

# **HERITAGE CRAFTS ASSOCIATION**

**A charity registered with the Charity Commission as  
charity number 1133646**

**Annual Report  
and  
Financial Statements  
for the year ended  
30 June 2010**

## LEGAL & ADMINISTRATIVE INFORMATION

**PRESIDENT** HRH The Prince of Wales  
**PATRONS** Dr Roy Brigden  
Sir Mark Jones  
Professor Ted Collins  
Alex Langlands

### TRUSTEES

#### Honorary Officers

**Chairperson** Robin Wood  
**Vice Chairperson** Patricia Lovett  
**Honorary Treasurer** Ian Lovett  
**Secretary** Brian Crossley

#### Other Trustees

Daniel Carpenter  
Frank Hassard  
Carol Robinson  
Chris Rowley

#### Co-opted members

Tanya Harrod  
Steve Byrne

### STAFF

Sally Dodson (from January 2011)

#### Principal Office

Right Hand Police House  
Lane Head Green, Edale  
Hope Valley S33 7ZA

**Charity number** 1133646

#### Accounts examined by:

Richard Goatley LLB (Hons) KCL ACA  
23 Carmichael Court  
Grove Road  
London  
SW13 0HA

#### Bankers

CAF (Charities Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4TA

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 30 JUNE 2010**

The trustees present their report along with the financial statements of the charity for the year ending 30 June 2010.

#### **Structure, Governance and Management**

Heritage Crafts Association is a registered charity established in January 2010 as an unincorporated association. Membership is open to individuals over the age of eighteen, or organisations approved by the trustees. A trustee must be a member of the organisation or a nominated representative of an organisation that is a member of the charity. Trustees are appointed by the members at the annual general meeting and serve for one year at a time, although they are eligible for re-election.

#### **Objects and Activities**

Our aim is...

- To support and promote heritage crafts as a fundamental part of our living heritage.

We do this by:

- Surveying - researching the status of heritage crafts, identifying those crafts in decline or in imminent danger of being lost, and addressing the issues to ensure their survival.
- Advocating - communicating the vital importance of the heritage crafts to Government, key agencies and organisations.
- Celebrating - raising awareness and raising the status of heritage craft skills with the wider public through a programme of public relations, communications and showcase events.
- Safeguarding - working in partnership with key agencies in the education and learning sectors to identify and support new and innovative ways to ensure that the highest standard of heritage skills are passed from one generation to the next and where necessary recorded for posterity.
- Supporting - to support heritage crafts through a range of means, including advice, networking, training and access to public and private funding.

#### **Achievements and Performance 2009-10**

This is the first annual report for the Heritage Crafts Association and the bulk of the work has been laying sound foundations on which to build the organisation and determining priorities that will best serve the sector.

A large and important part of HCAs work is advocacy. Trustees are continually meeting with related organisations and highlighting the issues faced by traditional crafts.

During this year we met with David Bell (NADFAS), Ben Bradshaw (Secretary of State for Culture, Media and Sport), Ed Vaizey (Shadow Minister for Culture), Mark Jones (V&A), National Trust, ICON, British Council, Royal Warrant Holders Association, Mick Elliot (DCMS, Director of Culture), Jeremy Hunt (Shadow Secretary of State for Culture, Media and Sport), Sir Patrick Cormack (Chair of all Party Arts and Heritage Group)

In August 2009 Patricia Lovett, on behalf of HCA, wrote the National Occupation Standards for Craft with the Standards Officer at CCS.

In September we were delighted to be supported by high profile patrons Dr Roy Brigden, Professor Ted Collins, Sir Mark Jones and Alex Langlands. All are keen advocates for traditional crafts.

In December we had Charitable status granted an important move which gave us credibility as an organisation and also opens access to funding options.

In January 2010 HCA conducted an online survey of craftspeople which was completed by 206 respondents, it highlighted various issues. 55% of respondents feeling the skills within their craft were in danger of dying out surprisingly few had learned their craft through apprenticeship the largest proportion being self taught.

In March we held the first forum of heritage craftspeople at the V&A this brought together representatives of many different craft associations to question why heritage crafts are important, what challenges they face, and how we could work collectively to address the challenges. The results are on the HCA website and continue to help inform our policy. This was linked to the press Launch of HCA, with Phil Harding, TV presenter and flint knapper, many of the stars of the mastercrafts TV program and demonstrating craftspeople. Jon Henley wrote a fine 2 page article in the Guardian G2. We also launched our HCA Friends' and Affiliated Groups Scheme.

In April HCA helped the last sieve and riddle maker find a successor, saving the craft from extinction and in May we launched our map of craftspeople on the HCA website.

All of this was achieved with minimal funding and lots of voluntary work by the Trustees.

#### **Financial review**

Heritage Crafts Association's net incoming resources for the year were **£5,031**.

#### **Reserves Policy**

The trustees agreed that the equivalent of three month's expenditure should be kept in reserve to ensure that the charity could continue to work through any period of unforeseen difficulty. The trustees assess the reserves policy on an annual basis.

#### **Risk management policy**

The Trustee have undertaken a risk management exercise in which the chief risks identified by the charity have been identified and action taken to address them. The greatest risks are considered to be the following:

- Failure to generate effective fundraising strategy. To minimise this risk, trustees will agree a fundraising strategy for one to three years, review fundraising activities and options at each trustee meeting and appoint one trustee to provide oversight of fundraising opportunities and activities
- Failure to generate necessary income. To minimise this risk, trustees will agree an annual budget identifying planned expenditure and the level of income required. They will ensure that accurate financial records kept and monitor income and expenditure to date at each trustee meeting.



**Trustees' and examiner's responsibilities in relation to the financial statements**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 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 you as 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 the course of 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 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have 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.

**Signed by independent examiner**

Signature ..... 

Name Richard Goatley LLB (Hons) KCL ACA

Date of approval 7 April 2011

Relevant professional qualification: Chartered accountant

Address 23 Carmichael Court  
Grove Road  
London  
SW13 0HA

**Signed by Chair of trustees on behalf of all trustees**

Signature ..... 

Name ..... Robin Wood

Date of approval ..... 9/4/11

## RECEIPTS AND PAYMENTS

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>RECEIPTS</b>					
Donations	6,295	-	-	6,295	-
Friends membership	1,739	-	-	1,739	-
Interest	1	-	-	-	-
Gift aid receipts	-	-	-	-	-
<b>Sub total</b>	<b>8,035</b>	<b>-</b>	<b>-</b>	<b>8,035</b>	<b>-</b>
Asset and investment sales	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECEIPTS</b>	<b>8,035</b>	<b>-</b>	<b>-</b>	<b>8,035</b>	<b>-</b>
<b>PAYMENTS</b>					
Launch/Forum	2,052	-	-	2,052	-
Leaflets/letterhead	767	-	-	767	-
Public liability insurance	185	-	-	185	-
<b>Sub total</b>	<b>3,004</b>	<b>-</b>	<b>-</b>	<b>3,004</b>	<b>-</b>
Asset and investment purchases	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PAYMENTS</b>	<b>3,004</b>	<b>-</b>	<b>-</b>	<b>3,004</b>	<b>-</b>
<b>NET OF RECEIPTS/(PAYMENTS)</b>	<b>5,031</b>	<b>-</b>	<b>-</b>	<b>5,031</b>	<b>-</b>
<b>TRANSFER BETWEEN FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDS LAST YEAR END</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDS THIS YEAR END</b>	<b>5,031</b>	<b>-</b>	<b>-</b>	<b>5,031</b>	<b>-</b>

**STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
		to nearest £	to nearest £	to nearest £
<b>ASSETS</b>				
<b>Cash Funds</b>	Cash in CAF account	4,218	-	-
	PayPal	813	-	-
	<b>Total Cash Funds</b>	<b>5,031</b>	<b>-</b>	<b>-</b>
<b>LIABILITIES</b>				
		-	-	-
<b>TOTAL FUNDS</b>		<b>5,031</b>	<b>-</b>	<b>-</b>

Signed by Chair of trustees on behalf of all trustees

Signature

*R Wood*

Name

*Robin Wood*

Date of approval

*9/4/11*