



# FRIENDS OF LANCASHIRE ARCHIVES

Charity No. 518611

PRESIDENT: Lord Shuttleworth KG KCVO

VICE PRESIDENT: Mr James Hilton

## THIRTY FOURTH ANNUAL GENERAL MEETING

To be held at the Lancashire Archives, Bow Lane, Preston

Tuesday, 17<sup>th</sup> September 2019, at 7.00pm

### AGENDA

1. Apologies for absence
2. Minutes of the previous meeting
3. Matters arising
4. Reports and accounts  
To receive and consider :
  - The Chairman's Report;
  - Accounts for the year ended 30<sup>th</sup> June 2019 and the Independent Examiner's Report;
  - The Membership Secretary's report;
  - The Report of the Lancashire Archives Service Manager.
5. Appointment of charity trustees and ordinary committee members:
  - To reappoint those members appointed at the previous meeting who, under our constitution, must seek re-election
  - To appoint any replacement or additional members. Any member wishing to stand for election must notify the Chairman before the meeting.
6. Members' proposed resolutions
  - Grant of honorary life membership to Mrs Janet Lane
  - Change of rules to comply with General Data Protection Regulation
7. Any Other Business  
To deal with any matters raised at the meeting.

**After the meeting Professor Robert Poole will give a talk – Peterloo 1819-2019: reflections on the Peterloo massacre, the bicentenary programme, the public debates, and THAT film.**



**Minutes of the Thirty Third Annual General Meeting of the Friends of Lancashire Archives  
held at 7 pm on Tuesday 11<sup>th</sup> September 2018 at Lancashire Archives**

**Present:** Alan Crosby (Chair), Jacquie Crosby (Archives Service Manager), Peter Bamford (Treasurer), John Wilson (Secretary), Jane Hamby (Committee), Brenda Fox, Flo Wood, B H Smith, Nigel Barker, P Singleton, Liz Hedley, Maggy Simms, P J Harrison, Jonathan Cass, Peter Newsham, James Towe, Dorothy Laver, Janet Melling, Ann Ward, 2 others.

Alan Crosby welcomed members to the meeting

1. **Apologies** were received from Anna Watson, Nigel Neil, Mike Turner, Sue Turner, Hilary Broadley, David Haworth, Zoe Lawson and Mike Winstanley.
2. **Minutes of the 2017 AGM** were agreed and signed.
3. **Matters arising:** no matters were raised.

**4. Reports and Accounts**

**(i) Chairman's report:**

Alan Crosby had included his report within the papers. He thanked Chris Spencer for having served on the Committee for many years including terms as Chair and Vice Chair. Chris has recently published his book on the King Wilkinson family of Slaidburn. Alan also thanked Zoe Lawson, who has also served for many years, and David Tilsley, who has represented the Archives. Maggy Simms has also stepped down from the committee but will continue as website manager and newsletter editor. The Friends have held several events for members and others, and which have also raised some money. The Committee welcomes suggestions for future events. On display are some of the items FLA has purchased during the last year: 18<sup>th</sup> century map of Warton, a coastal map of the 1770s from Walney Island to Formby Point, a calfskin which is used for educating about the making of parchment and post cards of the Euxton Market Charter for use with school groups. The Friends have also purchased 15 laptops for use in the Archives. The organisation has received generous bequests from Margaret Bainbridge and Joan Gardner, some of which has been used to employ an additional archivist to enable the cataloguing of Dalton of Thurnham. There were no questions.

**(ii) Accounts for the year ended 30<sup>th</sup> June 2018 and Independent Examiner's report**

Peter Bamford reported less income compared with last year because of the bequests received in 2017, the interest on which provides over £2000. Overall there has been a net deficit, but the Friends still have £201,000 on deposit. Events have generated £1700 so our main sources of income are steady. There were no questions  
Peter thanked Dorothy Laver for undertaking the independent examination. The accounts were proposed by Peter, seconded by Jonathan Cass and accepted nem con.

**(iii) Report of the Membership Secretary**

Peter Bamford had circulated the report prior to the meeting. He reported both losses and gains, resulting in the current membership being around 200. He corrected the circulated report, noting that we are not proposing an increase in membership fees. Alan thanked Peter for his work.

**(iv) Report of the Lancashire Archives Service Manager**

Jacque Crosby had presented the report In advance. She wanted to emphasise her thanks to the Friends for their support over this and previous years. She commented that it is good to have this support in uncertain times. This year has been the thirtieth year of volunteering In the Archives. There were no questions.

**5. Appointment of Charity Trustees and Ordinary Committee Members:**

The following officers were re-elected unanimously:

- Chair: Alan Crosby
- Vice Chair: Anna Watson
- Secretary: John Wilson
- Treasurer and Membership Secretary: Peter Bamford.

Jane Hamby, Nigel Barker, Peter Newsham and James Towe were unanimously elected to serve on the Committee

**6. Members' proposed resolutions:** no resolutions were presented.

**7. Any other business:** Dr Hugh Doherty's talk has been postponed to the spring 2019 but other events are taking place as planned.

**8. Date of AGM 2019:** this will take place on Tuesday 17<sup>th</sup> September 2019 with Robert Poole as guest speaker on the events of Peterloo.



# Friends of Lancashire Archives

Registered Charity No. 518611  
Lancashire Archives, Bow Lane, Preston PR1 2RE

## Trustees' Annual Report for the period 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019

### Trustees

The trustees who managed the charity during the year were:

Alan G Crosby	Chairman	
Anna Watson	Vice Chairman	Resigned April 2019
John Wilson	Secretary	
Peter J Bamford	Treasurer	
Jane E Hamby		
Nigel S Barker		Appointed September 2018
Peter J Newsham		Appointed September 2018
James Towe		Appointed September 2018

### 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.

Peter Bamford has now served the maximum term permitted by our constitution so is not eligible for re-election.

### 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 and achievements

During the year 2018-2019 the Friends of Lancashire Archives have been very successful in their aim of supporting and enhancing the work of the county's Archive Service. In this we have been very considerably helped by the extremely healthy state of our finances, a situation which derives from the three remarkably generous legacies which we have received during the past three years, but which has been augmented by our successful efforts at general fundraising. This financial security allows us to be more ambitious in our direct assistance to the Archive Service, by making possible larger projects, and it also enables our planning to look beyond the very short term so that we can develop rolling programmes of activities and practical projects. In all of this we have benefited from the invaluable contribution of our treasurer, Peter Bamford, who has handled our finances with skill and imagination.

In terms of direct assistance to the Archive Service, we decided that making a major contribution to cataloguing projects was the most effective way of fulfilling our aim of making the resources of the Record Office more widely available and accessible. Our 'flagship' project, completed in this year, has been the cataloguing of the Dalton of Thurnham collection, together with the associated rearrangement and reboxing of the documents. This was achieved largely by funding the employment of a new archivist to allow an existing archivist to be seconded to work on the Dalton archive. However, it is pleasing to see report that her work has been supported by volunteers who have helped with, for example, detailed listing of correspondence. The approach to this project drew upon our existing experience gained from supporting the Hulton archive project in previous years but, whereas we were only one of the supporters of that earlier example, for Dalton we were the sole funders of the project.

Its success has encouraged us to continue with large-scale projects of this sort, and we have therefore provided the funds to employ an archivist to undertake less detailed but very systematic cataloguing of a series of other collections in the record office. The archivist, James Towe, has worked with exemplary speed and efficiency and as a result seven collections have been listed and placed on the online catalogue, ranging from the papers of Sir George Grenfell-Baines (architect) 1934-1966, via the large and varied Preston Borough Library Collection (1860s-1970s) to completion of work on the Winckley of Preston collection with material as early as the mid-14<sup>th</sup> century.

The North West Sound Archive, based at Clitheroe, was wound up in 2015. This year we received part of its residual funds, which has enabled us to purchase some new audio equipment, including a 'listening post' for the searchroom. We have been able to fund the listing and repackaging of the unprocessed sound collections, and will be using the rest of the money to digitise some of the collections in order to preserve the recordings and make them more accessible.

We have bought several items for the record office, in the context of our continuing conservative and prudent purchasing policy which is specifically aimed at not paying inflated prices and not, if possible, undertaking competitive bidding. Purchases this year included the records of the Fulfilledge [Burnley] Conservative Working Men's Club, 1878-1990; documents relating to the Gillow family of Lancaster, 1797-1869; and a minute book of the Blackburn branch of the Steam Engine Makers Society, 1915-1931. In addition, the Friends have provided a new refrigerator for the tearoom at the record office, have assisted financially with repackaging the Honour of Clitheroe court rolls, and funded the repair of documents from the Hulton collection relating to the Peterloo Massacre in the bicentenary year of the event.

We paid for the printing of a joint archive service/Friends leaflet or brochure, detailing all the activities held at the record office over the year, and this has proved to be very effective in publicising the wide range of public events, exhibitions, talks and educational activities. The Friends also funded some free events at Lancashire Archives, such as a 6-week creative writing course led by Naomi Krüger of the University of Central Lancashire focusing on Peterloo, a family history workshop, and a craft workshop inspired by archives.

Our own events have been very well received by members and non-members alike. They have included the Annual General Meeting 2018, when the speaker was Dr Sam Riches, whose spoke on the medieval legend of St Ursula; a Christmas event with Jennifer Reid, a brilliant

Lancashire folk singer; a workshop on tithe maps; guided walks at Pretoria Pit (Westhoughton) and Dalton Square, Lancaster; a stimulating talk on the old Poor Law by Jonathan Healey of the University of Oxford; and a talk on DNA and family history, by Dr Graham Holton of Strathclyde University. Our pilot project to manage a volunteer group has continued and excellent results have been achieved – they are indexing Blackburn workhouse records and progress is very encouraging. Volunteers from the Friends ran ‘Café Archive’, which served refreshments at events held at the record office.

We can look back on a year which has been full of activities and during which we have worked strenuously to further our core aim of supporting the Archive Service and promoting the use of its collections. All of this has been achieved not only by a healthy financial situation but by the efforts of the many volunteers who help to organise and manage events and work on our projects. We are all very grateful indeed for their hard work and enthusiastic participation.

## **Public benefit**

All 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. The events programme continues to cover a wide range of topics and is appealing to an increasing number of new attendees. We promote the archive service and its work throughout the county and beyond through many local and family history organisations.

## **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 to cover regular grants to Lancashire Archives, to cover our operating expenses and at a level to enable us to respond to emergency applications for funding by Lancashire Archives.

**Principal sources of funds:** Our principal sources of income, all a similar amount, are membership subscriptions with associated Gift Aid, workshop/event receipts, and deposit account interest. This year’s funds have benefited from a large, unrestricted legacy and from money transferred from the winding up of the North West Sound Archives. Additionally, we have donations, both general and specific, and income from the sales of merchandise and donated books.

**Investment Policy:** We have adopted a zero-risk policy and deposited all our surplus funds in accounts which are fully covered in case of bank failure by the £85,000 Financial Services Compensation Scheme. We have a spread of notice periods on the accounts to allow us to have funds available when required to for our planned future projects. We have reviewed our deposit accounts during the year and have re-aligned them to produce a further increase in our interest received.

**Expenditure:** We continue to support 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. All grants in the year have been in support of these objectives. The major item of expenditure has been the cataloguing of the Dalton of Thurnham collection and a project to reduce the backlog of cataloguing smaller accessions. Equipment has been purchased to make the oral history collection transferred from the North West Sound Archives more accessible and to catalogue that material. Opportunistic purchases have been made of several items of local history records.

## **DECLARATION**

The trustees declare they have approved the above report.

Signed on behalf of the trustees:

Alan G Crosby  
Chairman  
2<sup>nd</sup> September 2019

# Friends of Lancashire Archives

Registered Charity Number 518611

## Receipts and Payments Account for the year ended 30<sup>th</sup> June 2019

	See note	This Year			2018 Year
		Unrestricted Funds £	Restricted Funds £	Total £	Total £
<b>Receipts</b>					
Subscriptions		2,080		2,080	2,048
Donations & Legacies		103,705	8,000	111,705	519
Gift Aid Reclaimed		468		468	432
Events and Workshops	6	2,843		2,843	2,398
Sales of Books, Maps, etc.		709		709	437
Interest Received	2	3,280		3,280	2,575
<b>Total Receipts</b>		<b>£113,085</b>	<b>£8,000</b>	<b>£121,085</b>	<b>£8,409</b>
<b>Payments</b>					
Projects & Grants	5	34,250	4,001	38,251	17,173
Events & Workshop Costs	6	1,033		1,033	687
Printing, Postage & Stationery Expenses	4	251		251	152
Insurance & membership costs		83		83	100
Goods for Resale		154		154	11
<b>Total Payments</b>		<b>£35,771</b>	<b>£4,001</b>	<b>£39,772</b>	<b>£18,123</b>
<b>Net Receipts/(Payments)</b>		<b>£77,314</b>	<b>£3,999</b>	<b>£81,313</b>	<b>(£9,714)</b>
<b>Funds as at 1<sup>st</sup> July 2018</b>					
At Bank (Current A/c)		1,378	1,070	2,448	3,378
Deposit/ Savings Accounts		198,716		198,716	207,500
<b>Total brought forward</b>		<b>200,094</b>	<b>1,070</b>	<b>201,164</b>	<b>210,878</b>
<b>Surplus/(Deficit) for year</b>		<b>77,314</b>	<b>3,999</b>	<b>81,313</b>	<b>(9,714)</b>
<b>Total Cash Funds</b>	2	<b>£277,408</b>	<b>£5,069</b>	<b>£282,477</b>	<b>£201,164</b>

## Statement of Assets and Liabilities at 30<sup>th</sup> June 2019

Bank Balances as at 30 <sup>th</sup> June 2019			2018
RBS Current A/c: Inst Access	0.20%	1,147	2,448
Ecology BS: Instant Access	1.00%	35,000	38,500
United Trust Bank: 100 day notice	1.50%	20,542	20,216
United Trust Bank: 1yr Bond 2018	1.55%		20,000
United Trust Bank: 1yr Bond 2019	1.80%	20,000	
United Trust Bank: 2yr Bond	1.75%	45,788	45,000
Hampshire Trust Bank: 2yr Bond	2.00%	85,000	
Camb. & Counties Bank: 3yr Bond	1.90%	75,000	75,000
		<b>£282,477</b>	<b>£201,164</b>

Signed on behalf of the Trustees by

*Peter J Bamford*

Treasurer

*Alan G Crosby*

Chairman

# Friends of Lancashire Archives

Registered Charity Number 518611

## Financial Statements for the year ended 30<sup>th</sup> June 2019

### Notes

#### 1 Basis of Accounting

The Trustees consider it appropriate to continue accounting on a Receipts and Payments basis. No significant stocks, debtors or creditors existed at the year end.

#### 2 Cash Funds

Our deposit accounts continue to be managed to maximise interest income whilst not exposing funds to risk. Our bank and building society accounts are all covered by the FSCS compensation scheme except for £1,330 unremitted interest in the United Trust Bank. Interest earned on all term accounts is paid on an annual basis so the figure shown in the accounts represents interest actually received in the year.

#### 3 Payments to Trustees

Formal agreements were in place for payment to three Trustees for the provision of lectures and workshops. The Trustees consider these payments to be reasonable and in the best interest of the charity. One trustee was paid £90 in the year under these agreements. One of the agreements is no longer required as the Trustee has resigned.

No Trustee received payment for their services as a Trustee. No expenses were claimed by any of the Trustees.

#### 4 Movements on Restricted Funds

	Honor Rolls of Clitheroe	Hulton Cataloguing	Sound Archive	Total
Balance as at 1 <sup>st</sup> July 2018	378	692		1,070
Donations received			8,000	8,000
Expenditure	(378)	(692)	(2,931)	(4,001)
Balance as at 30 <sup>th</sup> June 2019			£5,069	£5,069

#### 5 Projects and Grants

Expenditure in the year comprised:

	Unrestricted	Restricted	Total
Fulledge Conservative WM Club records	60		60
Dalton of Thurnham (DDDA) Cataloguing	22,500		22,500
Gillow of Lancaster documents	900		900
Events booklet 2019	228		228
LA Educational workshops subsidy	375		375
Sound Archive Equipment		1,671	1,671
Sound Archive digitisation		1,260	1,260
DDHCI Re-boxing		378	378
Re-packaging of Peterloo documents		692	692
Backlog cataloguing	10,000		10,000
Blackburn Steam Boilermakers register	28		28
Refrigerator for refreshment room	159		159
	£34,250	£4,001	£38,251

#### 6 Events

Analysis of events programme:

	Receipts	Payments	Net Income
AGM		8	(8)
Café Archives	215	29	186
Pretoria Pit walk	140	50	90
HMP Preston event	476	101	375
Reet Good Do	403	240	163
Art Inspired by Archives	125	100	25
Tithe Map Workshop	260	122	138
DNA	346	71	275
Poor Law	522	312	210
Dalton Lancaster Walk	170		170
History of Christmas *	73		73
AIA Printing Workshop *	113		113
	£2,843	£1,033	£1,810

\* Bookings for events to be held after year end

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF LANCASHIRE ARCHIVES****Respective Responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the Receipts and Payments accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with 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 my examination no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature Dorothy Laver

Date: 1<sup>st</sup> September 2019

Name **Dorothy Laver**

Qualification **B.A. A.C.A.**

Address 19 The Pastures  
Grimsargh  
Preston  
PR2 5JW

# **Friends of Lancashire Archives**

## **Membership Secretary's Report 2019**

Membership subscription income for the year to 20<sup>th</sup> June 2019 was £2,080; £32 higher than the previous year. An additional £93 of voluntary donations was received with the 2019 renewals.

Membership at 30<sup>th</sup> June was 194, the same as at June 2018. During the year we had

New members	13
Deaths notified	4
Resignations	4
Non-renewals	5

The committee is not proposing any change to the membership subscription rates.

## Archive Service Manager's Report to the Friends AGM 2019

Once again the very generous support of our Friends over the last 12 months has ensured that Lancashire Archives continues to flourish. The provision of funding to enhance our basic service provision has enabled the large Dalton of Thurnham archive (DDDA) to be catalogued and work to be undertaken on previously unknown and inaccessible collections:

- DDGB - the archive of Sir George Grenfell-Baines, Preston architect
- DDW – documents relating to the Winckley family of Preston.
- DDPY– German, Petty & Co, flax-spinners of Preston

The Friends have also funded some specific conservation work:

- repackaging the Honour of Clitheroe Court Rolls (DDHCL) which not only means that the records are stored in the latest archival-quality boxes, but that we have saved valuable shelf space in the process.
- repairing damaged Hulton documents (DDHU), particularly those relating to Peterloo so that they can be used and exhibited.

The receipt of part of the residual funds from the North West Sound Archive has enabled the FLA to purchase some new audio equipment, including a 'listening post' for the searchroom. They have also funded the listing and repackaging of the unprocessed sound collections, and will be using the rest of the money to digitise some of the collections in order to preserve the recordings and to make them more accessible.

These days it seems that archive material appears for sale more often than we would like, as people seek to make money out of historical documents. Quite often the items fetch high prices - well beyond a reasonable budget- but in the last 12 months the Friends have been successful in purchasing the following for us:

- Records of Fulfilled Conservative Working Men's Club, 1878-1990 (DP 536)
- Gillow family deeds, 1797-1869 (DP 537)
- Minute book of the Blackburn branch of the Steam Engine Makers Society, 1915-1931 (DP 539)

But the Friends support us by buying more than archives. The removal of the blinds and some of the lockers opposite the main entrance to the searchroom had the unexpected consequence that the remaining lockers became very warm during the hot sunshine at Easter. Regular users who bring packed lunches pointed this, out so the Friends came up with a cool solution and bought a fridge for the public tearoom.

The joint events programme for 2019 has, in my view, been very successful. The published brochure is very much appreciated, and targeted promotion helps to attract people to specific events. All the payable events were organised by the Friends, and the FLA received the income. This has been used to defray the costs of printing the brochure and to fund some free events run by the archive service, such as the creative writing course led by Naomi Krüger, and the family history workshops led by Andrew Walmsley. I hope that we will be able to continue this arrangement to devise an exciting programme for 2020 – our 80<sup>th</sup> anniversary year.

## **Archive Service Manager's Report to the Friends AGM 2019**

I'd like to end by thanking the Friends who have given so much more than their annual subscription – those who have supported events, used the searchroom and given their time and talents in so many ways. Five FLA volunteers are continuing to index the Blackburn Workhouse registers. Their work will help to unlock this valuable resource for family historians. I am grateful for their dedication and must also thank Anna Watson for setting up this project in the first place.

Other FLA members have volunteered to help with Café Archive. This has enhanced our bigger events by offering a friendly welcome with hot drinks, home-made cakes and sandwiches. It usually generates significant income for the FLA but may not be sustainable in the future without more volunteers.

Finally, the members of the FLA committee are also volunteers. I am very grateful to each of them for their enthusiasm and commitment, for their quick responses to appeals for funding. I am certain that, because of them, Lancashire Archives has the best Friends organisation in the country!

Jacquie Crosby  
August 2019

## ELECTION OF CHARITY TRUSTEES AND ORDINARY COMMITTEE MEMBERS

### I. Existing officers and trustees, being eligible seeking re-election

**Chair: Dr Alan Crosby** Freelance local and regional historian since 1981, based in Preston (doctorate in geography from Oxford University); Fellow of the Royal Historical Society; editor of *The Local Historian* and general editor for the British Association for Local History; author of over 30 books and numerous articles on the history of North West England and British local history and archives; council member of the Chetham Society and the Record Society of Lancashire and Cheshire; former president of the Lancashire Local History Federation; and, last but not least, first chair of the Friends of Lancashire Archives when it was formed back in 1986!

**Vice-Chairman: Vacancy**

**Secretary: John Wilson** Retired teacher and education adviser, part-time hill farmer. Secretary of the Lancashire Local History Federation, Lancashire Place Name Survey and Ewecross Historical Society.

**Treasurer: Vacancy**

**Jane Hamby** Freelance Professional Genealogist in Lancashire, Cheshire and Cumbria. Licentiate of the Institute of Heraldic & Genealogical Studies, Canterbury. Archive user since 1975.

**Nigel Barker** Retired qualified Solicitor having worked in Private Practice, as Deputy Chief Legal Officer of Fylde Borough Council and in the private sector as a Company Solicitor, Company Secretary and Office Manager. Former school governor and committee member of many local organisations. A keen family historian and a volunteer at Lancashire Archives.

**Peter Newsham** Retired, having worked with US students in the UK, and as Deputy Administrator of the University of London (students') Union. Held Finance/Administration posts with Lancashire County Council, a Preston based clothing manufacturer, and as Practice Manager with a firm of solicitors, and Payroll/Practice Manager with an accountancy partnership. Governor of a local primary school. A keen family historian and a volunteer at Lancashire Archives.

**James Towe** Archivist at Lancashire Archives since March 2018. Graduated with a BA in Archaeology and a MA in Archives and Records Management. Worked in local authority archives across Yorkshire, at the Borthwick Institute, and RBS Archives. Archivist and Librarian at Chatsworth House for six years and has served as a committee member on the Historic Houses Archivists Group.

## 2. Existing trustees seeking appointment as officers

**Nigel Barker** has volunteered to become Vice- Chairman subject to approval at the AGM

**Peter Newsham** has volunteered to become Treasurer subject to approval at the AGM

## 3. Members proposed for election as trustees

**Dr Sam Riches**      *Proposed by Jacquie Crosby*      *seconded by Peter Bamford*

Academic Co-ordinator of the Regional Heritage Centre at Lancaster University , having worked for its predecessor organisation, CNWRS, since 2009. She has responsibility for arranging study days and other public events, managing the Centre's oral history archive and overseeing heritage consultancy, undergraduate placements with heritage organisations and other activities.

Sam is also an active researcher, with a number of publications to her name on devotion to St George, looking at the interplay between gender identity and saintliness in the late medieval period as well as his international and contemporary cult.

Sam has an interest in distance learning and has developed and taught online and blended courses in Art History and History for Oxford University and Lancaster University. Outside of her paid work she is a trustee of Keswick Museum & Art Gallery and Lancaster & District Community and Voluntary Solutions. She is also active in local politics and served as councillor on Lancashire County Council from 2009-2013.

**Maggy Simms**      *Proposed by Peter Bamford*      *seconded by Alan Crosby*

FLA Trustee 2012-18, currently FLA newsletter editor and website manager on co-opted basis. Retired E-Learning Developer, 2000-2012. Graduate of Durham University, 1978 and Leicester University School of Education (1979) and Department of Museum Studies (1988). Volunteer with Lancashire Archives digitisation projects 2011 - present

## 4. Members offering themselves for co-opted committee membership

**Peter Bamford** has offered to continue as Membership Secretary on a co-opted, non-voting basis.

# Proposed resolutions

## I. Proposal to create an honorary life member of the Friends of Lancashire Archives

The FLA committee would like to propose that Mrs Janet Lane should become an honorary life member of the Friends of Lancashire Archives.

Having joined the FLA in 2002, Janet served on the committee for several years and volunteered to take on the role of membership secretary when Michael Whitehead decided to stand down through ill health. She and her husband, Peter, have now moved from Lancashire to be closer to their family.

From 2011 Janet was instrumental in researching and leading the revision and updating of the FLA constitution to ensure it adopted best practice and met new charity commission guidelines.

It was tedious and time-consuming work but she persistently urged and encouraged us to take it seriously and to make difficult decisions, such as capping the term of office of committee members. The change would never have happened without Janet's guidance and determination. The new constitution formed the basis for a new way of working which put the Friends in a strong position to spearhead the funding campaign to buy the Hulton archive in 2014. Success breeds success and significant legacies have followed, enabling the Friends to support Lancashire Archives in ways which could not have been imagined.

Janet herself has commented that she is 'delighted to see that the organisation has gone from strength to strength over recent years'. Rewarding her with honorary life membership will recognise her vision and her practical contribution to this.

## 2. Proposed amendment to charity rules

Our current rules contain the following paragraph which does not conform to GDPR (General Data Protection Regulations):

### *"e. Membership Register*

*i. The Executive Committee shall keep a register of the names, addresses, telephone numbers (if disclosed), and e-mail addresses (if disclosed) of members which shall only be used for the administration of the Association and not released to an outside body, except that, with the permission of the member concerned, that member's details may be*

- a. made available to any other member on request*
- b. published in membership lists circulated to members or*
- c. made available to staff of Lancashire Archives.*

*Any such disclosure shall be treated in confidence and not disclosed further.*

- ii. This register may be maintained on a computer system.*
- iii. For the purposes of the Data Protection Act 1998, each member shall be deemed to have given his/her consent to the inclusion of his/her particulars on such a register."*

To conform to current regulations, It is proposed to replace the whole of the existing section with the following:

**e. Membership Register**

The Executive Committee shall keep a register of members' details to conform to the EU General Data Protection Regulation (GDPR) as laid down in the Association's Privacy Policy issued in May 2018.

Our constitution requires this amendment to be approved by members at the AGM

***Proposed by Peter Bamford 20 January 2019***