

Northamptonshire Record Society

Ninety-Seventh Annual Report for the Year ended

31 December 2017

Patron: Sir Hereward Wake MC DL (*died 11 December 2017*)

President: Lord Boswell of Aynho DL MA FSA

<i>Vice-Presidents:</i>	The Lord Lieutenant for Northamptonshire	The Marquess of Northampton, DL
	Martin Gaskell DL MA PhD FRHistS	The Mayor of Northampton
	Professor Peter Gordon MSc PhD FSA	The Bishop of Peterborough
	Lady Victoria Leatham DL	The Dean of Peterborough
	The Chairman of Northamptonshire County Council	Earl Spencer DL MA

<i>Trustees:</i>	Richard Pestell MA (Chairman)	Deborah Hayter MA
	Bruce Bailey FSA	Nicholas Kam MA DPhil FSA
	Lord Boswell of Aynho DL MA FSA	Professor Edmund King MA PhD FSA
	Keith Brooker PhD	Neil Lyon MA
	Mrs Jenny Burt MA	Peter McKay BA
	Mrs J.P.T. Eady	Mrs Jacqueline Minchinton BA, DipAA
	John Ford	John Munro MCLIP
	Professor Peter Gordon MSc PhD FSA	Crispin Powell BA DipAA
	Ron Greenall MA BSc	Sandra Raban MA PhD
	David Hall MA PhD FSA	Wendy Raybould PhD
	Margaret Hawkins BLib MA MSc	Terry Waterfield PhD

Hon. General Editor: David Hall MA PhD FSA

Hon. Editor

(of Northamptonshire

Past and Present): Wendy Raybould PhD

Hon. Librarian Margaret Hawkins BLib MA MSc

Secretary: David Harries BEM

Hon. Treasurer: Peter McKay BA

Hon. Solicitor: Mrs Clare Colacicchi

Web site Manager: Terry Waterfield PhD

Independent

Examiners: J. R. Watson & Co., Eastgate House, 11 Cheyne Walk, Northampton NN1 5PT

Office: Wootton Hall Park, Northampton NN4 8BQ

email: enquiries@northamptonshirerecordsociety.org.uk

telephone: +44 (0)1604 762297

Registered Charity No 204957

THE NORTHAMPTONSHIRE RECORD SOCIETY

OBJECTS OF THE SOCIETY

The name of the Society shall be “The Northamptonshire Record Society”.

The objects of the Society shall be:

- a) The editing and publication of original documents and other material relating to the history of the ancient County of Northampton.
- b) The stimulation of interest in the history of the ancient County of Northampton by the arranging from time to time lectures at various places within the County and by other means.
- c) The maintenance of a library and its furnishings for the benefit of Members of the Society.
- d) The care of manuscripts, books, paintings, artefacts and other objects which may be given or lent to the Society from time to time.

GOVERNANCE

Appointment of Trustees

The Charity Commission considers those involved with the management of the Trust (i.e. the Council) to be trustees. Under the Rules of the Society, Council members are elected each year. The Trustee body aims to achieve an appropriate mix of academic, financial and administrative expertise in its membership.

Governing instruments

The original Trust Deed of the Society setting out the objectives of the Society and appointing the original Custodian Trustees is dated 10 December 1920. The proceedings of the Society are governed by a set of Rules drawn up under this Trust Deed. These Rules have been amended from time to time, most recently on 15 May 2004.

Committees have been established for Finance & Investments, Publications and Library. The membership of these committees is as follows (the chairman is an ex-officio member of each committee):

FINANCE & INVESTMENTS COMMITTEE

Richard Pestell (Chairman), John Ford, David Hall, Peter McKay, Wendy Raybould, Terry Waterfield.

PUBLICATIONS COMMITTEE

David Hall (Chairman), Bruce Bailey, Ron Greenall, Deborah Hayter, Peter McKay, John Munro, Crispin Powell, Sandra Raban, Wendy Raybould.

LIBRARY COMMITTEE

Mrs Jenny Burt (Chairman), Mrs Rosemary Eady, Margaret Hawkins, Peter McKay, Mrs Jacqueline Minchinton, John Munro, The Library opening hours are the same as for the Northamptonshire Record Office.

The **Archives Services Panel** replaced the Archives User and Stakeholder Panel in February 2017. The Society is one of only four organisations with the right to nominate a panel member.

PUBLIC BENEFIT

The Trustees have considered the public benefit guidance published by The Charity Commission for England and Wales and they believe that a public benefit is being delivered by the Society's work in facilitating the study of the history of the ancient county of Northamptonshire. They consider that the Society's activities have and continue to advance education and an appreciation of the arts and culture and heritage of old Northamptonshire. Although the Society charges a modest membership fee, the Trustees do not believe that this is a significant disincentive to those interested in the objects of the Society. Further information on the Society's activities is set out in the following pages.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

Sir Hereward Wake Bt MC

Sir Hereward Wake, the Society's Patron and former President and Chairman, died on 11 December 2017 at the age of 101. Sir Hereward joined the Society in 1946 and was a Council member for 44 years from 1964 to 2008. He was President from 1978 to 2008, combining this role with Chairman between 1981 and 1989. He was made our Patron in 2008. His commitment to the Society founded by his aunt, Joan Wake, was renowned and his leadership, enthusiasm and humour, played a vital part in maintaining the Society's prominence. A Memorial Service will be held in Courteenhall Park at 11.30 a.m. on Saturday 19 May.

The Council

During the year the council has met on two occasions. We were pleased to appoint Margaret Hawkins as our new Honorary Librarian and to welcome both her and Crispin Powell as new members of the council. Most of its work is delegated to three committees whose reports follow.

Publications Committee

Early in the year, the final stages of proofing were completed for Rosemary Dunhill's volume; *Northamptonshire National Schools, 1812-1854*. This was published at the Annual General Meeting 2017, saving the Society significant postage costs. Rosemary attended the launch, which was the first time we have had an author present on such an occasion. The countywide appeal of the book has encouraged sales.

The Publications Committee has met twice to consider various proposals for future volumes, and members have kindly read texts giving their views on the suitability of material. The editor has maintained links with those potential authors whose works are planned for publication several years hence.

The Autumn saw the preparation stages of the volume for 2018, *A study of the Country Houses and Landed Estates of Northamptonshire since 1880*, by Neil Lyon for publication by the October 2018 Autumn

meeting. It will be a Victor Hatley Memorial volume, profusely illustrated.

Work on the Peterborough Abbey records, published for the Mellows Trust, continues. A volume nearing completion is *The Peterborough Chronicles*, edited by Edmund King, which deals with the internal affairs of the monastery and contains important material on national politics. It will be published with parallel Latin and English texts. Tim Halliday has prepared the first part of the Register of George Fraunceys, which complements the *Pilsgate Manor* volume already published. The text is under discussion with the Mellows Trust editor, Dr Nicholas Karn. Sandra Raban has completed the transcription of the 13th-century account roll held at Rockingham Castle.

Digitisation of the Society's publications continues, with Volume III of *Northamptonshire Past and Present (NP&P)* now online. It is intended that each number of *NP&P* should be added to the web site one year after publication and main series volumes two years after publication. We are grateful to Terry Waterfield for his expertise and time. This year saw the retirement of our long-time setter, John Hardaker of Wollaston. We are very grateful to John for his diligent work since 2000. He has kindly provided electronic files of all the Society's material that he has worked with, so that it can be put on the web site.

The council is grateful for the advice of the Publications Committee members, and thank David Harries for dealing with printers and the delivery of books to those institutions entitled to receive them under copyright laws.

The 2017 edition of *NP&P*, Number 70, was the first to be produced by Dr Wendy Raybould, a long serving member of the Society who has previously contributed articles to *NP&P* and has provided invaluable service to the Library. It was the first to be in full colour and had an accidental, but pleasing, theme of country houses running through several of the papers, offering an interesting range of approaches to the topic, with a short endpiece intended to encourage some shorter contributions for future issues.

There are currently eleven offerings for consideration for 2018, covering topics ranging from Tudor parish registers to a First World War diary.

Thanks are due to members of the Publications Committee, particularly the Davids – Hall and Harries, for support and encouragement during the regime change. The deadline for papers will now be the end of March.

Library Committee

The Reference Library has over 3,600 books, both old and new, concentrating on Northamptonshire and the Soke of Peterborough. There are also many background historical works which have local as well as national relevance.

A number of additional books has been purchased from Northamptonshire Libraries although the lack of shelf space severely restricts new acquisitions. Margaret Hawkins, the Honorary Librarian, is making good progress editing the library collection, and a protocol for disposals has been agreed.

The condition of some books is poor, with broken bindings. A long-standing member, David Banner, has rebound some items free of charge and the high standard of his work is much appreciated.

A survey of members' research interests was carried out earlier in the year. 25 responses were received. The range of topics was diverse, with the main areas of activity being specific locations or houses, family history and the boot and shoe industry. The survey enquired about the resources which members anticipated using during the course of their research. Unsurprisingly, the Northamptonshire Record Office was the most frequently cited, but a large number also intended to use the Society's library.

Group visits to the Library are welcome. In July a visit by Greens Norton 50+ Club was enjoyed by all concerned.

Volunteers are still required to help with the routine maintenance of the collection and recording and cataloguing newly acquired books before putting them on to the shelves.

The work of committee chairman, Jenny Burt, and Honorary Librarian, Margaret Hawkins, is much appreciated.

Finance & Investments Committee

Total income increased significantly in 2017 due to the receipt of £3,272 from the Publishers Licensing Society; this is included under Donations and other income. These copyright fees have accrued over the last ten years and their receipt came as something of a surprise to the Society. The apparent increase in subscription income is not due to an increase in the number of members but to the inclusion of a bad debt charge of about £600 in last year's figure.

The cost of publications has returned to more normal levels; the 2016 volume, *Fragile Images*, was always expected to be an expensive book. Having considered the likely publication costs of those volumes which the Society has committed itself to publish in future years, the Trustees have left the Provision for Future Publications at £17,000. Governance and operating costs show little change to those of recent years.

The outcome for the year is an operating surplus of £4,553 while our investments have shown an unrealised increase in value of £22,386. The portfolio itself was not changed during the year but in line with markets generally, its value has increased by about 8%. More significantly for the Society, the income produced by these investments increased by £715. This investment income effectively funds the Society's publication programme and is therefore critical to the achievement of the Society's prime objective. Details of the Society's portfolio will be found in note 6, Investments, on page 10.

Meetings and Lectures

Once again, the Spring and Autumn Lectures at St Andrew's Hospital were well attended with around 100 members and guests at each. The Annual General Meeting in May was followed by a lecture by Rob Kendall on No. 78 Derngate. The Autumn Lecture was by Colin Eaton on Fawsley and the Knightley family. We are grateful to both lecturers for the interesting material that they shared with us. The 2018 lectures will be given by Sarah Charlton on Manorial Records and Sarah Bridges on Chester Farm. We continue to welcome suggestions for future lectures and appreciate the feedback we receive.

Membership

The current membership figure is around 525, including 81 institutions. During the year we added

sixteen new members, but this was outweighed by ten resignations and ten deaths.

Archives Services Panel

In February 2017 the Archives User and Stakeholder Panel was replaced by the Archives Services Panel. The Society is one of only four organisations with the right to nominate a panel member. It is disappointing that there has been only one meeting of this panel during the year. The panel is still awaiting the outcome of the County Council's review of the Archives Service agreed as part of the 2017 budgetary decisions which, regrettably, also included a further reduction in the budget for the Service. The Council was pleased to welcome Sarah Bridges, the Archives and Heritage Services Manager, to a part of one of its meetings, and continues to monitor the situation, conscious of the concerns of many members about the future care and availability of the collections held by the County Record Office.

The lease of the Society's premises runs until 2057.

Heritage Forum

The Society is now a member of the recently established Heritage Forum and Richard Pestell has represented the Society at its meetings. It is proving useful in raising the Society's profile with the many organisations involved.

A History Day at Finedon showcased some interesting speakers, one of whom has offered a paper for *NP&P*.

Code of Governance

A new code for the governance of charities has been published based on the Charity Commission's guidance. It sets out seven principles, with recommendations, for good governance: organisational purpose; leadership; integrity; decision making, risk and control; assessment; Board effectiveness; diversity; and openness and accountability. Although the Code is not a legal requirement it offers the opportunity for the Society to review its governance in the light of nationally recommended good practice.

General Data Protection Regulations

The General Data Protection Regulations (GDPR) take effect from 25 May 2018. GDPR applies to 'personal data' meaning any information relating to an identifiable person. It places specific legal obligations on processors of personal data. There must be a valid lawful basis in order to process personal data. The Society's lawful basis is 'legitimate interests'. This basis is most appropriate where people's data is used in ways they would reasonably expect and which have a minimal privacy impact. The Society's Privacy Notice (copy enclosed) explains 'legitimate interests' and confirms that personal information will be used only to provide members with our publications, and any other information relating to our services. We will not share this information with other members or with any other organisation.

Risk Management

The Trustees have identified the major risks, which could affect the Society and believe that measures have been taken to mitigate them.

Web site

(www.northamptonshirerecordsociety.org.uk)

The Society's web site received 45,788 visits and 110,998 page requests in 2017, which represents another significant increase. The site contains details of the Society's publications, including a list of all articles which have appeared in *NP&P*, as well as information about the library and lectures. It has digital reproductions of: *The Open Fields of Northamptonshire* by David Hall, *Northamptonshire Militia Lists 1777* edited by Victor Hatley, *Northamptonshire Miscellany* by Edmund King, and *The Printed Maps of Northamptonshire A.D. 1576-1900* by Harold Whitaker. Digital reproductions of *NP&P* Volumes I, II and III, covering issues from 1948 to 1966 are already on the site and Volume IV (1966 to 1971) will be added this year. In addition, Numbers 67 (2014), 68 (2015) and 69 (2016) have been uploaded and are available on the site.

Richard Pestell

On behalf of the Council
13 March 2018

Northamptonshire Record Society
Statement of Financial Activities

Year ended 31 December 2017

	Notes	General Fund £	Other Funds £	Total £	2016 Total £
Income					
Subscriptions		11,025		11,025	10,402
Tax reclaimable		1,674		1,674	1,701
Investment income	3	10,588	1,350	11,938	11,245
Sales of publications		888		888	1,124
Sales of library books		355		355	
Donations and other income		3,543		3,543	153
		28,073	1,350	29,423	24,625
Transfer between funds		1,041	(1,041)		
		29,114	309	29,423	24,625
Expenditure					
Charitable activities					
Publication and distribution costs					
<i>Northamptonshire Past and Present</i>		3,246		3,246	3,336
<i>Northamptonshire National Schools</i>		5,938		5,938	
<i>Fragile Images</i>					7,688
Digital publications		380		380	425
Provision for future publications					(3,000)
		9,564		9,564	8,449
Lecture expenses			295	295	178
Library costs		484		484	585
		10,048	295	10,343	9,212
Governance costs					
Annual Report and AGM costs		734		734	601
Independent examiner's fee		672		672	612
Secretary's salary (part)		3,500		3,500	3,500
		4,906		4,906	4,713
Operating costs					
Accommodation costs		1,695		1,695	1,739
Provision for repairs		250		250	250
Insurance		1,654		1,654	1,646
Salaries and other staff costs	4	4,962		4,962	5,088
Stationery, post and telephone		542		542	743
E-mail and computer expenses		223		223	374
Other expenses		95		95	50
Depreciation of equipment		200		200	200
		9,621		9,621	10,090
Total expenditure		24,575	295	24,870	24,015
Net surplus for the year		4,539	14	4,553	610
Adjustment arising in respect of investment assets					
Unrealised net increase arising during the year		19,072	3,314	22,386	22,144
Net profit after adjustment for value of investments		23,611	3,328	26,939	22,754
Balance at 1 January 2017		248,259	38,980	287,239	264,485
Balance at 31 December 2017		271,870	42,308	314,178	287,239

Northamptonshire Record Society
Statement of Financial Activities - Other Funds

(Summarised on page six)

Year ended 31 December 2017

	Note	Endowment Fund £	SHL Washington Fund £	Victor Hatley Memorial Fund £	Total 2017 £	Total 2016 £
Income						
Investment income	3	919	122	309	1,350	1,251
Expenditure						
Lecture costs				295	295	178
Contribution to cost of caring for the collection			122		122	113
Transfer to General Fund		919			919	851
Net surplus / (deficit) for the year		-	-	14	14	109
Urealised gain on investments		2,255	299	760	3,314	3,474
Balance at 1 January 2017		26,634	3,435	8,911	38,980	35,397
Balance at 31 December 2017		28,889	3,734	9,685	42,308	38,980
Income account		-	-	1,190	1,190	1,176
Capital account		28,889	3,734	8,495	41,118	37,804
		28,889	3,734	9,685	42,308	38,980

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are required to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are required to act within the general framework of trust law and specifically in accordance with the provisions of the Trust Deed and Rules of the charity. They are responsible for keeping proper accounting records which disclose at any time and with reasonable accuracy the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud or other irregularities.

Northamptonshire Record Society
Balance Sheet as at 31 December 2017

	Notes	£ General Fund	£ Other Funds	£ Total	2016 £ Total
Fixed Assets	5				200
Investments	6	263,987	41,337	305,324	282,938
Net current assets					
Debtors	7	1,666		1,666	1,694
Cash at bank		35,601	971	36,572	36,395
Less:					
Creditors	8	(5,134)		(5,134)	(9,988)
		32,133	971	33,104	28,101
Provision for liabilities and charges	9	(24,250)		(24,250)	(24,000)
		<u>271,870</u>	<u>42,308</u>	<u>314,178</u>	<u>287,239</u>

Representing:

Endowment Fund		28,889	28,889	26,634
Restricted Funds				
SHL Washington Fund		3,734	3,734	3,435
Victor Hatley Memorial Fund		9,685	9,685	8,911
General Fund		<u>271,870</u>	<u>271,870</u>	<u>248,259</u>
		<u>271,870</u>	<u>42,308</u>	<u>314,178</u>
		<u>271,870</u>	<u>42,308</u>	<u>314,178</u>
		<u>271,870</u>	<u>42,308</u>	<u>314,178</u>

Net assets held in Other Funds

	Investments	Cash
	£	£
Endowment Fund	28,128	761
SHL Washington Fund	3,734	
Victor Hatley Memorial Fund	9,475	210
	<u>41,337</u>	<u>971</u>

Approved by the Trustees on 13 March 2018

R Pestell : Chairman

P H McKay : Hon Treasurer

Northamptonshire Record Society

Notes to the accounts

1. Accounting policies

(a) No value has been placed in the Balance Sheet on the pictures, furniture and books which have been donated to the Society over a number of years. These are regarded as heritage assets and, in the opinion of the Trustees, the cost of a professional valuation of such assets would not be justified. Accordingly no value has been included in the Balance Sheet in respect of these assets. The current insured value of such assets is approximately £202,000. Books bought for the Society's library are expensed in the year of purchase.

(b) No value is placed on stocks of books and other material published by the Society.

(c) Dividend income is included on a receipts basis at an amount which includes the appropriate income tax credit. Interest receivable is however included in the accounts on the accruals basis.

(d) Tangible operating fixed assets are depreciated by reference to their expected useful lives and estimated residual values on disposal at the following annual rates:-

Computer equipment	20% on cost
Furniture and equipment	10% / 20% on cost

(e) Cash donations and gifts are included in full in the accounts of the year in which the donation is received.

(f) The Provision for future publications represents the estimated cost of producing those volumes which have been approved for future publication by Council.

2. Funds

Endowment Fund

The Endowment Fund was established by the 1933 Trust Deed for the maintenance of the Record Room and Library of the Society. The income arising from this fund is to be applied towards these purposes in perpetuity.

Restricted Funds

S H L Washington Fund

This fund was established under the terms of the will of the late Horace Washington to provide income towards the care and maintenance of the Washington Collection.

Victor Hatley Memorial Fund

The capital of this fund was subscribed by members to commemorate the life and work of the late Victor Hatley. The income arising is used for special purposes determined by the trustees.

General Fund

The General Fund and the income arising from it may be used by the trustees in pursuance of the objects of the Society.

3. Investment and Deposit income

	£	£	£	2016 £
	General Fund	Other Funds	Total	Total
M & G Charifund	6,878		6,878	6,533
COIF Investment Fund	3,686	1,350	5,036	4,666
	10,564	1,350	11,914	11,199
Deposit interest	24		24	46
	10,588	1,350	11,938	11,245

4. Payments to Trustees

Salaries include the sum of £1,250 to be paid to the Treasurer, P H McKay, in respect of his time and expenses incurred in maintaining the accounts of the Society in 2017 (2016: £1,500).

5. Fixed assets

	Computer Equipment £	Other Equipment £	Total £
Cost			
At 1 January and 31 December 2017	<u>2,722</u>	<u>3,106</u>	<u>5,828</u>
Depreciation			
At 1 January 2017	2,522	3,106	5,628
Charge for the year	200	-	200
At 31 December 2017	<u>2,722</u>	<u>3,106</u>	<u>5,828</u>
Net book value - 31 December 2017	<u>-</u>	<u>-</u>	<u>-</u>
Net book value - 31 December 2016	<u>200</u>	<u>-</u>	<u>200</u>

6. Investments

The following table shows the change in value of the investment portfolio:

	General Fund £	Other Funds £	Total £
Carrying value at 1 January 2017	244,915	38,023	282,938
Unrealised net gains	<u>19,072</u>	<u>3,314</u>	<u>22,386</u>
Carrying value at 31 December 2017	<u>263,987</u>	<u>41,337</u>	<u>305,324</u>

At the year end the portfolio comprised:

	Cost £	Market value	
		2017 £	2016 £
9,201 units M & G Charifund	57,431	151,142	141,117
10,320 units COIF Investment Fund	110,000	154,182	141,821
	<u>167,431</u>	<u>305,324</u>	<u>282,938</u>

7. Debtors

	2017 £	2016 £
Gift Aid refund due	<u>1,666</u>	<u>1,694</u>

8. Creditors

	2017 £	2016 £
Accruals	3,660	7,170
Creditors	1,250	1,500
Subscriptions paid in advance	224	1,318
	<u>5,134</u>	<u>9,988</u>

9. Provision for liabilities and charges

	Publications £	Repairs £	Total £
Balance at 1 January 2017	17,000	7,000	24,000
Charged / (released) this year		250	250
Balance at 31 December 2017	<u>17,000</u>	<u>7,250</u>	<u>24,250</u>

Independent Examiner's Report
to the Trustees of the Northamptonshire Record Society
(charity number: 204957)

We report on the accounts of the Society for the year ended 31 December 2017 set out on pages 6 to 10.

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 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5) of the Charities Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the 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 the 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 connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J R Watson & Co
Chartered Accountants
Eastgate House
11 Cheyne Walk
Northampton NN1 5PT

13-Mar-18

