



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2013		Day 31	Month March	Year 2014

Section A Reference and administration details

Charity name

Mills Archive Trust

Other names charity is known by

Registered charity number (if any)

1155828 (previously 1091534)

Charity's principal address

Watlington House
44 Watlington Street
Reading
Postcode RG1 4RJ

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	Dr R F Cookson MBE	Chairman		
2	Dr P G King	Vice-Chairman		
3	Mrs M Cookson			
4	Mr T Derbyshire			
5	Mr M Harverson			SPAB Mills Section
6	Mr D C Stidder			
7	Mr A Stoyel			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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 (previously a Trust Deed)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by the Trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>As predicted last year we have become a Foundation Type Charitable Incorporated Organisation. This is the most logical and flexible framework for a small but rapidly growing charity. We took the opportunity of the change, (incorporated on 18 February 2014) to increase our maximum number of trustees from seven to twelve and will recruit new trustees during the next year.</p> <p>Significant resources have been applied to preparing the documentation to apply for National Archives Accreditation in November 2014. As a step towards achieving sustainability, we have appointed a full-time Development Officer. We continue our periodic review of the risks faced by the Trust and within that framework, we are addressing succession plans for key personnel.</p> <p>All our trustees are volunteers and receive no remuneration or other benefits.</p>
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Section C Objectives and activities

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

We are an educational charity committed to establishing, preserving, and facilitating the public use of the Mills Archive, a collection of historical and contemporary material on mills and milling, including millwrighting and the place of the mill in social as well as technological and architectural history. There is a strong emphasis on traditional mills, which includes mills and similar structures that are or were powered by wind, water or muscle. We support other charities and voluntary bodies, established for, or advancing, charitable purposes the same as, or similar to ours and for the benefit of the public.

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)

In accordance with the Charity Commission guidance, the trustees ensure that our activities are for the public benefit. This means that we ensure that our library, reading room and our electronic resources are freely available to the public; although we do make a small charge for certain enhanced services such as the provision of high-resolution images or the carrying out of research projects.

We are working to extend the availability and scope of these services by improving our web-based catalogue, a key objective for next year

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.

We have provided a significant educational grant to permit our archivist to work for the necessary professional qualifications. As well as our professional archivist and our librarian (both of whom are part-time) our work experience programme continues to attract high quality graduates who make a significant contribution to our work, while enhancing their cvs.

Our volunteers continue to provide some 6,000 hours of work to the Trust each year. We are also receiving significant help from several Friends of the Mills Archive who are heavily involved in some of our projects while working from home.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

At the start of this year we lost our close friend and volunteer, Helen Major. Her very generous bequest has allowed us to start developing new resources that benefit the Trust, the volunteers and the public. We took the opportunity afforded by Helen's legacy to increase our IT capabilities and to set up four designated funds to help secure our future services. We now have a computer network with 10 work stations, often with people working on all of them. The remainder of the gift was devoted to improving our website and catalogue (due for launch in early 2015), improving our storage capacity and creating a new training facility suitable for exhibitions and small workshops.

Our Development Officer (appointed in July 2013) obtained a grant from the Heritage Lottery Fund Catalyst programme to help us improve our fundraising capability and this has been invested in two ways: part of the grant funded the purchase of a contact relationship management database, enabling our team to coordinate their work and ensure more professional coordination and communication with Archive users and potential supporters. The remainder of the budget has been allocated to establishing closer, mutually supportive links with organisations.

Much of the year has been devoted to improving our website, online shop and catalogue. We are also taking the first steps to developing the UK's first archive for roller flour milling material. This is a strangely neglected area of study, encompassing almost two centuries of development of milling technology.

We are very grateful to all our supporters and volunteers and we are pleased with the increased awareness that we are creating of the need to preserve records of our milling heritage.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to aim for a cash reserve of 5 - 6 months of unrestricted expenditure. In addition we have created four designated funds to ensure we have the capacity to address future needs as the Archive grows..

Details of any funds materially in deficit

Not applicable

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.

A legacy of over £200,000 has been promised by the executors of the late Helen Major. Of this £150,000 has been received during the financial year. The Heritage Lottery Fund awarded us a grant of £9,500. Otherwise our financing this year has almost entirely come from the Friends of the Mills Archive.

We have created four designated funds (See Section F)

Section F

Other optional information

Our four designated funds are

The Archivists' Fund (initially £37,000)

The Archivist's Fund provides sufficient financial backing to allow for the continuing training and employment of professional staff. The long-term survival and development of the Mills Archive hinges on involving the right people with the appropriate professional skills.

The Research and Education Fund (initially £3,500)

Our Research and Education Fund addresses the Mills Archive's brief "to promote encourage or undertake research and disseminate the useful results of such research." The fund will provide support for visiting researchers and for long-term educational initiatives.

The Collections Fund (initially £3,000)

Our Collections Fund supports the work of our archivist and our librarian by permitting emergency conservation work if a collection or item arrives in a vulnerable condition. It also allows the trustees to react quickly to opportunities to purchase the occasional important item or collection to fill gaps in our collections.

The Building Fund (initially £3,000)

Permanence is fundamental to the nature of an Archive, and the Building Fund is essential for us to provide services for future generations. Archive buildings and storage demand the highest environmental standards. Having established a firm base in Reading, we need to continue to improve our Archive store and the facilities we offer our visitors and volunteers.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ronald Frederick Cookson MBE, PhD	
Position (eg Secretary, Chair, etc)	Chairman	
Date		

Receipts and Payments Accounts

For the period from

1st April 2013

To

31st March 2014

Section A: Receipts and Payments

	2013/14 Unrestricted funds £	2013/14 Restricted funds £	2013/14 Total All funds £	2012/13 Last year £
A1: Receipts				
Charitable donations	46,393		46,393	44,049
Gift Aid from previous year	8,094		8,094	8,604
Trading income	2,862		2,862	1,367
Fees for archive work	450		450	960
Sales of donated books, etc	3,560		3,560	6,608
Grants		10,500	10,500	5,500
Legacies	155,000		155,000	-
			-	-
			-	-
Interest		9	9	12
Sub total	216,360	10,509	226,868	67,101
A2: Asset and investment sales, etc.				
			-	
Sub total	-	-	-	-
Total Receipts	216,360	10,509	226,868	67,101
A3: Payments				
Costs of fund raising	15,598	7,460	23,058	3,263
Management & Administration	3,653		3,653	2,921
Cost of charitable activities	119,934	6,340	126,274	59,775
			-	
			-	
			-	
Sub total	139,185	13,800	152,985	65,958
A4: Asset and investment purchases, etc.				
			-	
Sub total	-	-	-	-
Total Payments	139,185	13,800	152,985	65,958
Net of receipts/(payments)	77,175	- 3,292	73,883	1,143
A5: Transfers between funds			-	-
A6: Cash funds last year end	7,933	13,429	21,362	20,219
Cash funds this year end	85,108	10,137	95,245	21,362

Section B: Statement of assets and liabilities at the end of the period

	2013/14 Unrestricted funds £	2013/14 Restricted funds £	2013/14 Totals £
B1: Cash funds			
Current account	9,258		9,258
Deposit account	74,863	10,137	85,000
Other accounts	987		987
Cash in hand			-
Total cash funds	85,108	10,137	95,245

B2: Other monetary assets			
Gift Aid Tax Relief Due	7,197		7,197

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3: Investment assets			
Investment property - detail			
Quoted investments			
Other investments - detail			

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4: Assets for charity's own use			
Library furniture	Unrestricted		12,330
B5: Liabilities			

Reserves at year end

Cash	£	95,245	
Gift Aid Due	£	7,197	
	£	102,442	
Of which			
Restricted funds	£	10,137	
Designated Funds (see Annual Report)	£	46,500	
Operating Reserve	£	45,805	
equivalent to		3.9	months general expenditure

Approved by the Trustees 11 November 2014

Submitted 12 November 2014

The above receipts and payments account and statement of assets and liabilities were

Signature	Print Name
	Ronald F Cookson MBE, Chairman
	David G Neaves, Treasurer