

## Receipts and Payments Accounts

For the period from	1st April 2012				To	31st March 2013
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**Section A: Receipts and payments**

	2012/13 Unrestricted funds £	2012/13 Restricted funds £	2012/13 Total All funds £	2011/12 Last year £
<b>A1: Receipts</b>				
Charitable donations	29,919	14,130	44,049	42,022
Gift Aid from previous year	8,604		8,604	6,494
Trading income	1,367		1,367	-
Fees for archive work	960		960	1,252
Sales of donated books, etc	6,608		6,608	11,574
Grants from Vodaphone World of Difference		5,500	5,500	5,500
			-	
			-	
Interest	12		12	6
<b>Sub total</b>	<b>47,471</b>	<b>19,630</b>	<b>67,101</b>	<b>66,848</b>
<b>A2: Asset and investment sales, etc.</b>				
			-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Receipts</b>	<b>47,471</b>	<b>19,630</b>	<b>67,101</b>	<b>66,848</b>
<b>A3: Payments</b>				
Costs of fund raising	3,263		3,263	1,164
			-	
Management & Administration	2,921		2,921	2,614
Cost of charitable activities	46,430	13,344	59,775	52,293
			-	
			-	
			-	
<b>Sub total</b>	<b>52,614</b>	<b>13,344</b>	<b>65,958</b>	<b>56,071</b>
<b>A4: Asset and investment purchases, etc.</b>				
			-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Payments</b>	<b>52,614</b>	<b>13,344</b>	<b>65,958</b>	<b>56,071</b>
<b>Net of receipts/(payments)</b>	<b>- 5,143</b>	<b>6,286</b>	<b>1,143</b>	<b>10,777</b>
<b>A5: Transfers between funds</b>	<b>- 1,207</b>	<b>1,207</b>	<b>-</b>	
<b>A6: Cash funds last year end</b>	<b>14,282</b>	<b>5,937</b>	<b>20,219</b>	<b>9,442</b>
<b>Cash funds this year end</b>	<b>7,933</b>	<b>13,429</b>	<b>21,362</b>	<b>20,219</b>

## Mills Archive Trust

Charity No. 1091534

For the period from

1st April 2012 to 31st March 2013

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

	2012/13	2012/13	2012/13
	Unrestricted funds	Restricted funds	Endowment funds
	£	£	£
<b>B1: Cash funds</b>			
Current account	7,531	2,704	
Deposit account	-	10,725	
Other accounts	401		
Cash in hand			
<b>Total cash funds</b>	<b>7,933</b>	<b>13,429</b>	-
<b>B2: Other monetary assets</b>			
Gift Aid Tax Relief Due	8,094		
	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3: Investment assets</b>			
Investment property - detail			
Quoted investments			
Other investments - detail			
	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4: Assets for charity's own use</b>			
Library furniture	Unrestricted	12,330	
<b>B5: Liabilities</b>			
<b>The above receipts and payments account and statement of assets and liabilities were approved by</b>			
Signature	Print Name		
RF Cookson MBE			Chair
DG Neaves			Treasurer
			15 October 2013



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month April	Year 2012		Day 31	Month March	Year 2013

## Section A Reference and administration details

**Charity name**

Mills Archive Trust

**Other names charity is known by**

**Registered charity number (if any)**

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

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Following last year's improvements to our management structure we have extended our Executive Committee to include our newly appointed trainee archivist, who is studying, with our support, for a professional qualification. We have conducted a risk analysis for the Trust and ensured that we have systems and procedures in place to manage them.</p> <p>The trustees have conducted a careful strategic review and reaffirmed that we should apply for national accreditation once the new scheme is operational and concluded that we should invest more in ensuring our long-term sustainability by creating an Archive Development function. During next year we will apply to become a Charitable Incorporated Organisation, as this is the most appropriate legal framework for a small but growing charity.</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

To advance the education of the public in the subject of mills and milling by providing and facilitating the public use of the Archive comprising the Existing Collection together with such other material, information or collections as the trustees may from time to time decide and to preserve the same as the Collection.

To form establish and support and to aid in the formation establishment and support of any other charitable companies, institutions, associations, trusts or societies formed for objects similar to the objects set out above.

**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 planning our strategy and activities the trustees keep in mind the Charity Commission's guidance on public benefit.

Our Collection Policy is described in a public document which is regularly reviewed. This includes the following description of our activities:

**Mission statement**

*"To preserve and protect records of our milling heritage and to make them freely available to the public"*

To do this we aim to

1. seek and acquire historical and contemporary records of traditional mills and milling
2. store, care for and keep together collections placed in our care
3. encourage research into our milling heritage
4. make as much of our material as possible available for public inspection
5. provide facilities for research and education at the Archive and on the Internet
6. offer advice and support to collectors, promoting future deposits
7. build close links with existing archives holding mill material with a view to sharing information and possibly resources
8. actively encourage an interest in mills by developing and promoting education and information programmes based on local communities and on the need for lifelong learning.

**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.

Our services have been enhanced by the part-time employment of our Information Manager and Archivist. The latter has examined with our webmaster the best system to replace our aging catalogue. We have confirmed our intention to invest in the standards-based database and we expect a lot of our attention in the next year will be focused on preparing to make the switch. This will involve a significant training element once in place, and ensure we can provide and share more and better-quality information.

Our volunteers continue to provide some 6,000 hours of work to the Trust each year and our work experience programme continues to attract high quality graduates who make a significant contribution to our work, while enhancing their cvs. Several more have attracted offers of employment since joining the programme. Two of volunteers again won awards from outside sources, funding their employment for four months.

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**

## Section D

## Achievements and performance

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

Our staff and volunteers were very motivated by the award to the Chairman of MBE in the Queen's Birthday Honours List. The award for "Services to Heritage" was in recognition of the founding and rapid success of the Mills Archive. The Chairman emphasised to the press that the award reflected the great efforts put in by more than 40 volunteers since we were set up in 2002.

This year marked the appearance of some of our holdings on the UK academic "Archives Hub", a gateway much used by researchers. This demonstrated the value of wider dissemination of our collections and underlined the need to set up automatic sharing systems (one of the benefits of our new catalogue).

Our catalogue now holds well over 30,000 archived items and reflects the content of nearly 100 collections. Alongside developing the new catalogue, our volunteers are working on listing all the content of our uncatalogued collections, so that we can eventually give researchers access to more than 1 million items that we care for.

Our legacy campaign has given prominence to our need to set up funds to support the Archivist and the Collections, to encourage more research and to ensure we can safely house the enormous amount of material that we receive each year.

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. This increase from our previous aim of 3-4 months reflects our increased activity.

### 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.

Our financing this year has almost entirely come from the Friends of the Mills Archive. Two grant applications were turned down because of the lack of available funding. Nevertheless in December 2012 we passed the landmark where we had raised and invested in our collections more than "£half-a-million.

During the year some key projects funded by "Restricted Income" have been completed and the remainder are due for completion early in the next financial year.

**Section F Other optional information**

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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Ronald Frederick Cookson MBE, PhD	
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	
<b>Date</b>	24 October 2013	