



# Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day 1	Month April	Year 2017		Day 31	Month March	Year 2018

## Section A Reference and administration details

Charity name

HAMPSHIRE ARCHIVES TRUST

Other names charity is known by

Registered charity number (if any) 294312

Charity's principal address

Hampshire Record Office

Sussex Street

Winchester

Postcode

SO23 8TH

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter M H Andreae			
2	Charlotte Bailey	Vice Chairman		
3	Cheryl Butler			
4	David Canniford	Treasurer		
5	Caroline J Edwards	Secretary		
6	Councillor Andrew Gibson			Hampshire County Council
7	Michael J Gunton			
8	Suzanne Hudson			
9	David Livermore	Chairman	From 14 Oct 2017	
10	Lord Montagu			
11	Sarah E Speller			
12	David Spurling			
13	Mike Womersley			
14	Michael J Woodhall			
15	Sue Woolgar			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated charity
Trustee selection methods (eg. appointed by, elected by)	Elected by whole membership at AGM; casual vacancies may be appointed to by the Trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.



Induction + checklist  
.docx.pdf

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The primary purposes for which the Trust is established are to promote the conservation and preservation of archives for the benefit of the public and to advance public education on matters connected with archives

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- ‘reshaping’ of the Trust to ensure it is better equipped to fulfil its objectives and deliver public benefit in the future. Work has included a redraft of constitution to meet current need, review and documenting the role and responsibilities of the Chair, Secretary, Treasurer and general trustees, and a development plan. In 2018/9 delivery of a new website, a revitalisation to grant giving and recruitment of proactive trustees with skills where we have gaps to deliver public benefit, development of appropriate policies and procedures to ensure compliance and effective working are all in hand
- continued support for Hampshire’s archives services, especially as a key stakeholder of HRO
- delivering to the membership: raising awareness of and generating interest in Hampshire’s archival heritage (newsletter and visits)
- preservation of archives: ie accessions coming to repositories via HAT members
- as a partner in the project to update the Victoria County History for Hampshire, which is opening up the county’s archives; engaging volunteers with research; publishing; and fundraising
- other volunteer opportunities (see below)

Trustees have had regard to and sight of the guidance issued by the Charity Commission on public benefit

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Trustees and volunteers have continued to provide a valuable and enthusiastic contribution:

-Trustees have continued to give their time freely and bring considerable knowledge and experience to bear to benefit the organisation and its objectives

Volunteers have assisted with supporting the membership, through mail outs of the members’ newsletter and organisation and delivery of events

The following members’ events/visits were held in 2017-2018  
 Alverstoke Gardens & Church, Gosport June 17  
 Cranbury Park July 17  
 Alton Gallery & Museum July 17  
 Bursledon Brickworks June 17  
 Stratfield Saye Sept. 17  
 AGM at Red Rice, near Andover 14 Oct 2017  
 Bombay Sapphire Distillery, Laverstoke Nov 17

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

-The Trust recognised in 2016 it had lost momentum and that a worsening financial climate for local government meant there was a need to become more self-reliant and dynamic. Consequently this year has seen a great deal of Trustee activity to ensure its constitution, policies, procedures and a development plan are in place to support and drive its new more self-reliant future. This has included a revision of the constitution which was approved at a Special General Meeting in April 2018. During the year Trustees have made further progress in relieving Hampshire County Council of the provision of officer time in supporting the operation of the Trust. This included a constitutional change to separate the role of Trust Secretary from that of County Archivist. Formerly Trustees, the lead local authority archivists on the Committee are now invited Board members.

-The Trust has continued to be an advocate for the County's archive services in a period of change and financial reductions

- The Trust has continued to help bring archives to life and to a wider audience through publication and research, and as a partner in the project to update the Hampshire Victoria County History.

-The Trust continues to be an independent voice often linking the archives holding bodies with the community through its events, newsletters and other public facing work

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trust's reserves policy was revised during 2013-14 with the effect that the contingency reserves would be based on 25% of its annual expenditure to provide for regular fluctuations in income and expenditure as well as a contingency for unforeseen events. The Trustees review the level of reserves during the year. In 2017 it was agreed that the contingency reserves should remain at £15,000 during 2017/18 (this being a more appropriate figure than 25% of the annual expenditure).

The charity is developing a further policy on reserves and indeed reviewing financial regulations, but currently is working to a 5 year policy created in 2016 to reduce reserves by encouraging grant applications particularly for certain designated funds (community outreach and education digitisation and access)

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal sources of funds are detailed in the final accounts see section F but in brief are

- subscriptions
- investments
- Charlotte Bonham Carter endowment, a rescue fund
- occasional grants (including to Wessex Film and Sound Archive)
- a reduced amount of in kind support from Hampshire County Council was received in 2017/18, as the Trust has increasingly taken on its operational activities

## Section F Other optional information

Attached are the annual accounts for 2017-2018



31st March 2018  
accounts.pdf

## Section G Declaration

The trustees declare that they have approved the trustees' report above. Also approved at AGM 3 November 2018

Signed on behalf of the charity's trustees

Signature(s)	SL Woolgar	
Full name(s)	SUSAN LORRAINE WOOLGAR	
Position (eg Secretary, Chair, etc)	SECRETARY	
Date	3 November 2018	