

# FRIENDS OF LANCASHIRE ARCHIVES

PRESIDENT: Lord Shuttleworth  
VICE PRESIDENT: Mr James Hilton

**THIRTY FIRST ANNUAL GENERAL MEETING**  
to be held at Lancashire Archives, Bow Lane, Preston  
on Tuesday 6 September 2016 at 6.30pm

## AGENDA

- 1 Apologies for absence**
- 2 Minutes of the previous annual general meeting 8 Sep 2015** (*Appendix 1*)  
*To be agreed and matters arising*
- 3 Reports and accounts**  
*To receive and consider*
  - a) Chairman's report, incorporating the trustees' annual report (*Appendix 2*)
  - b) Accounts for the year ended 30 June 2016 and the independent examiner's report (*Appendix 3*)
  - c) Report of the Lancashire Archives manager (*Appendix 4*)
- 4 Appointment of charity trustees and ordinary committee members**
  - a) To reappoint those members appointed at the previous meeting who, under our constitution, must seek re-election (*Appendix 5*)
  - b) To appoint any replacement or additional members
- 5 Members' proposed resolutions**  
*None has been notified (23 August 2016)*
- 6 Any Other Business.**  
*To deal with any matters raised at the meeting.*

After the formal business has been transacted the evening will continue in a lighter vein:

Dr Alan Crosby (chairman) will give a short presentation in celebration of the thirtieth anniversary of the founding of the Friends of Lancashire Archives. This will be accompanied by a libation of sparkling wine/soft drinks and cake.

After that, Diana Winterbotham (eminent local historian, former Lancashire county local studies librarian, and leading member of the Ranulph Higden Society) will talk about the Society's fascinating and groundbreaking work on the poll taxes of 1379 and 1381, the earliest large-scale listing of the people of the County Palatine. Her talk, **What's in a name?**, is certain to be fascinating.

## Appendix I

# FRIENDS OF LANCASHIRE ARCHIVES

## Minutes of the Annual General Meeting held on 8 September 2015 at Lancashire Archives

- 1 **Apologies:** Lord Shuttleworth, Canon Dunstan Cooper, Maggie Simms, Cllr Chris Henig, Christine Workman, Mike Winstanley, Peter Benson, David Tilsley, Peter and Maureen Shakeshaft, Brenda and David Hustler, Mike and Sue Turner, Marian Miller, Sir Simon Townley, Nigel Neil, Stephen Read, Bob Dobson

There were 26 members present.

- 2 **Minutes of the previous AGM 30 September 2014:**

It was proposed by Peter Bamford and seconded by Alan Crosby, that the minutes be adopted as a true and accurate record: the motion was passed unanimously.

Matters arising: there were no matters arising from the minutes.

- 3 **Reports and accounts**

### **Annual Report of the Friends of Lancashire Archives for 2014-2015**

The chairman, Alan Crosby, provided a summary of the Trustees' Report of The Friends of Lancashire Archives 2014-15. Thanks were offered to all who had helped in the running of the association over this year, which has been one of change and review, particularly regarding the streamlining of processes and systems to ensure that the most efficient and effective support is offered to the Archives. It was proposed by Peter Bamford and seconded by Debra Tabiner that the trustees' report be accepted. The motion was accepted unanimously.

### **Financial Report 2014-2015**

The report was presented by the treasurer, with the independent examiner's report to the trustees. It was proposed by Peter Bamford and seconded by Alan Crosby that the financial report be accepted, and this was agreed unanimously. Thanks were offered to Dorothy Laver as examiner of accounts.

### **Membership Secretary's report 2014-2015 and subscriptions**

Peter Bamford has offered to act as membership secretary alongside his role as treasurer, which was appreciated. He presented a report on the current membership statistics. It was proposed by Peter Bamford, seconded by Janet Lane, and agreed *nem con*, 'that the family subscription rate be increased from £12 to £15 for 2016'.

### **Report of the Lancashire Archives Services Manager 2014-2015**

Jacque Crosby (Archives Services Manager) thanked the Friends of Lancashire Archive for its valuable support of the archive service and presented a written report. She particularly thanked Janet Lane for her support and wished her well as she moves to Kent. Members were invited to attend the forthcoming special event at the Museum of Lancashire, celebrating 75 years of Lancashire Archives

#### **4 Appointment of charity trustees and ordinary members**

The following were elected as officers and committee members:

Chairman	Alan Crosby
Vice-chairman	Chris Spencer
Secretary	Debra Tabiner
Treasurer	Peter Bamford
Committee	Maggy Simms (also Newsletter Editor) David Tilsley Zoë Lawson (also Events Co-ordinator) Jane Hamby

Ex officio members	Jacque Crosby (Archives Manager) Chris Henig (LCC Cabinet Member for Cultural Services)
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#### **5 Resolutions proposed by members**

None had been notified.

#### **6 Any other business**

There was no other business.

The meeting ended at 6.55 pm and was followed by an illustrated talk given by Chris Spencer : 'My favourite things from two family collections: King-Wilkinson of Slaidburn and Shireburn of Stonyhurst'.

## Appendix 2

# Friends of Lancashire Archives

Registered Charity No. 518611

Lancashire Archives, Bow Lane, Preston PR1 2RE

## Trustees' Annual Report for the period 1 July 2015 to 30 June 2016

### Trustees

The trustees who managed the charity during the year were:

Alan G Crosby	Chairman	Maggy Simms
Christopher J Spencer	Vice Chairman	Zoe Lawson
Debra Tabiner	Secretary	David Tilsley
Peter J Bamford	Treasurer	Jane E Hamby

### Structure and management

The charity was founded as an association in 1986 and is governed by constitution, revised and adopted on 24 September 2012. Trustees are appointed by election by the members at the Annual General Meeting and serve a maximum continuous term of six years.

### Objectives

The objects of the Association are to educate the public and advance the archival heritage of the county of Lancashire for the benefit of the people of that county and elsewhere and for future generations by the promotion, support, assistance and improvement of Lancashire Archives.

### Activities

During the year 2015-2016 the Friends of Lancashire Archives have been involved in a wide range of activities which relate to our core aim of promoting the use of archives and the work of Lancashire's archive service. These include holding workshops on palaeography and the use of Lancashire probate records; and lectures and talks on aspects of our archival heritage. A programme of summer walks in different parts of the county has been launched, for which bookings are most encouraging. We have also continued to be actively involved in several projects and campaigns promoted by, or to the benefit of, the Archive Service, including the 'Time and Tide' project based in Morecambe and built around the topic of the Home Front in the First World War; and the successful appeal to raise funds to save and catalogue the Hulton archive. A project to help fund the upgrading and improving the Lancashire Printed Collection was successfully completed. A day school was run in conjunction with the Textile Society, based on the internationally important Horrockses collection. The success of this led to the launch of an appeal to fully index and catalogue the entire collection.

The impact of the overhaul of our systems and procedures referred to in our last report is now showing significant benefits, both tangible and intangible, which will have a long-term value for the organisation. We continue our efforts to reinvigorate the publicity and promotion of the organisation

and its core archive-related aims. All of this is against the backdrop of major reductions in local authority expenditure and the consequent cutbacks in the archive service. We continue to campaign on behalf of the service itself and its wider place in the heritage of the people and places of Lancashire.

### **Main achievements**

While the previous year was marked by the completion of the highly successful campaign to raise £95,000 to purchase the Hulton Archive and secure its future at Lancashire Record Office, further donations enabled us to repackage and catalogue the whole collection. The Time and Tide project, principally funded by the Arts Council England, was successfully completed, on time and on budget. We have also been able to use our funds to assist the archive service in other purchases, and to act as a channel through which other funding has been secured for the benefit of archive-related projects. We have achieved a very good attendance at all of our events, demonstrating the continuing interest in Lancashire's archives and their use. We have increased membership levels and improved our financial position, which will mean that we can continue to support the archive service with small purchases of documents, equipment and other assistance at a time of extreme, and increasing, financial constraints upon the service.

### **Public benefit**

All of our activities, events and grants are focused on giving benefit to the public via their use of the Lancashire Archive Service. All our events are open to the public and members on an equal footing. By way of examples, the Time and Tide project involved over 200 participants and had an audience of over 37,000 through the touring exhibitions. The Horrockses day school was oversubscribed and had to be restricted to 100 participants. We promote the archive service and its work at a wide range of local and family history events throughout 'old' Lancashire.

### **Financial review**

**Reserves Policy:** It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level that provides sufficient income to cover grants payable and administration costs and to respond to emergency applications for funding by Lancashire Archives.

**Principal sources of funds:** Our principal sources of funds during the year have been the final tranche of the grant from Arts Council for England to support our creative writing project; and generous donations from local, regional and national associations, our members and the public in our successful fundraising campaigns to purchase and catalogue the nationally important Hulton and Horrockses collections. We thank them all for their generosity.

**Expenditure:** All of our expenditure in the year has been in support of our objectives; the main elements being the labour costs for the cataloguing the Hulton archive and the costs of the Time and Tide project. We have supported Lancashire Archives in advancing the archival heritage of the county, increasing public awareness and encouraging wider and better use of the treasures contained within them.

## **DECLARATION**

The trustees declare they have approved the above report.

Signed on behalf of the trustees:

Alan G Crosby

Chairman

Peter J Bamford

Treasurer

## Appendix 4

### Archives Service Manager's Report to the Friends AGM 2016

Last year I reported that our big achievement was raising £95,000 to purchase the Hulton archive. Building on that, this year's major success has been completing the DDHU catalogue and promoting the Hulton collection through talks which archive staff have given in different parts of 'old' Lancashire, and by providing publicity materials. A special evening for the Friends will be held on Friday 21 October when there will be an opportunity to look at material from the collection as well as family portraits and costumes. Keri Nicholson, the archivist who catalogued the collection, will give a short talk during the evening. You'll all be welcome and I hope that many of you will be able to come along and see the fruits of the fundraising project and the successful acquisition of the collection.

Keri has also catalogued part of the Horrockses collection and Vicci McCann organised a splendid event in March to showcase some of wonderful textile collections held here. This attracted a lot of interest from people who used to work at Horrockses and I am so pleased that the Friends are now trying to raise more money to catalogue the rest of this important collection. We have continued to develop links with UCLan and Lancaster University, and have worked closely with the Harris museum – notably on the Jacobite events last November. These real and solid achievements and highly successful events are the high spots of our present rollercoaster existence.

As I predicted last year, the reduction in the archives budget has already led to some changes. Not only has our funding from Lancashire County Council reduced by a third, but the contribution from our partners in the joint archive service agreement (Blackburn with Darwen and Blackpool) has been dramatically cut. As a result we have lost a number of staff – so far through non-renewal of fixed term contracts, and voluntary redundancy – but there will be painful decisions to come. We have increased our fees and charges, started to encourage donations from depositors, and reduced opening hours from 42.5 to 30 hours per week. This allows the remaining staff to do essential work which is not possible when the searchroom is open. We have also had to stop our programme of talks – not because they were not good or were poorly supported, but because we no longer have the staff resources to arrange them nor the capacity to provide anything, except our core service, free of charge.

The turbulent times and staff changes – unprecedented in the 30 years that the Friends have been in existence - have caused us to suspend work on the Honour of Clitheroe records, but when a new archive conservator is in post we will be reviewing this project, which is funded through the FLA, and re-assessing the work which needs to be done to make these very important archives more accessible, now that many of them have been indexed.

As always, it has been reassuring to rely on the support of our Friends, not least for invaluable additional funding for special projects, and for help with purchasing documents (which unfortunately now seem to be sold at auction for far more than they are worth). I am extremely grateful to the FLA committee for their continuing support and imaginative thinking in these difficult times, and especially to County Councillor Chris Henig, the lead member for Libraries and Cultural Services, who is not only a wonderful advocate for the archive service, but who also procured your new logo and made tablecloths and cake!

I am looking forward to working with the Friends in one of our new volunteer programmes and to developing new joint ventures. These are challenging times for anyone in local government, but we in the archives service are so fortunate that we have such a dynamic and expanding Friends' organisation. It is a real comfort to know that we are able to work so closely with the Friends – and that the Friends are amply fulfilling the aims and objectives which were set out when the organisation was founded an amazing thirty years ago.

Jacquie Crosby, Archives Service Manager

July 2016

## Appendix 5

The following nominations for officers and committee members of the Friends of Lancashire Archives, for the year 2016-2017, have been received (by 23 August 2016):

<b>Chairman</b>	Alan Crosby
<b>Vice-chairman</b>	Chris Spencer
<b>Secretary</b>	Debra Tabiner
<b>Treasurer</b>	Peter Bamford
<b>Committee</b>	Jane Hamby
	Zoë Lawson
	Maggy Simms
	David Tilsley
	Anna Watson