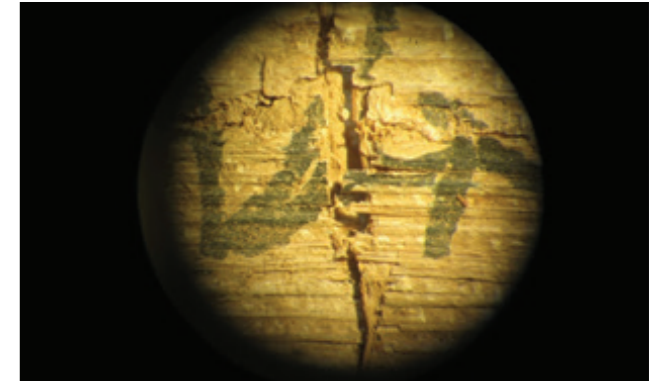
Examples from 1535 of Worcester Diocese wills and inventories which will be conserved. Courtesy of Worcestershire Archive and Archaeology Service.



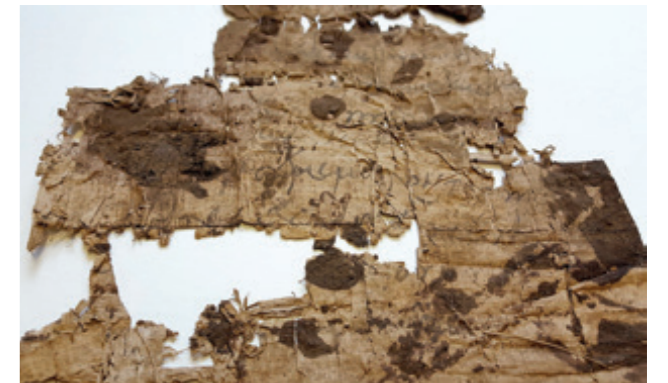
University of Manchester, John Rylands Library
A grant of £10,000 in 2016 for the preservation of the Rylands Greek Papyri

Elizabeth Gow, Manuscript Curator and Archivist, writes: The Rylands Greek Papyrus collection at the University of Manchester Library is particularly notable for early Christian manuscripts, including papyri of international significance such as the fragment of John's Gospel (known as P52). The collection also includes classical and medical texts, alongside important documentary papyri, such as business papers, letters, taxation documents and financial memoranda. Many of the Library's uncatalogued Greek papyri had been housed in polyester wallets, within acidic folders and boxes. A build-up of static within the wallets meant these fragile manuscripts could not be accessed safely and were at real and immediate risk of damage.

Thanks to the NMCT we safely rehoused about 1,300 papyrus fragments. The fragments are now stored in custom-made archival folders and boxes. As well as ensuring their long-term preservation, these papyri are now available for research and digitisation, including specialist imaging such as microscopy and multi-spectral analysis. If a fragment is needed for exhibition or a handling session, it can be safely transferred into a glass frame. We are now using this approach as standard for very fragile fragments across the Library, including pieces from early Qur'an manuscripts written on parchment.



Black ink on papyrus, viewed through a microscope.



Fragment showing dirt and dust deposits.



Tim Higson's solution for the storage of loose fragments and seals.

Left: Dr Roberta Mazza studying an unmounted papyrus document. Courtesy of the University of Manchester.

Images © Niki Pantazidou and courtesy of the University of Manchester.

Northumberland Archives

A grant of £14,850 awarded in 2015 towards the conservation of 758 early Swinburne deeds and charters.

Susan Wood, Head of Archives, writes: The Swinburne family are one of the oldest gentry families in Northumberland and played an important part in political affairs in Northumberland, the wider border area and North Wales. The collection is significant in charting the history of the English/Scottish border up to and beyond the Union of the Crowns in 1603. At the heart of the Swinburne collection are 758 early deeds and charters, 1172-1714, deposited in seven volumes with Victorian bindings. The bindings offered no protection to the fine collection of seals and some documents had been folded to allow the bindings to be made to a standard size. Some documents were damaged by mould growth and vermin activity, and were stained.

Conservation work was undertaken, over a period of three years, by conservators at Durham County Record Office. Early on in the project it was decided to make bespoke plastazote-lined boxes to house each document or, in the case of smaller items, several documents. This was an additional cost but allows items to be produced and the main body of the document to be viewed without direct handling. The deeds and charters are calendared and the calendar will be opened in our online catalogue in the early part of 2021. A small number of deeds and charters have been digitised and where this is the case images will be appended to catalogue entries. Ultimately, we hope to digitise all of the conserved collection and make images available via our catalogue.



Above: Three images showing stages in the treatment of ZSW1-6 (recto). Above right: ZSW1-160 after treatment. Bottom right: The seal of ZSW1-60 before treatment. Courtesy of Northumberland Archives.



ZSW1-25 after conservation and housed in bespoke, plastazote-lined storage box. Courtesy of Northumberland Archives.



South West Heritage Trust
A grant of £18,861 in 2017 for the conservation of the correspondence of Henry Addington, 1st Viscount Sidmouth

Janet Tall, Head of Archives and Learning writes: As a result of the NMCT grant the political correspondence of Henry Addington, First Viscount Sidmouth is now fully conserved and carefully re-packaged. Addington's political career saw him serving as Speaker of the House of Commons, Prime Minister, and Chancellor of the Exchequer, as well as being the longest serving Home Secretary. His correspondence provides insight into the foreign and domestic situation during a period from 1789-1824, a turbulent time which included the French Revolution and Napoleonic Wars.

The collection was treated with Japanese tissue and papers to infill losses and softened papers were consolidated so that they can now be handled. Particularly significant papers have been mounted into fascicles to improve their security and for ease of handling. Volunteers played an important role in re-packaging and re-boxing the collection.

Since completion the collection has seen high levels of use, with almost 150 bundles being consulted since the project was completed in 2019, despite the service being closed for periods of time due to the pandemic. Addington was Home Secretary during the Peterloo Massacre and in August 2019 we held an event to commemorate the bi-centenary and to celebrate the completion of the project. We expect that this rich archive will continue to be well used and will shed further light on a fascinating period of British history.



Left: Rebecca Dabnor, Project Conservator, conserving a document from the collection. Above: Henry Addington, 1st Viscount Sidmouth. Right: A letter from 1804 (OR31) before and after conservation.

Courtesy of the South West Heritage Trust.

Trustees' Report

The Trustees of the National Manuscripts Conservation Trust present their Report and Financial Statements for the year ended 31st December 2020.

Structure, Governance and Management

Constitution

The National Manuscripts Conservation Trust (NMCT) was established on 9th January 1990 by a declaration of trust executed by three Trustees: John Ehrman, representing the Royal Commission on Historical Manuscripts (HMC); Henry Heaney, representing the British Library board (BL) and Lewis Golden, the private benefactors. Since 1st April 2003, the HMC has formed part of The National Archives (TNA), whose Chief Executive is the sole Historical Manuscripts Commissioner.

Trustees

Both the HMC (as a constituent body within TNA) and the BL each appoint one Trustee, and the two Trustees so appointed are empowered to appoint up to four further Trustees none of whom shall be a member or an officer of, or employed by, either the HMC or the BL. (as a constituent body within TNA) and the BL each appoint one Trustee, and the two Trustees so appointed are empowered to appoint up to four further Trustees none of whom shall be a member or an officer of, or employed by, either the HMC or the BL.

The five Trustees as at 31st December 2020, all of whom served throughout the year, are listed at the front of this report. They are Professor David McKitterick (Chairman), Charles Sebag-Montefiore (Treasurer), Dr Norman James (who has specialised knowledge of the library and archive sector in the UK), Caroline Checkley-Scott (a leading book and paper conservator) and Caroline Taylor (retired Librarian of the University of Leicester).

New Trustees are provided with a detailed induction to the charity and to their responsibilities as Trustees, in line with charity best practice.

Administration

The administration of the NMCT is provided by Mrs Nell Hoare, whose address, together with other administrative information, is given on page 2.

Risk Management

The Trustees have identified the principal risks that might have an effect on the NMCT and believe that appropriate action has been taken to manage them. The Trustees continue to review the adequacy of the procedures in place.

Objectives and Activities

The chief objective of the NMCT is to advance the education of the public by the provision of financial assistance towards the cost of conserving manuscripts, which, in the opinion of the Trustees, are of historic or educational value.

Applications for grants can be accepted from all county record offices, non-national libraries and museums and other similar publicly funded institutions including local authority, university and specialist record repositories throughout the United Kingdom, and from owners of manuscript material exempt from capital taxation or owned by a charitable trust. National libraries and institutions that are directly funded by the government are not normally eligible for grants from the NMCT. In deciding whether an application merits a grant, the Trustees assess the significance of the manuscript or archive, the suitability of the storage conditions, the applicant's commitment to continuing good preservation practice, and the requirement for reasonable public access.

The NMCT's website (www.nmct.co.uk) provides full information for applicants on how to apply for a conservation grant, as well as case studies on supported projects. A full list of recent grants, together with information about the charity and its Trustees, can be found on the website. NMCT also has a twitter feed (@TheNMCT), which is used to highlight the charity's grants and application deadlines.

Since 1990 the NMCT has awarded grants of nearly £3.5m, which have helped to preserve important historical, literary, scientific and other documents. Many of the manuscripts conserved with our help were fragile and completely inaccessible before treatment; as a result of the NMCT's grants, these documents have been preserved and can now be made accessible to researchers and the public.

The Trustees have had regard to Charity Commission guidance on public benefit. The Trust's core objective is to support the conservation of manuscripts by archives, libraries, universities, museums and specialist collecting institutions.

The public benefits that flow from this are:

- i. Prolonging the life of locally, nationally and internationally significant manuscript material for the nation;
- ii. Making it possible for the public and researchers to access manuscripts that would otherwise be inaccessible or lost to the public domain;
- iii. Supporting the nation's libraries and archives, and enabling them to conserve their collections, which would be beyond their resources without our support.

We believe this greatly benefits the institutions supported, researchers and others who access and engage with their collections, and also the public realm. These benefits are clearly demonstrated by the short case studies in this Annual Report.

Achievements and Performance

Grants

Grants are normally awarded in June and November each year, but the Covid-19 pandemic impacted the NMCT in 2020, as every other aspect of life. NMCT suffered a 16% reduction in investment income in 2020 and fundraising became even more challenging. Trustees normally consider grant applications in June and November. However, in June the level of income for the year was still unclear, so the Trustees decided to consider all 2020 applications in November, once there was more certainty. The Trustees also decided, for the first time, to use £28,000 of the charity's expendable reserves in order to maintain the level of grants at c.£150,000 for the year. They believed that this step was vital because it was more important than ever to support beleaguered collecting institutions to conserve their collections and, in so doing, to support freelance conservators who have suffered massive reductions in income as a result of Covid-19.

In 2020 the Trustees considered 15 applications (2019: 24), fewer than in recent years as a direct result of the pandemic. They awarded 12 grants (2019: 19), giving university libraries, local record offices and other eligible applicants the aggregate sum of £154,192 (2019: £155,684). Although the number of grants was lower than in 2019, the average amount of each grant was greater. Full details of grants awarded in 2020 are given in the Review of the Year (pages 8 to 19).

In recent years, NMCT and the Scottish Council on Archives (SCA) have worked increasingly closely to raise awareness of NMCT grants in Scotland and to increase the funding available for Scottish conservation projects. In 2020 SCA secured £10,000 from the National Records of Scotland and contributed £2,500 of its own funds to create a ring-fenced fund for Scotland. With NMCT's contribution the total fund amounted to nearly £21,000. In the event, NMCT received so many excellent applications from Scotland during the year for projects to conserve nationally and internationally important material that total grants to Scotland in 2020 amounted to over £38,000.

Our partnership with MALD to stimulate conservation projects in Wales was suspended in 2020 because of the difficulty for archivists and conservators in accessing collections to prepare applications and treatment proposals. We look forward to its resumption in 2021.

Plans for future periods

The Trust's objectives for 2020 were to seek to maximise investment income and grants receivable and to award conservation grants totalling around £150,000, unless incoming resources turned out to be significantly greater than in 2019. In the event, aggregate income reached £184,745 and charitable grants were £154,192.

The Trust's objectives for 2021 are to continue to seek to maximise investment income and grants receivable and again to award conservation grants totalling around £150,000 unless incoming resources turn out to be significantly greater than in 2020. The fund manager's estimate of investment income in 2021 has fallen from £81,995 (2020, actual) to £72,922 (2021, prospective). The Trustees will seek to continue to increase awareness of the NMCT's activities and redouble their efforts to secure the support of external funders.

Financial Review

In 2020 the charity's aggregate income reached £184,745 (2019: £191,388), but this included a grant from MALD of £40,000, fully accounted for in 2020, but to be spent in equal halves in 2021 and 2022. Twelve grants for conservation were approved in 2020, amounting to a net £154,192 (2019: £155,684). These grants are set out in more detail on pages 8 to 19.

The charity enjoys two streams of income – investment income, which fell by 16% to £81,995 (2019: £97,375), and donations, which amounted to £102,750 (2019: £94,013), of which £40,000 is to be spent in 2021 and 2022 on Welsh conservation projects.

Aggregate operating expenses rose to £29,467 (2019: £27,255). The investment manager's charges amounted to £11,225. Other costs include administration (£10,150) and fundraising for the Trust (£1,875), designing, printing and posting the annual report (£3,349) and the independent examination fee (£1,200).

The balance sheet at 31 December 2020 recorded total net assets of £2,443,937 (2019: £2,528,269). The decrease was caused by realised and unrealised investment losses of £85,418. Further details of the investment portfolio are given in note 9.

Current assets amounted to £245,946, comprising cash balances of £245,237 and debtors of £709. Current liabilities, which are mostly grant commitments, amounted to £184,147 giving net current assets at the end of 2019 of £61,799 (2019: £81,488).

Investments and Reserves

The Trustees have adopted a total return investment policy, intended to maximise total returns whilst accepting a medium degree of risk. To this end, the NMCT's investment portfolio comprises holdings in a diverse group of UK and international collective funds, respectively focused on the generation of income and capital growth.

Other than the Unrestricted Fund and the Restricted Fund, all the Trust's reserves are regarded as endowment funds, which are normally represented by investments in order to produce a reasonably predictable and regular level of income. The Trustees regard this as necessary to maintain and support the charity's operation.

Any annual deficit on the Unrestricted Fund is made good by a transfer from unrestricted funds brought forward. Grants awarded from the Restricted Fund are limited to donations received by the charity and their defined, restricted purpose.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland" and with regulations made under the Charities Act 2011.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year.

In preparing financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Stephen Cottingham of Galloways Accounting was re-appointed as the Trust's Independent Examiner during the year.

Approved by the Trustees and signed on their behalf by:

Professor David McKitterick, Chairman

6 April 2021

Independent Examiner's Report

To the Trustees of The National Manuscripts Conservation Trust

I report on the accounts of the trust for the year ended 31st December 2020, which are set out on pages 34 to 39.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 145 the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen R Cottingham, FCA Chartered Accountant

Bailey House, 4-10 Barttelot Road
Horsham, West Sussex, RH12 1DQ

7 April 2021

Statement of Financial Activities

For the year ended 31 December 2020

	Notes	Endowment Fund 2020 £	Unrestricted Fund 2020 £	Restricted Fund 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income from						
Investments	2	-	81,995	-	81,995	97,375
Donations	3	-	45,250	57,500	102,750	94,013
Total income		-	127,245	57,500	184,745	191,388
Expenditure on						
Charitable activities	4	-	126,055	28,137	154,192	155,684
Administration & fundraising	5/6	-	29,467	-	29,467	27,255
Total expenditure		-	155,522	28,137	183,659	182,939
Operating result		-	(28,277)	29,363	1,086	8,449
Gains/(losses) on investments						
Realised	9	(64,155)	-	-	(64,155)	665
Unrealised	9	(21,263)	-	-	(21,263)	225,926
Net income/(expenditure)		(85,418)	(28,277)	29,363	(84,332)	235,040
Transfers between funds		-	-	-	-	-
Net movement in funds		(85,418)	(28,277)	29,363	(84,332)	235,040
Reconciliation of funds						
Total funds brought forward		2,258,089	238,399	31,181	2,528,269	2,293,229
Total funds carried forward		2,173,271	210,122	60,544	2,443,937	2,528,269

Balance Sheet

As at 31 December 2020

	Notes	2020 £	2019 £
Fixed Assets			
Investments	9	2,382,138	2,446,781
Current assets			
Debtors	10	709	473
Cash at bank and deposits		245,237	220,755
		245,946	221,228
Creditors: falling due within one year	11	(184,147)	(139,740)
Net current assets		61,799	81,488
Net assets		2,443,937	2,528,269
Representing			
Endowment fund		2,173,271	2,258,689
Unrestricted income funds		210,122	238,399
Restricted fund		60,544	31,181
		2,443,937	2,528,269

Approved by the Trustees on 6 April 2021 and signed on their behalf by:

Professor David McKitterick
Chairman

Notes to the Accounts

For the year ended 31 December 2020

1. Accounting policies

a. Basis of accounting

The accounts have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland" and with regulations made under the Charities Act 2011. A summary of the more important accounting policies is below.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant risk that that uncertainty over estimates made for the purpose of these financial statements may cause a material adjustment to the carrying value of assets and liabilities.

The Charity is a public benefit entity.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

c. Income

Dividends are recognised in the period in which the dividend becomes payable.

Donations and legacies are recognised in the period in which they are received or when there is otherwise certainty of receipt. Other income is recognised in the period to which it relates.

d. Expenditure

Expenditure is allocated between charitable activities, raising funds and support costs.

Expenditure on charitable activities comprises grants made for the conservation of manuscripts that, in the opinion of the Trustees, are of historic or educational value. These costs are charged, as appropriate, to the unrestricted or restricted funds when they have been committed.

Expenditure on raising funds comprises chiefly the investment manager's charges and the fundraising element of the administration and fund-raising consultant's work.

Administration and support costs are those costs which are not attributable to a single activity but provide the necessary organisational support for all the Charity's activities. They include the administration element of the consultant's costs, the independent examiner's fee, the cost of printing the annual report, the expenses of the website and of holding trustee meetings.

e. Fixed assets

Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss credited to or deducted from the Endowment Fund.

2. Investment income

	2020	2019
	£	£
Dividends received from investments	81,815	96,656
Interest received on deposits	180	719
	<u>81,995</u>	<u>97,375</u>

3. Voluntary income

	2020	2019
	£	£
Donations (restricted)	57,500	35,000
Donations (unrestricted)	45,250	59,013
	<u>102,750</u>	<u>94,013</u>

4. Direct charitable expenditure

	2020	2019
	£	£
Grants from unrestricted funds	126,054	124,780
Grants from restricted funds	28,137	31,729
Grants approved in year	154,191	156,509
Under/(over)-provision in previous years	1	(825)
Net cost of grants	<u>154,192</u>	<u>155,684</u>

5. Expenditure on raising funds

	2020	2019
	£	£
Consultant's fees for fundraising	1,875	1,875
Investment management fees	11,225	11,597
Total fundraising costs	13,100	13,472
Administration and support costs (from note 6 below)	16,367	13,783
Total expenditure	<u>29,467</u>	<u>27,255</u>

6. Administration and support costs

Consultant's fees for administration	10,150	7,663
Printing and posting annual report	3,349	3,826
Independent examination fee	1,200	1,200
Meeting costs	0	479
Logo design	961	0
Website expenses	480	216
Bank charges and sundry costs	227	400
Total support costs	<u>16,367</u>	<u>13,783</u>

7. Transactions with Trustees

No Trustee received any remuneration (2019: £nil) or any reimbursement of the cost of travelling to meetings (2019: £64).

8. Taxation

As a charity, the National Manuscripts Conservation Trust is exempt from tax on income and gains falling within Part 10 of the Taxes Act 2007 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Investments

As at 31 December 2020 the Trust's investment portfolio comprised holdings in a diverse group of collective investment vehicles, respectively focussed on income and capital growth. The portfolio is summarised in the following table:

	Cost	Market Value	Annual income (prospective)	Yield on market value
	£	£	£	%
UK equities	586,940	694,674	29,678	4.27%
International equities	724,174	916,916	22,824	2.49%
UK and international bonds	233,054	260,671	6,301	2.42%
Multi-asset funds	92,217	111,048	949	0.86%
Property & alternatives	377,359	398,829	13,170	3.30%
	<u>2,013,744</u>	<u>2,382,138</u>	<u>72,922</u>	<u>3.06%</u>

An additional analysis is given below:

	2020	2019
	£	£
Market value at 1 January	2,446,781	2,224,243
Proceeds of sale	(716,724)	(222,655)
Cost of purchases	737,499	218,602
Realised (losses)/gains	(64,155)	665
Unrealised (losses)/gains	<u>(21,263)</u>	<u>225,926</u>
Movement in year	<u>(64,643)</u>	<u>222,538</u>
Market value at 31 December	<u>2,382,138</u>	<u>2,446,781</u>

10. Debtors

	2020	2019
	£	£
Other debtors and prepayments	709	473
	<u>709</u>	<u>473</u>

11. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Grants payable	179,598	138,540
Sundry creditors	4,549	1,200
	<u>184,147</u>	<u>139,740</u>

12. Funds

Other than the unrestricted income fund and the restricted fund, all the Charity's reserves are regarded as an Endowment Fund, which is normally represented by investments in order to produce a reasonably predictable and regular level of income, and it is not the policy of the Trustees to apply any part of the Endowment Fund for the payment of grants. The Trustees regard the maintenance and growth of the Endowment Fund as necessary to maintain and support the Trust's operation.

12. Summary of fund movements

Fund name	Balance 1 Jan. 2020	Income	Expenditure	Gains and (losses)	Balance 31 Dec. 2020
Endowment fund	2,258,689	-	-	(85,418)	2,173,271
Unrestricted fund	238,399	127,245	(155,522)	-	210,122
Restricted fund	31,181	57,500	(28,137)	-	60,544
Total	<u>2,528,269</u>	<u>184,745</u>	<u>(183,659)</u>	<u>(85,418)</u>	<u>2,443,937</u>

“As a result of the NMCT grant the political correspondence of Henry Addington, First Viscount Sidmouth is now fully conserved...and accessible.”

Janet Tall, Head of Archives and Learning, South West Heritage Trust

“The Adamah family papers provide a unique insight into the history of this family of chiefs who ruled over [several] district areas in Ghana. The NMCT-funded conservation work enabled us to provide public access to the papers for the first time.”

Rhoda Boateng, Archives Supervisor, Black Cultural Archives

“Thanks to the NMCT we safely rehoused about 1,300 papyrus fragments, which are now available for research, digitisation and further analysis.”

Elizabeth Gow, Manuscript Curator and Archivist, University of Manchester, John Rylands Library

“The manuscript has been in significant demand for research, teaching and exhibitions for many years, but access has been limited [by its poor condition]. Once it is conserved it will be made accessible and will be digitised. The NMCT project is also providing a range of training benefits.”

Julie Gardham, Senior Librarian, Archives & Special Collections, University of Glasgow

Front and back cover: Detail from a wheel calendar from the *Historia de Tlaxcala* (MS Hunter 242). Courtesy of University of Glasgow.

Conservation By Design is delighted to sponsor the NMCT 2020 report for another year, supporting again, the tremendous effort made by UK conservators and specialists, thus ensuring the continued preservation and enjoyment of collections in all the libraries, archives and collections up and down the country.

Conservation by Design Limited (CXD) heads up an international group of companies dedicated to working with keepers and conservators in museums, libraries and archives around the world. As a leading conservation, storage and display specialist, our task is to assist in the protection of cultural and corporate heritage.

We believe in a holistic approach, working closely with conservators and specialists enabling us to offer a wide range of products and services. Based in Milton Keynes, CXD has in-house manufacturing capabilities for many of its products, including boxes, polyesters, storage furniture, conservation

studios, and showcases. In addition to this, we offer a consultancy service so that we can support you from the initial idea. Since 1992 we have been privileged to work with high-profile organisations including the British Library, British Museum, Lambeth Palace, Victoria and Albert Museum, Bodleian Library, National Archives UK & France, The Louvre, Library of Congress & The Vatican Secret Archive, and many projects mentioned in this report.

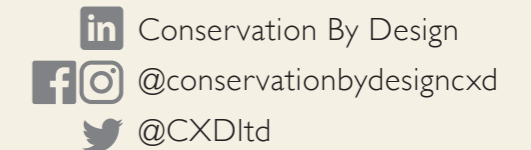
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