

Charity Registration No. 1188637



Northumberland Archives Trust

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

NORTHUMBERLAND ARCHIVES CHARITABLE TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:

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

Charity Number:

1188637

Principal Address:

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

Independent Examiner:

Leanne Mason

Bankers:

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

NORTHUMBERLAND ARCHIVES CHARITABLE TRUST

TRUSTEES' REPORT

For the Year ended 31 March 2022

Introduction

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

Our Purpose

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

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

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

Our Projects

1) Projects completed

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

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

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

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

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

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

b) The Harriet Carr Collection

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

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

2) Projects currently in Train

a) Hospitals in the North

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

b) Online Palaeography Module

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

c) Photocentre Collection

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

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

3) Projects in Preparation

a) Blyth Project

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

b) Lord Crewe Trustees

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

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

Our Organisation

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

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

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

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

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

Our Finances

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

Our Governance and Our People

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

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

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

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

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

Signed on behalf of the Trustees by:

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

Sir Philip Mawer (Chair)

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

Stuart Bankier (Treasurer)

Date: 14 October 2022

Northumberland Archives Charitable Trust

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

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

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

Signed.....*Leanne Mason*.....

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

Dated.....*30.09.2022*.....

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

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