
NORFOLK RECORD SOCIETY

Trustees' Report and Financial Statements
For Year Ended
31 December 2018

NORFOLK RECORD SOCIETY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

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NORFOLK RECORD SOCIETY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

Trustees' Report

The trustees present their report with the financial statements for the year ended 31 December 2018. The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland published on 16 July 2014.

Administrative Details

Principal Office

29 Cintra Road,
Norwich,
NR1 4AE

Registered Charity Number

249331

Website

www.norfolkrecordsociety.org.uk

Patron

HRH the Duke of Gloucester, KG, GCVO

President

Richard Jewson, JP, MA, DCL HM Lord Lieutenant of Norfolk

Vice Presidents

Sir Timothy Colman, KG, DCL

The Most Hon. the Marquess Townshend of Raynham

The Right Revd the Lord Bishop of Norwich

Sir Nicholas Bacon, Bt, DL

Sir Henry Paston-Bedingfeld, Bt

Professor David Eastwood, MA, DPhil, Hon. DLitt, FRHisS

M. J. Sayer, MA, MLitt, FSA

R. C. Frostick, MA, LLM, DCL, DL (Deceased June 2018)

Officers**Honorary Secretary**

G. Alan Metters, MA, PhD, PGCE, DMS, FHA, FRHistS

Honorary Treasurer

Kristopher Harper, MHort (RHS), MCIHort

Honorary Editor, Modern

Professor Anthony Howe, MA, DPhil, FRHistS

Honorary Editor, Early Modern

Dr Jean Agnew, BA, PhD

Honorary Editor, Medieval

Mrs Elizabeth Rutledge, LLB

Trustees

Dr J. H. Agnew

Dr J. R. Alban

Dr J. M. Barney

Mr M. R. Begley

Mr C. W. Farrow

Dr I. H. H. Fay

Dr E. M. Griffiths

Dr J. A. Halcomb

Mr K. D. Harper

Prof. A. C. Howe

Mr R. W. Jewson

Dr G. A. Metters

Mr P. T. R. Palgrave Moore

Prof. C. Rawcliffe (Chairperson)

Mrs E. J. Rutledge

Mr P. J. R. Stibbons

Mr G. W. Tuson

Prof. R. G. Wilson

Independent Examiner

Alicia Howell, ACA

13 Ipswich Close,

Norwich,

NR2 2LU

Bankers

Barclays Bank Plc

5/7 Red Lion Street,

Norwich,

NR1 3QH

NORFOLK RECORD SOCIETY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

Structure, Governance and Management

The Society is an unincorporated charity founded in 1930 to encouraging the study and preservation of Norfolk records and to publish editions of documents relating to the history of the county.

Policies that enable the Society to achieve its charitable objectives are determined by its Council of Trustees, which meets twice each year. A triennial report and any changes to the governing document are put before members at the Triennial General Meeting, usually held in September or early October (the last Triennial General Meeting was held on 11 October 2018). The Council delegates the running of the Society to its Officers.

Membership is open to all, on payment of the annual subscription, in return for which, members are supplied with the annual publication of the Society. Subscriptions are due on 1 January each year, but members may join at any time during the year. The Society's publications focus on Norfolk, but some of the books include matter relating to other counties. Members are entitled to purchase back copies at a discount.

The governing document (rules of the Society) reproduced below were last updated on 24 November 1976.

- 1. The Society shall be called the 'Norfolk Record Society' (hereinafter referred to as the Society).*
- 2. Its objects shall be (i) to publish and make accessible in the interests of history any documents or records relating to the County of Norfolk and the City of Norwich (ii) to promote the preservation of such documents and records (iii) to assist educationally by lectures or otherwise in record research.*
- 3. (a) Without prejudice to the rights of persons admitted to membership before the 1st October 1962, who have commuted their subscriptions for life, any person, society or institution may become and remain a member of the Society on paying the appropriate annual subscription due in advance on the 1st January. (b) Subject to any directions of the members of the Society in General Meeting the annual subscription of members shall be determined by the Council of the Society. (c) Persons who have rendered distinguished service in record work or in promoting the objects of the Society may be elected by the Council as honorary members and they shall be entitled to the same rights and privileges as members, but the number of honorary members shall not exceed six.*
- 4. Each member of the Society, having paid the subscription, shall be entitled to vote at the General Meetings held within, and receive a copy of every work published during, the period of the above subscription.*
- 5. The Society shall elect at each General Meeting a President, Vice-Presidents, a Treasurer, a Secretary and an Editor.*
- 6. The management of the Society's affairs shall be vested in a Council consisting of the Treasurer, Secretary and Editor ex officio, and not more than twelve members elected at the General Meeting. Members so elected shall hold office until the next Ordinary General Meeting of the Society, but shall be eligible for re-election. The Council shall have power to co-opt not more than three members who shall hold office until the next Ordinary General Meeting.*
- 7. The Council shall (i) elect its own chairman annually, (ii) fill casual vacancies, (iii) appoint such committees of its members and others as may be thought more effectually to carry out the separate branches of the Society's work.*

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FOR THE YEAR ENDED 31 DECEMBER 2018

8. A General Meeting of members shall be held at least once in every three years to receive the report and financial statement, to elect officers and members of the Council and to transact the ordinary business of the Society. The Council or not less than ten members may direct a special General Meeting to be summoned.

9. A society or institution, being a member, shall be allowed to be represented and its duly appointed representative shall be entitled to vote on behalf of the institution and to hold office in the Society. If an institution appoints as its representative a person who is already a member of the Society such person shall be entitled to two votes.

10. These rules shall not be altered except at a General Meeting after seven clear days' notice in writing to members intimating the proposed alterations.

Trustees The Officers and Council members constitute Trustees of the charity for the purposes of charity legislation, having due regard to the qualifications, reputation and relevant abilities of candidates. Explanation of the legal duties and responsibilities of trustees is given by the Secretary to new trustees, and all trustees are advised of any changes in relevant legislation and recommended best practice.

Risks are identified, determined, evaluated and managed by regular review of operating conditions, and by the maintenance of a risk register, which is reviewed annually by the Trustees. The major risks to which the Society is exposed relate to data loss of its financial and administrative records and the loss of the officers without adequate provision being made for their replacement and the transfer of knowledge. In the trustees' opinion, reasonable steps have been taken to reduce exposure to these risks.

Objectives and Activities

The Society's objects are noted above.

Activities are established by the Trustees to meet and accord with the Society's charitable objectives. In addition to the publication of historical documents relating to the county of Norfolk, the Society also makes donations for purposes which, in the opinion of the trustees, will further the Society's objectives. The Society also organises events for its members and the public, which help to achieve its objectives.

It also actively communicates with its members via social media and email as well as print publications.

Public Benefit: The Trustees having regard to the guidance issued by the Charity Commission in deciding what activities the Society should undertake, the Society makes its books freely available to the public at the Norfolk Record Office where a set of its publications are held. The Society's books are also stocked by many public and university libraries and archives, and are available for sale to non-members on payment of the cover price in force for the time being. The Society's website and Facebook page are available to all internet users, and contain information about the Society's work, publications, linked organisations and events.

Volunteers: the Society's Officers and Trustees are all volunteer's. It is estimated that they contribute approximately some 1500 hours *per annum* of their time to the running of the Society. The equivalent financial benefit of these hours of professional time may be in the region of £50,000 per annum.

NORFOLK RECORD SOCIETY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

Achievements and Performance

Members (Subscribers): This year the society welcomed 13 new members and noted the resignation or death of 14 members. We are sorry to report the deaths of Mr D. St Quinton, Mr R. Allen, Mr R. Fiske, Mr K. Dugdale and Mr R. C. Frostick (Vice-President).

At the end of the year the Society membership consisted of:

Individual (UK)	188	Individual (Overseas)	2
Joint (UK)	31	Institutional (Overseas)	40
Institutional (UK)	42		
Honorary	2		

Although we appear to have a static membership level there has been a general trend over the past few years for this to be slowly declining year on year.

Our subscription income for 2018 accounted for around 64% of the Society's income.

Many of our UK personal subscribers have completed gift aid declarations that allow us to reclaim an extra 25p of every £1 given to the Society via either a subscription or donation from HM Revenue and Customs (HMRC).

Publications: During the year the Society published its eight-second volume, *The Great Blow: Examinations and Informations relating to the Great Blow in Norwich, 1648*, edited by Andrew Hopper, Jean Agnew and Emily Wilbur Alley. This book published in full for the first time the 278 informations and examinations taken in the wake of the 'Great Blow', which are held among the Norwich City Records collection, itself the largest archive of an early modern English provincial city. These important testimonies constitute the largest single archival collection for the study of popular royalist insurgency in civil-war England. The book was launched in October 2018 in a lecture by Dr Joel Halcomb (University of East Anglia) in the church of St. Peter Mancroft, Norwich.

The volume for 2019 will be *'Norwich Chamberlains' Accounts, 1539/40 - 1544/5'*, which is expected to be published and issued to members in late 2019.

Other books in preparation include: *The Letter Book of Thomas Baret*; *Repton Letters*; *Papers of the Revd Jermyn Pratt*. The publication schedule of the Society is dependent upon the commitments of editors and it is not possible therefore to give definite dates for the publication of books in active preparation.

Website: The Society upgraded its website (www.norfolkrecordsociety.org.uk) during the year to make it compatible with mobile devices and other platforms. We also launched an online shop, which allows the Society to sell its surplus publications, and this upgrade will also allow interested individuals or organisations to join the Society online.

Social Media: The Society launched a Facebook page (www.facebook.com/norfolkrecordsociety) during the year. Our page will allow us to interact with people who have an interest in our charitable activities around the world.

Data Protection: Following the introduction of the General Data Protection Regulation (GDPR) in May the Society reviewed and adopted new policies: Privacy Policy; Data Protection Policy; and Terms and Conditions Goods & Membership - to ensure that the Society was compliant with the new regulations.

NORFOLK RECORD SOCIETY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2018

Financial Review:

In April, our Bankers (Barclays) informed us that the account used for our members' subscriptions was going to be closed. Due to the closure the Society was required to contact all members advising them of our new bank account details, to ensure that we had a smooth renewal period in January 2019. This meant that the Society incurred some additional postage cost compared with a normal year. Following the closure of this account the Society now has two accounts with Barclays, a current and deposit.

The Society also opened a PayPal account during the year to facilitate online payments. This was necessary following the launch of the online shop on our website for the sale of surplus books and for future memberships.

Subscription income rose slightly from £4,351 to £4,379 during the year.

Book sales were £701 compared with £294 the previous year. This increase was due to the sale of volumes at the *The Paston Treasure: Riches and Rarities of the Known World* exhibition at the Norwich Castle Museum, during June and September, in addition to the sales we have made directly via our new online shop, launched in the summer, and orders received directly to the Society.

During the year, we received two grants totalling £700 from the Norfolk Record Office and Norwich Freeman's Charity. The grant from the Norwich Freeman's Charity was in respect of the publication costs of the 2018 volume.

Total expenditure reduced from £6,760 to £5,840. This was due to lower book production costs in relation to Volume 82. Book production costs are the Society's largest expense and vary each year due to the size of the publication. The dispatch costs are also significant and vary annually depending on the weight and size of the publication.

Surplus funds not needed for day-to-day activities are transferred to our deposit account to ensure maximum return of bank interest.

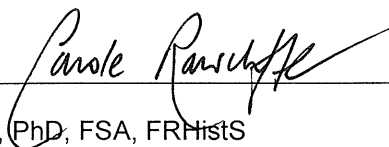
Print Run: the print run of our annual publication is in excess of the requirement to distribute to the subscribers as of 31 December the previous year. This allows the Society to provide a volume to anyone subscribing during the following year and to sell any remaining copies to non-members.

Reserves Policy: the Trustees are conscious of the need to maintain a level of reserves to meet planned and unforeseen fluctuations in income and expenditure for the foreseeable future and considers that its current reserves of £26,298 as of 31 December 2018 are adequate to meet current liabilities and represent three years of total expenditure ensuring the successful continuation of the Society's charitable activities.

On behalf of the Trustees

Chair of Trustees

Professor Carole Rawcliffe, BA, PhD, FSA, FRHistS



11 iv. 2019

NORFOLK RECORD SOCIETY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the year ended 31 December 2018, which are set out on pages 8 to 11.

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

Basis of Independent Examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

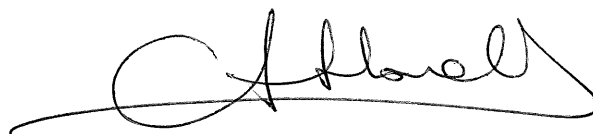
In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of 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.

Alicia Howell, ACA
13 Ipswich Close,
Norwich,
NR2 2LU



29 March 2019

NORFOLK RECORD SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018

Financial Statements

Statement of Financial Activities

	Notes	Total 2018 £	Total 2017 £
INCOME			
- Subscriptions		4,379	4,351
- Donations		247	129
- Gift Aid		621	585
- Book Sales	2	800	294
- Grants	3	700	1,400
- Bank Interest		57	40
- Debts recovered		17	27
Total Income		6,821	6,826
Charitable Expenditure			
- Book Production & Dispatch Costs	4	5,236	6,332
Other Expenditure			
- Administration	5	234	97
- Other Activities	6	370	331
Total Expenditure		5,840	6,760
Net Income for the year		981	66
Fund Balance B/F		25,317	25,251
Fund Balance C/F		26,298	25,317

All amounts relate to continuing operations.

NORFOLK RECORD SOCIETY
BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2018

Balance Sheet

	Notes	Total 2018 £	Total 2017 £
Fixed Assets			
Intangible fixed Assets			
Current Assets			
- Debtors	7	124	30
- Cash in Bank	8	26,614	26,182
		26,738	26,212
Current Liabilities			
Creditors			
- Subscriptions in advance		340	795
- Subvention for future essay prize		100	100
		440	895
 Net Assets		 26,298	 25,317
 Represented by Unrestricted income fund		 26,298	 25,317

Approved by the Trustees and signed on their behalf:

Carole Rawcliffe 11 iv. 2019

Chair of Trustees
Professor Carole Rawcliffe, BA, PhD, FSA, FRHistS

KD Harper 11 April 2019

Honorary Treasurer
Kristopher Harper, MHort (RHS), MCIHort

Notes to the Financial Statements

1. Accounting Policies

The following accounting policies have been used consistently in dealing with items which are considered material to the charity's affairs.

a. Basis of accounting

The financial statements of the charity, which is a public benefit entity under FRS 102, 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 (FRS 102) (effective 1 January 2015)*, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. The financial statements have been prepared under the historical cost convention.

b. Legacies

Legacies are recognised when the sum to which the charity is entitled is known, the receipt is probable and entitlement has passed to the charity.

c. Subscriptions

Subscriptions are recognised in the period to which they relate.

d. Investment income

Interest on deposits is accounted for in the period in which it is received.

e. Expenditure

Expenditure is included in the year in which it is paid. Support costs are those costs incurred in running the charity's activities and the strategic overall management of the charity.

f. Stock of books

The costs of our publications are written off through the Statement of Financial Activities in the year of publication and no value is placed on any surplus publications until they are sold.

g. Trustees Remuneration

The Trustees were not entitled to and did not receive any remuneration.

h. Trustees Expenses

Only Officers (Trustees) of the Society can claim expenses for out-of-pocket payments which they have made in order to carry out their duties, such as postage, telephone calls, stationery.

NORFOLK RECORD SOCIETY
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2018

	Total 2018 £	Total 2017 £
2 Book Sales		
Book Sales	701	294
Postage & Packaging Charged	99	0
	800	294
3 Grants		
Norfolk Record Office	200	200
Norwich Freeman's Charity	500	0
Trinity College Cambridge	0	1,200
	700	1,400
4 Book Production & Dispatch Costs		
Printing	3,800	5,116
Editorial Expenses	35	0
Postage & Packaging	1401	1,216
	5,236	6,332
5 Administration Costs		
Website	66	0
Administration	131	82
Subscriptions	15	15
Bank Charges	22	0
	234	97
6 Other Activities		
Book Launch & Lecture *(additional note below)	370	319
	370	319
7 Debtors		
Subscriptions in arrears	4	18
Non-Subscription Debtors	48	0
Gift Aid	72	12
	124	30
8 Bank Balances		
- Barclays Community Account	1,346	5,834
- Barclays Savings Account	25,043	20,834
- PayPal	225	0
	26,614	26,182

* Additional Note:

Where a Council member has acted as editor or sub-editor of that year's volume the Society customarily bears the cost of their place (and that of a partner, if present) at a dinner, given for the lecturer subsequent to the book launch, the costs of which are included in the launch.

