

Charity Registration No. 1188637



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

NORTHUMBERLAND ARCHIVES CHARITABLE TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:

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

Charity Number:

1188637

Principal Address:

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

Independent Examiner:

Andrew Ayre

Bankers:

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

NORTHUMBERLAND ARCHIVES CHARITABLE TRUST

TRUSTEES' REPORT

For the Year ended 31 March 2023

The Year Under Review

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

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

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

Our Objectives for 2022 and the Progress We Made

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

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

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

Our Projects and what they Delivered

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

1) Projects Completed

a) *Online Palaeography Module*

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

b) *The Carr-Ellison Papers*

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

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

c) *The Lord Crewe Trustees*

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

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

d) *'Blyth to the Future'*

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

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

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

2) Projects in Progress

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

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

b) *Hospitals in the North*

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

3) Projects in Preparation

A Major Cataloguing Project

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

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

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

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

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

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

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

i) The Clayton Collection

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

ii) *The Atkinson and Marshall Papers*

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

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

Protecting and Preserving the County's Archives

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

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

Our People

a) Patrons and Supporters

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

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

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

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

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

b) Volunteers

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

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

c) Trustees

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

Our Funding and Financial Controls

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

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

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

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

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

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

Our Governance

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

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

Conclusion

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

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

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

Sir Philip Mawer (Chair)

Stuart Bankier (Treasurer)

Date: 17 October 2023

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

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

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Signed:

Name: Andrew Ayre

Address:

Date: 17 October 2023

Northumberland Archives Charitable Trust
Statement of Financial Activities for the Year Ending 31st March 2023

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

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

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