



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2019 To 31 March 2020

Charity name: Dorset Archives Trust

Charity registration number: 1000142

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the Trust is 'Saving Dorset's Disappearing History.' This is achieved through the education of the public by the promotion of Dorset's Archives situated in the Dorset History Centre (DHC) through events and learning opportunities also by purchasing and supporting the DHC to acquire, catalogue, conserve and digitise archival material.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The objects of the Trust reflect it's main activities which are to:</p> <ul style="list-style-type: none">• encourage, promote and assist in the formation and development of a group of Members of The Dorset Archives Trust• generally, further the purpose of the Dorset History Centre and encourage the development of the facilities afforded• to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise provided the Trust shall not undertake any permanent trading activities in raising funds for its charitable object• engage in, support and co-ordinate voluntary assistance, publishing, education, advertising and other work for the furtherance of the above objects• appoint representatives and delegates to any other bodies with whom the Members of The Dorset Archive Trust may be concerned• establish a forum of owners and users of archives, the Dorset History Centre and other interested persons or groups to increase public knowledge of Dorset's Archives and history• take any other lawful action to promote the said objects.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are very mindful of the need to act in the interests of the charity. A declaration of interests is taken at every meeting and any funds raised are strictly invested into the defined purposes of the charity. The trustees have had due regard to the Commission's guidance at all relevant times. Our regard to public benefit is demonstrated by the ongoing acquisition of archival materials – stored at the Dorset History Centre and available for public viewing; facilitation of public events to provide education on Dorset's history.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No separate policy exists, but grants are made in compliance with the charity's stated objects.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The trustees are all volunteers whose contributions are critical to the charity's wellbeing and its ability to deliver positive outcomes.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Trust performs a really important role in supporting and facilitating the work of Dorset History Centre to acquire, preserve and make accessible the archival heritage of Dorset. The Trust has:</p> <ul style="list-style-type: none"> • Fundraised for a project to catalogue the archives of one of Britain's most renowned modern sculptors, Dame Elisabeth Frink. • Raised funds for the purchase of a museum grade exhibition case to allow the presentation of works of art • Supported the purchase of several thousands of pounds worth of archives which are now held as part of the permanent public collection. • Put on a range of public events which have both entertained audiences regarding the heritage and history of Dorset and have raised funds to support the Trust's activities. • The Trust has also provided a fund to enable students to travel to Dorchester to consult collections

		they might not otherwise be able to access.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	The Trust raised all the funds required to facilitate the Frink archive project. It also exceeded the total sum required to purchase the exhibition case.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Dorset Archives Trust has a healthy balance sheet for a small charity; at the year-end we held £53,603.26 of which £38,774.85 is in restricted funds for specifically agreed purposes and £14,828.41 in unrestricted funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our unrestricted funds of £14,828.41 will be used to cover our ongoing operational costs and to support the work of Dorset History Centre - support for equipment to aid the preservation or storage of archival materials and having funds on hand to purchase archival material which might come onto the open market at short notice. Funds may be used as a requirement for 'match funding' when applying for grants to facilitate a large acquisition

Amount of reserves held	Para 1.22	£14,828.41
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Public events Applications to other trusts and foundations Focused campaigns e.g. for exhibition case. Membership Fees & Gift Aid
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Key risks are: Identification and recruitment of new, successor trustees when current trustees step down. Inability to raise funds due to e.g. Covid pandemic which has removed the ability to hold events.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are voted into office at the AGM for a three-year period.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are inducted into the work of Dorset History Centre – meeting staff and hearing about the work they do, as well as the nature and variety of the historic collections held.
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		<p>New trustees meet with the Chairman and Hon Secretary to discuss the work of the charity and the contribution that they might make.</p> <p>The board endeavours to undertake an annual review of the charity's priorities which includes a review of its founding principles and the actions it is taking to deliver on these.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Dorset Archives Trust
Other name the charity uses	
Registered charity number	1000142
Charity's principal address	Dorset History Centre Bridport Road Dorchester Dorset DT1 1RP

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	Carola Campbell	Chairman	2013-present	
2	Sam Johnston	Hon Secretary	2009-present	
3	Debbie Shaw	Treasurer	2016-present	
4	Annie Nethercott	Membership Secretary	2016-present	
5	Fiona Cosson	Trustee	2019-present	
6	Anne Kaile	Trustee	2016-present	
7	Pam Seaton	Trustee	2013-present	
8	Pam Donnellan	Trustee	2013-present	
J	Jacqui Halewood	Minutes and admin secretary	2016-present	
10	Julia Carter	Trustee	2014-present	
11	Vicky McDonagh	Trustee	2015-present	
12	Sara Loch	Trustee	2012-present	
13				
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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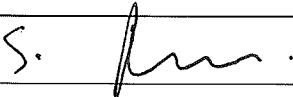
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Samuel James Johnston	
Position (eg Secretary, Chair, etc)	Secretary	
Date	8 th December 2020	

Dorset Archives Trust Accounts
1st April 2019 to 31st March 2020



	2019-2020	2018-2019
	£	£
Receipts		
Bank Interest	250.14	95.88
Gift Aid - general	5.00	221.48
Subscriptions	1198.00	1108.00
General Donations	1329.65	903.01
Sponsor a Box Donations	10.00	30.00
Purchase Fund	3324.00	1761.00
Unlocking Bankes Project		382.96
Frink Archive Project including Gift Aid	34829.60	
Frink Exhibition Case Appeal	9030.00	
Events	3054.00	2637.00
	53030.39	7139.33
Expenditure		
Events	354.04	217.28
Purchase Fund	6172.91	2110.28
DAT School Prize Rewards	20.00	
Student Placement Travel Costs	172.50	
Dorset History Centre - supporting Cerne Abbas First School visit	50.00	
Frink Project	15000.00	
Website redevelopment	670.00	
Unlocking Bankes Project		382.96
Equipment		43.44
General Administration		
Insurance	75.00	75.00
Website	228.00	
Membership Leaflets	281.00	
PayPal, Virgin Money & BT My Donate transaction fees	25.12	14.64
	23048.57	2843.60
Profit/Loss for the Year	29981.82	4295.73
Balance at Bank		
Lloyds	13902.57	6500.49
Virgin Money	39700.69	17120.95
PayPal	0.00	0.00
	53603.26	23621.44
Balance at Bank	53603.26	23621.44
Balance Brought forward	23621.44	19325.71
Profit/Loss for the Year	29981.82	4295.73

I have examined, but not audited, the above accounts from the books, vouchers and other information supplied to me and certify to the best of my knowledge and belief they present fairly the financial position of the Society.

John Wrate

1st June 2020

Restricted Funds

	Balance 01.04.19	Income in year	Expenditure in year	Transfers to / from General Funds	Balance 31.03.20
	£	£	£		£
Dorset Archive Trust General Reserve	3000.00	0.00	0.00	0.00	3000.00
Dorset History Centre Capital Reserve	5000.00	0.00	0.00	0.00	5000.00
Purchase Fund	2282.32	3324.00	6172.91	1566.59	1000.00
Sponsor a Box	230.00	10.00	0.00	0.00	240.00
Website Development Fund	1830.00	0.00	670.00	-1160.00	0.00
Schools Project	650.00	0.00	20.00	-630.00	0.00
Donations Leaflet reprint	100.00	181.00	281.00	0.00	0.00
Frink Archive Project	0.00	34829.60	15000.00	0.00	19829.60
Frink Exhibition Case Appeal	0.00	9030.00	24.75	0.00	9005.25
Student Travel Fund	0.00	0.00	0.00	500.00	500.00
Student Work Placement	0.00	0.00	0.00	200.00	200.00
	<u>£13,092.32</u>	<u>£47,374.60</u>	<u>£22,168.66</u>	<u>£476.59</u>	<u>£38,774.85</u>

Purchases:	£
Air Raid Precautions, Street Fire Guards & Civil Defence in Poole World War 2	264.80
A Vintage Receipt Book from Lytchett Minster Button Industry dated 1918	26.00
Thomas Hardy autograph letter signed to Clifford Albutt dated 8th June 1922	1800.00
A framed display of plans and architects/engineers notes relating to the well at St Ives House, dated March 1930	45.70
Collection of Vintage Posters two 1974 Stourpaine Steam Rally poster Cerne Abbas Garden Fete and others	71.50
Portland Harbour: Selection of various Maps Photographs and Literature	455.00
Portland Naval Harbour Records of Breakwater Extension, approximate quantities forming tender and schedule of prices dated 1897	520.00
Portland Harbour: Collection of BW Postcards and photos of warships and Portland Harbour	715.00
Dorset - Cattlebury Charity - Parish of Whitchurch Canoncorum in account with the Cattlebury Charity Fund, Account book 1863 - 1918 and 1 other manuscript	111.35
A framed series of pictures showing the demolition of Poole Power Station	12.46
Bennett Family	43.00
Wimborne, Dorset - [Wimborne late deanerie manor court book], manuscript, in several hands, bound in contemporary vellum, 1625 - 84	1062.50
Dorchester, Dorset - [Manor court documents], manuscripts, 1752 - 54	520.00
RNLI Ledger of duplicates of the returns of service of the Weymouth Lifeboat dated 1874 - 86	87.50
Sale particulars Athelhampton Estate July 1960 and two 1960's Athlehampton guide books	62.50
A large quantity of ephemera relating to the Earl of Malmsbury Estates, Hurn, Christchurch, Hampshire, including farm leases, the sale of Hurn Court, and the Air Ministry requisition of land for the Hurn Airfield with correspondence on the running thereof	375.60



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Dorset Archives Trust

On accounts for the year
ended

31st March 2020

Charity no
(if any)

1000142

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, 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 Trust'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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

1 June 2020

Name:

John Wrate

Relevant professional
qualification(s) or body

ACIB (until retirement from banking in 1997)

(if any):

Address:

15 Birch Way
Charlton Down
Dorchester DT2 9XX

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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