The Heritage Crafts Association is the advocacy body for traditional heritage crafts. Working in partnership with government and key agencies, we provide a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional craft skills, and work towards a healthy and sustainable framework for the future.
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Cover: Colin Herwood, boatbuilder. Photo by Michael English.
Left: Art of a Fine Nature traditional bronze casting foundry.
Photo by Helen Allcock.
**LEGAL AND ADMINISTRATIVE INFORMATION**

**PRESIDENT**
HRH The Prince of Wales

**VICE PRESIDENT**
Richard Hefford-Hobbs

**PATRONS**
Emma Bridgewater CBE
Professor May Cassar
Lord Cormack DL, FSA
Kaffe Fassett MBE
Sir Christopher Frayling
Mark Henderson
Dr Alex Langlands
Paul Martin

**TRUSTEES IN THE PERIOD JULY 2019 - JUNE 2020**

**Honorary Officers**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Patrice Lovett MBE</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Judit Seymour</td>
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<tr>
<td>Treasurer</td>
<td>Sarah Kolkman</td>
</tr>
<tr>
<td>Secretary</td>
<td>Rachel Hutton (to 7 February 2020)</td>
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<td></td>
<td>Ellie Clelow (from 21 April 2020)</td>
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<td>Other Trustees</td>
<td>Katy Bevan</td>
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<td></td>
<td>Jennifer Chen</td>
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<td>David Clarke</td>
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<td>Chrissie Freeth</td>
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<td>Helen Nichols</td>
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<td>Ambrita Shahani</td>
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<td>Laura Southall</td>
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<td>Robin Wood MBE</td>
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**STAFF**

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<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Daniel Carpenter</td>
<td>(Operations Manager)</td>
</tr>
<tr>
<td>Mary Lewis</td>
<td>(Endangered Crafts Officer)</td>
</tr>
<tr>
<td>Sally Morgan</td>
<td>(Membership and Finance Officer)</td>
</tr>
<tr>
<td>Julie Crawshaw</td>
<td>(Director to 13 December 2019)</td>
</tr>
</tbody>
</table>

**REGISTERED OFFICE**

81 North Street
Wellington
Somerset TA21 8NA

**REGISTERED CIO NUMBER**

1159208
(Previously registered charity number 1133646)

**ACCOUNTS**

Graham Darbourne FCA

**EXAMINED BY**

Bulley Davey Ltd
6 North Street
Oundle
Peterborough PE8 4AL

**BANKERS**

CAF (Charities and Foundations)
25 Kings Hill Avenue
Kings Hill, West Malling
Kent ME19 4TA
WELCOME

The Trustees present their report along with the financial statements of the charity for the year ending 30 June 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Heritage Crafts Association is a Charitable Incorporated Organisation (CIO). The CIO was registered with the Charity Commission in November 2014, replacing the previous unincorporated association of the same name (charity number 1133646) which was established in January 2010 and closed in May 2015.

Membership is open to individuals over the age of eighteen, and businesses and organisations approved by the Trustees. A Trustee must be a member of the CIO or a nominated representative of a business/organisation that is a member of the CIO. The HCA Board is formed of Trustees who are appointed by the members at the Annual General Meeting and serve for three year terms, although they are eligible for re-election. The Board meets five times each year to set and review the delivery of the HCA’s strategy. A number of Trustee sub-committees support the work of the HCA throughout the year.

- **Finance** - reviews and recommends the annual budget, investment and reserve policies
- **Fundraising** - monitors funding opportunities and oversees bids
- **Membership** - recommends membership subscription rates and benefits
- **Marketing** - oversees marketing and communications
- **Awards** - directs the delivery of grants, awards and honours nominations
- **Events** - oversees planning and organisation of events
- **Remuneration** - recommends staff remuneration and benefits
LETTER FROM THE CHAIR

The second half of our reporting year has been one of serious challenge, not least for traditional makers. For many craftpeople, the summer of activities - including craft fairs, demonstrations, open studios and teaching - forms the bulk of their income, but in mid-March all this stopped.

Not ones to let the grass grow under our feet, the Heritage Crafts Association carried out a survey to assess the effects of COVID-19 on traditional makers. The response was prompt, and not encouraging. Not only had these sources of income been cancelled, but there were also shortages or raw materials, such as clay, gold thread and horse hair, affecting what craftpeople could make. Those who had workshops in shared buildings found that even though they could work in isolation, they couldn’t get access to do so.

The prognosis wasn’t good either, with 56 per cent stating that there was a less than 50-50 chance of them surviving six months. Although the government provision for the self-employed covered some, there were too many makers who were, and continue to be, excluded.

The HCA set to, and was able to support ten makers with immediate grants of £50 simply to put food on the table. One recipient said that although it wasn’t much, it showed that someone cared and was sympathetic to their situation. Applications to funders for this emergency were made and donations received, and to date ten makers in traditional crafts have received grants of up to £500 to support their businesses, with more donations promised and more grants to be awarded soon. We would like to put on record our thanks to everyone who has supported our rich heritage of traditional crafts in this way.

But some good has come out of the crisis. Emphasising our conference theme of last year ‘Making is Good for You’. up and down the country people have realised the benefits of making something with their hands during lockdown, often using centuries old skills and techniques.

And the importance of supporting those skills was brought to the fore with the example of flour shortages during lockdown. Everyone seemed to be making bread, but it was the small makers, often using wind or water power who were able to provide the flour. And to do that they need millwrights – one of the critically endangered crafts on the HCA Red List. Adam Marriott, millwright, spoke at the All-Party Parliamentary Group for Craft in June to explain his craft and the significance of his skills.

We are so very grateful to all our supporters; our loyal membership means that we can do some of the work we need to do to support traditional crafts, and our generous funders ensure that we can do so much more. Our volunteer Trustees also give generously a great deal of their time with advice and expertise and guiding the work of the Association.

We have ambitious plans for the coming year, including the next iteration of the HCA Red List of Endangered Craft; more support for heritage crafts, awards and recognition for the world class traditional crafts that we have in the UK, and advocating for our makers and craft skills that we are able to do through our Patrons, contacts and the All-Party Parliamentary Group for Craft. Just watch this space!

Patricia Lovett MBE, HCA Chair
OBJECTS AND ACTIVITIES

The Heritage Crafts Association (HCA) is the advocacy body for traditional heritage crafts in the UK. Working in partnership with government and key agencies, we provide a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills, and work towards a healthy and sustainable framework for the future.

Our vision is a society in which heritage craft skills are popularly acknowledged as being of vital cultural importance, and are nurtured and celebrated for their own intrinsic value, not just for the objects or environments they produce, conserve or restore.

Our mission is to support and promote heritage crafts as a fundamental part of our living heritage.

Our charitable purpose is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training.

We do this through:

- **Knowledge** – increasing knowledge of the status of heritage crafts and the challenges faced
- **Advocacy** – influencing government, policymakers and funders to improve the likelihood of craft skills surviving and flourishing
- **Safeguarding** – ensuring that the highest standard of craft skills are passed from one generation to the next
- **Support** – supporting craftspeople to practice, nurture and pass on their craft
- **Engagement** – raising awareness and interest with the wider public

We are unique as the first UK-wide champion for safeguarding intangible heritage craft skills, as recognised by the UNESCO Convention for the Safeguarding of Intangible Cultural Heritage (accredited as an official UNESCO NGO for Intangible Cultural Heritage).
STRATEGIC PLAN 2020–23

In January we set out an ambitious three-year plan to make major strides in realising the HCA's mission and help bring about its vision for the future. It follows a Theory of Change model, starting with the vision of society that would be achieved should the HCA be successful in its mission, and working backwards to identify necessary preconditions and changes required to make that vision come about.

The following key issues were identified as priorities to tackle over the next three years:

- Improving support and responsibility for heritage crafts at government level
- Improving training routes for people wishing to become heritage craftspeople
- Enabling creative subjects and haptic skills to be taught in schools
- Increasing appreciation for heritage craft skills among the general public
- Alleviating the difficulties facing crafts businesses
- Increasing diversity in the heritage crafts sector

To address these issues we set out the following strategies:

- Develop the HCA Red List as a key source of heritage craft viability data
- Research into the heritage crafts sector to identify and address barriers to entry and increase diversity
- Influence government, policymakers and funders to improve the likelihood of craft skills surviving and flourishing
- Administer a fund to help ensure that endangered crafts have a substantially improved chance of survival
- Develop partnerships in the education and learning sectors
- Create resources for capturing and preserving heritage crafts skills
- Provide information resources to make craft businesses more sustainable
- Encourage local ownership of the ICA and initiate regional HCA groups
- Ensure that membership of the HCA meets the needs of a diverse range of craftspeople
- Develop The Makers into a more detailed and joined up directory resource
- Facilitate a positive representation of heritage crafts in the media
- Participate in exhibitions and showcases.
- Run a suite of awards and facilitate national recognition of the best craftspeople

To read the plan in full, visit www.heritagecrafts.org.uk/official-documents.
THE IMPACT OF COVID–19

It's impossible to reflect on the 2019-20 year without considering the momentous impact of the COVID-19 pandemic on the personal and professional lives of millions.

In a sector made up of predominantly sole traders and microbusinesses, the Government's self employed income support scheme was a vital lifeline for many, though its criteria often meant that newly registered businesses and those who earn their income seasonally were disadvantaged.

We ran a survey of makers in April which found that:

- 73% of respondents were at reduced capacity or were unable to work as an indirect result of COVID–19
- 71% believed their turnover would reduce by more than half
- 56% believed there was less than a 50:50 chance of their business surviving the next six months

We set up a section of our website with guidance on how to access support, organised a number of online events so that craftspeople could share advice and provide peer support, and launched our own COVID–19 hardship grants funded by generous donations.

In other instances we heard of craft businesses riding out the storm, with sales increasing as a housebound population took to online purchasing to satisfy their hobbies and interests. The demand for the critically endangered craft of millwrighting increased as home baking created a demand for traditionally milled flour.

We will continue to support craftspeople whose livelihoods have been impacted, and our heartfelt sympathies go out to everyone who has lost friends and family due to the pandemic.

COVID–19 GRANTS

Crafts businesses were being particularly hard hit by the economic implications of the crisis, so in May we sought donations to provide small grants of up to £500 to help small crafts businesses keep their skills alive, by accessing new markets, trialling new ways of operating, or keeping them afloat until they can be more sustainable.

Over 400 applications were received for a wide array of projects designed to better equip the applicants to take advantage of the new post–COVID economic landscape. These included:

- setting up online selling platforms and social media presence in order to move the impetus away from face-to-face selling
- developing remote teaching and digital workshops as a way to supplement their income, while passing on skills and satisfying a demand for home-based 'experiences'
- tools and equipment to allow them to make best use of increased production time

At the end of June we had distributed a small number of these vital grants with further donations coming in that will allow us to provide more support in the new financial year.
ENDANGERED CRAFTS

Following the publication of the second edition of the HCA Red List of Endangered Crafts in 2018/19, we have continued to build on the practical support offered to the craftspeople with whom the UK’s most at-risk skills reside.

With support from the Culverton Trust, we increased the number of endangered crafts benefitting from direct support and mentoring from our Endangered Crafts Officer. We also launched our Endangered Crafts Fund in September and ran a pilot Endangered Crafts Symposium in October, two types of activity that will form the basis for the support we will be providing over the next three years.

Throughout 2019/20 the Red List has inspired endangered crafts courses to be run by organisations and individuals across the country, including Jay Blades, the Goodlife Centre, the Sustainability Centre, the Old Kennels, Weald & Downland, West Dean College and New Brewery Arts. The Sussex Heritage Trust developed an endangered crafts bursary scheme for young makers based in Sussex and the Society for the Protection of Ancient Buildings (SPAB) invited applications for one place on its Craft Fellowship scheme for a craftsperson to learn to repair and maintain mills, as a direct result of the inclusion of millwrighting on the Red List.

ENDANGERED BASKETRY SYMPOSIUM

The Symposium on Endangered Basketry Skills took place in October 2019 at the Museum of English Rural Life in Reading, in partnership with the Basketmakers’ Association and the Worshipful Company of Basket-makers.

This was supported by an online survey and field work carried out by the Endangered Crafts Officer. Fifty basketmakers and stakeholders attended the event and a report of the findings will be published in Autumn 2020.

Future symposia are planned for:

- Industrial pottery/ceramics
- Musical instrument making
- Trades of Birmingham's Jewellery quarter

They are intended to build on the findings of the Red List to deepen our understanding of the challenges facing specific craft sectors. These symposia help us to unpack some of these broader craft categories and engage communities of practice.
ENDANGERED CRAFTS FUND

The Endangered Crafts Fund issued its first round of grants in September to ensure that the most at-risk crafts within the UK are given the support they need to thrive. In its first year it has attracted financial support from Allchurches Trust, The Kaditcha Trust and a number of generous individual donors.

The fund supports those makers and trainees who wish to develop or share their skills in the crafts that have been identified as being most at risk. Five projects were supported in September and a further eight in March.

The first five recipients of the HCA Endangered Crafts Fund in September were:

- **Grace Horne** - to create dies for the production of hot drop-forged scissor blanks that can be used by Grace and other makers to produce bespoke scissors
- **Deborah White** - to restore and use a loom to teach damask weaving to a new generation of weavers
- **Clare Revera** - to develop and teach a Level 3 City & Guilds course on rare and endangered basket making skills at Westhope College
- **Richard Wheater** - to build a mobile neon bombarding and vacuum facility to teach neon bending to beginners and intermediate trainees
- **Kate Colin** - to develop the technical skills of fan making with a view to teaching the craft in future

The next eight successful recipients in March were:

- **Ratsey & Lapthorne (pictured top left)** - to train an apprentice sail maker to craftsman level while making sails for a historic yacht
- **Horace Batten** - to train an apprentice boot tree maker who will go on to work in-house at the boot making firm
- **Michael May (pictured bottom left)** - to equip his folding knife making apprentice with the tools he needs to learn all aspects of the trade
- **Justine Burgess** - to train in Tefi and Tywi coracle making so that she can pass on the skills to others
- **Eve Eunson** - to record the skills of Fair Isle straw back chair making in a film that can be used to train others
- **Coates Willow** - to forge new tools for an apprentice working with one of the last practising basketwork furniture makers
- **Tom Boulton** - to do a feasibility study into creating new wooden type for letterpress printing using CNC machining
- **Lorna Singleton (pictured middle left)** - to buy a boiler and swillar’s mares (a special type of shave horse) to enable her to teach oak swill basket making to small groups
NATIONAL HONOURS

As the UK does not have an official National Living Treasures scheme we have been nominating the country’s top craftspeople for National Honours since 2013. In January we celebrated our seventeenth, eighteenth and nineteenth consecutive successes, with MBEs for reverse glass sign maker David A Smith, upholsterer Wendy-Shorter Blake and chair caner Brian Crossley announced in the New Year Honours.

ONLINE EVENTS

One positive aspect of the COVID-19 pandemic emerging from this year was the online events we began running in the Spring. As of the end of June we have run an ‘In Conversation’ event with Jay Blades (BBC Repair Shop), a Creative Network Craft event in collaboration with Voluntary Arts, an online Annual General Meeting and an online All-Party Parliamentary Group for Craft, with many more in the pipeline. These events have been universally praised by members and non-members alike, and provided opportunities for valuable interaction amongst those who would otherwise be unable to attend our events for reasons of geography or physical access.

APPG FOR CRAFT

After advocating for the founding of the first All-Party Parliamentary Group for Craft in 2018, we have provided the secretariat in the person of HCA Chair Patricia Lovett. The Group, led by Sir John Hayes MP, has met twice during 2019/20. In November we were joined by bicycle frame builder Robert Wade, paper marbler Lucy McGraith and tile maker Tony Kindell to talk about the issues facing crafts microbusinesses. In June the Group met online in a meeting delayed due to the COVID-19 pandemic. Upholsterer Carla Costa, millwright Adam Marriott and basketmaker Catherine Davis presented on the effect of the pandemic on their craft practice.
MICHELANGELO FOUNDATION

At the end of February, the HCA and the Michelangelo Foundation for Creativity and Craftsmanship launched a collaboration to extend the HCA Red List of Endangered Crafts to the rest of Europe, at a reception at Somerset House in London. Inspired by our research methodology and with the support of its wide network of European member organisations, the Michelangelo Foundation will be mapping European crafts considered to be at risk of disappearing. To celebrate the partnership, Swiss film maker Thibault Vallotton was commissioned to produce three short films that highlight three British ‘singular talents’ who are pursuing endangered crafts – ornery makers Derek and Timothy Staines, reverse glass sign maker David A Smith and horse collar maker Kate Hetherington.

CRAFT FESTIVAL CARDIFF

We hosted a stand on endangered crafts at Craft Festival Cardiff from 1 to 3 November at Cardiff City Hall. The event had over 140 exhibitors showcasing a range of crafts. We were joined on our stand by Lisa from FFoundri letterpress who ran have-a-go poster printing and talked about the endangered craft of letterpress printing.

FESTIVAL OF THE IMAGINATION

Over 7,000 people came out to take part in the Ironbridge Open Day on 21 September, which included a Yurt of Endangered Crafts run by the HCA, where members of the public had the opportunity to learn more about the heritage crafts from the Ironbridge area that are at risk of becoming extinct, including ceramic flower making, bicycle making and oracle making.

ARTS SOCIETY/COCKPIT ARTS

In September we sat on the judging panel to select the recipients of two awards of a year’s free workshop space and business support at Cockpit Arts in London, funded by The Arts Society and The Arts Society Greater London Area for practitioners of heritage crafts that include endangered skills. The two successful craftspeople were mosaic artist Giulia Manzioni and weaver Kendall Clarke.
AWARDS

PRESIDENT’S AWARD FOR ENDANGERED CRAFTS

This year HCA President HRH The Prince of Wales worked with us to establish a new annual award for endangered crafts. Each year the President’s Award for Endangered Crafts will present £3,000 to a heritage craftsperson who will use the funding to ensure that craft skills are passed on to the future. The Award judges were renowned advocates of craft skills Patrick Grant (BBC The Great British Sewing Bee), Mark Hedges (Editor of Country Life), Kate Hobhouse (Chair of Fortnum and Mason), Patricia Lovett MBE (Chair of the HCA) and Simon Sadinsky (Deputy Director of The Prince’s Foundation). The President’s Award was due to be presented at a special reception at Dumfries House, home of The Prince’s Foundation, as well as at a prestigious winners’ reception at the Houses of Parliament, but as a result of COVID-19 will now be announced at our online winners reception on 7 October.

HERITAGE CRAFTS AWARDS

The Heritage Crafts Awards, run by the HCA and supported by the Marsh Christian Trust, opened for nominations in March. This year, as well as the awards for Trainer of the Year, Volunteer of the Year and the Made in Britain Award, we ran a new award for Trainee of the Year. The winning trainee could be on a formal apprenticeship scheme, a less formal traineeship, an institution-based course with a high degree of practical training, or even be pursuing ‘portfolio-style’ training comprising of short-courses and workshops, as long as training has formed a significant part of at least twelve months prior to applying. Our planned Winners’ Reception at the Houses of Parliament had to be cancelled due to COVID-19, so instead we will be announcing the winners at an online awards ceremony on 7 October.

President’s Award finalists Ernest Wright Scissors, Helen Johannessen and Two Rivers Paper.
FUNDERS

We are extremely grateful to:

The Dulverton Trust for a generous grant for two years’ funding which concluded in February. This allowed us to recruit our Endangered Crafts Officer and make many crucial interventions to help prevent craft skills extinction.

Allchurches Trust and The Radcliffe Trust for generous contributions to the Endangered Crafts Fund.

HH The Prince of Wales for funding the President’s Award for Endangered Crafts.

The Marsh Christian Trust for continuing to fund the Volunteer, Trainer and Trainee of the Year awards and the Made in Britain Award.

Anonymous donors to the Endangered Crafts Fund and COVID-19 fund.

We are also most grateful for all the contributions we receive from individuals, as these make an enormous difference to what we are able to do for heritage crafts. The HCA receives no funding from the UK government, and so is wholly reliant on these grants and donations, and on our membership fees. The Trustees would like to thank everyone for their support.

CONFERENCE POSTPONED

A notable casualty of the COVID-19 pandemic was this year’s annual conference originally scheduled to take place in Oxford on 4 April. The theme was Craft Uprising, looking at ways in which crafts are rising up the public and political agenda. The conference has now been postponed until February 2021.
TRUSTEES’ REPORT

FINANCIAL REVIEW

The Heritage Crafts Association’s net incoming resources for the year were £101,790 (2019: £81,703) and the closing cash reserves held at 30 June 2020 were £115,072 (2019: £108,358). The amount of restricted funds received in the year to 30 June 2020 was £39,572 (2019: £11,497). This increase was largely the result of a newly created fund for COVID-19 hardship grants which attracted many generous donations. Some of the awards to craftspeople were made in May and June, with the balance of the fund being paid out next financial year.

The Endangered Crafts Fund, which was launched in April 2019, made its first awards in Autumn 2019, with a second tranche being made in Spring 2020. Funding was received during the year from Allchurches Trust and The Radcliffe Trust and many individual donors. Funding is continuing to be sought for this fund to enable the Awards to continue.

RESTRICTED INCOME AND EXPENSES

[Diagram showing income and expenses with different categories and amounts]
The unrestricted income in the year of £62,218 was lower than the previous year (2019: £70,206) as grant income and Gift Aid were both lower than the previous year. However, membership income has continued to grow strongly.

Continued grant income from the Ulverston Trust for provision of core funding has enabled the continued funding of the part-time post of Endangered Crafts Officer and our work to support endangered crafts. Membership income has increased from £15,718 in 2019 to £21,059 in the current year. This income is vital to fund our core costs.

We have continued to manage costs as prudently as possible. The largest item of expenditure continues to be salary costs. Other costs were significantly impacted by the COVID-19 lockdown. All of our staff work from home, so they were able to continue largely unaffected. However, travel and meeting costs were significantly reduced. Further, the 2020 Conference, planned for April 2020, has been postponed to February 2021. We had already sold many tickets for this event and incurred some expenses in the form of deposits. The benefits of these will be carried forward to the conference next year, but are shown in our accounts for this year.

Trustees are not remunerated for their work with the HCA. Travel costs incurred in attending committee meetings and advocacy meetings on behalf of the HCA are reimbursed and, as the Trustees are based throughout the UK, this remains a relatively large element of expenditure at £717 (£1,876 in 2017–18).

The growth of membership remains critical to the future of the HCA and to ensure we can demonstrate wide support for our policies. At 30 June 2020 the HCA had 903 members (30 June 2019: 689 members). Of this total, 136 members are organisations and businesses and 767 are individuals, of which five are honorary (30 June 2019: 116 and 573 respectively). The membership fees continue to be £20 for individuals and sole traders, and £40 for businesses, craft guilds and organisations. Members have recently approved the introduction of three new membership categories in order to offer a discounted rate to students and trainees, offer joint membership for two named individuals at the same address, and to distinguish between a small craft business with no more than ten people and a larger business, corporate or Livery Company.
FUTURE FINANCIAL PLANS

The future focus of the Trustees continues to be growing the HCA as a self-funding organisation as regards its core costs, while working in partnership with other organisations and funders to deliver key projects that promote and develop heritage crafts.

RISK MANAGEMENT

We recognise that our operating environment is very challenging. In order to understand the risks the organisation is facing, we maintain an organic risk register which is reviewed regularly by the Board. Each risk is assessed and the Board focus on those which have the greatest likely impact. We try to reduce the possible impact of all risks but it is not possible to entirely eliminate them.

We have assessed our top two risks to be:

- **Financial risk** – the risk that HCA will not be able to raise sufficient funds through grants and/or fundraising to maintain its charitable purpose. The third sector is facing a particularly tough financial reality in the current economic climate. We are working hard on engaging with relevant stakeholders through our fundraising strategy to ensure that the HCA will be able to continue to carry out its aims.

- **Reputational risk** – operating in a public environment always carries with it a possibility of miscommunication or misinterpretation which could lead to loss of reputation, and therefore a risk that supporters will fall away, and Trustees, Patrons, Benefactors and sponsors will be brought into disrepute and leave. We are continuously working to ensure that our public communication is clear and driven by our organisational values, our strategy and objectives.

In addition, we recognise that the people who work for the HCA, whether as Trustees or employees, bring unique skills and are difficult to replace. We are working on strengthening our governance structure to ensure that we always retain a core number of Trustees with relevant skills and that our employees are properly supported.

This year has also presented an additional challenge to the HCA, its members and craftspeople in the shape of COVID-19. In such unprecedented times, we have sought to support our craftspeople through offering a hardship fund (see page 7) and are working hard to ensure that we continue to represent the needs of the sector.

RESERVES POLICY

The Board agreed that the equivalent of three months’ expenditure should be kept in reserve from unrestricted funds to ensure that the charity could continue to work through any period of unforeseen difficulty. The Board assesses the reserves policy on an annual basis. The agreed level of reserves was maintained throughout the period.

PUBLIC BENEFIT STATEMENT

The Board has kept in mind the Charity Commission’s guidance on public benefit at board meetings and when making decisions around the implementation of the objects and activities of the HCA.

FUNDRAISING STATEMENT

The HCA is committed to ensuring its fundraising activities are responsible, ethical and transparent and as such aims to comply with best practice as set out by the Fundraising Regulator in the Fundraising Code.

Signed by Treasurer

Signature: [Signature]
Name: [Name]
Date: 16 November 2020

Signed by Chair of Trustees on behalf of all Trustees

Signature: [Signature]
Name: [Name]
Date: 16 November 2020
INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF THE HERITAGE CRAFTS ASSOCIATION

I report on the accounts of the Heritage Crafts Association for the year ended 30 June 2020, which are set out on pages 18 to 21.

Respective responsibilities of Trustees and examiner:

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) 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 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 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 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 //Graham Darbourne FCA, Buckley Davy Ltd//

Date of approval //16/11/2020// Relevance professional qualification //Chartered accountant//

Address //6 North Street: Oundle Peterborough PE8 4AL//
# RECEIPTS AND PAYMENTS

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</tr>
<tr>
<td><strong>RECEIPTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations (incl. grant income)</td>
<td>6</td>
<td>36,346</td>
<td>39,572</td>
<td>75,918</td>
</tr>
<tr>
<td>Membership</td>
<td>5</td>
<td>21,019</td>
<td>21,059</td>
<td>15,718</td>
</tr>
<tr>
<td>Events (conference only)</td>
<td>7</td>
<td>3,119</td>
<td>3,159</td>
<td>4,463</td>
</tr>
<tr>
<td>Interest</td>
<td></td>
<td>318</td>
<td>358</td>
<td>119</td>
</tr>
<tr>
<td>Gift Aid</td>
<td>8</td>
<td></td>
<td>8,650</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td>1,296</td>
<td>1,296</td>
<td>4,282</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>62,218</td>
<td>39,572</td>
<td>101,790</td>
</tr>
<tr>
<td>Assests and investment sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td></td>
<td>62,218</td>
<td>20,572</td>
<td>101,790</td>
</tr>
</tbody>
</table>

# PAYMENTS

<table>
<thead>
<tr>
<th>Note</th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total funds</th>
<th>Last year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff costs</td>
<td>3</td>
<td>55,074</td>
<td>55,074</td>
<td>45,398</td>
</tr>
<tr>
<td>Events</td>
<td>7</td>
<td>5,613</td>
<td>5,613</td>
<td>8,834</td>
</tr>
<tr>
<td>Trustee travel expenses</td>
<td>4</td>
<td>717</td>
<td>717</td>
<td>1,876</td>
</tr>
<tr>
<td>Project costs</td>
<td></td>
<td>2,628</td>
<td>2,628</td>
<td>7,105</td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td>23,055</td>
<td>23,055</td>
<td></td>
</tr>
<tr>
<td>Heritage Crafts Awards</td>
<td></td>
<td></td>
<td></td>
<td>3,500</td>
</tr>
<tr>
<td>Administration costs</td>
<td>2</td>
<td>7,988</td>
<td>7,988</td>
<td>11,192</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>69,393</td>
<td>23,683</td>
<td>95,076</td>
</tr>
<tr>
<td>Assests and investment purchase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NET OF RECEIPTS (PAYMENTS)</strong></td>
<td>(7,175)</td>
<td>13,889</td>
<td>6,714</td>
<td>3,798</td>
</tr>
</tbody>
</table>

| Transfer to core costs from restricted funds | 4,495 | (4,495) |  |  |

| TOTAL FUNDS LAST YEAR END | 94,447 | 13,911 | 108,358 | 104,560 |

| TOTAL FUNDS THIS YEAR END | 91,767 | 23,305 | 115,072 | 108,358 |
# Statement of Assets and Liabilities

**As of 30 June 2020**

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash in CAF account</td>
<td>50,698</td>
<td>23,305</td>
<td>74,003</td>
</tr>
<tr>
<td>Cash on Deposit</td>
<td>40,000</td>
<td></td>
<td>40,000</td>
</tr>
<tr>
<td>PayPal</td>
<td>1,069</td>
<td></td>
<td>1,069</td>
</tr>
<tr>
<td><strong>Total cash funds</strong></td>
<td><strong>91,767</strong></td>
<td><strong>23,305</strong></td>
<td><strong>115,072</strong></td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FUNDS AS AT 30 JUNE 2020</strong></td>
<td><strong>91,767</strong></td>
<td><strong>23,305</strong></td>
<td><strong>115,072</strong></td>
</tr>
</tbody>
</table>

**As of 30 June 2019**

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash in CAF account</td>
<td>93,911</td>
<td>13,911</td>
<td>107,822</td>
</tr>
<tr>
<td>PayPal</td>
<td>536</td>
<td></td>
<td>536</td>
</tr>
<tr>
<td><strong>Total cash funds</strong></td>
<td><strong>94,447</strong></td>
<td><strong>213,911</strong></td>
<td><strong>108,358</strong></td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FUNDS AS AT 30 JUNE 2019</strong></td>
<td><strong>94,447</strong></td>
<td><strong>213,911</strong></td>
<td><strong>108,358</strong></td>
</tr>
</tbody>
</table>
NOTES TO THE ACCOUNTS

1. Accounting policies
   a) Basis of accounting
      The Heritage Crafts Association (HCA) currently has a gross income of less than £250,000 per annum and so prepares receipts and payment accounts as permitted by the Charity Commission.

   b) Statement of compliance and basis of preparation
      The financial statements have been prepared in accordance with Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). The charity meets the definition of a public benefit entity under FRS102.

   c) Exemption from preparing a cash flow statement
      The charity adopted to not include a cash flow statement in these financial statements.

   d) Incoming resources
      All income, donations and subscriptions are accounted for as received by the HCA.

   e) Restricted funds
      Restricted funds are funds which are used in accordance with specific instructions imposed by the donor. Details of the restricted funds received by the HCA are provided in Note 6 below.

   f) Resources expended
      Resources expended are recognised in the period in which they are incurred.

2. Administration expenses
   Administration costs, excluding staff costs are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>(1,809)</td>
<td>(1,838)</td>
</tr>
<tr>
<td>Insurance</td>
<td>(382)</td>
<td>(244)</td>
</tr>
<tr>
<td>Printing/postage/stationery</td>
<td>(219)</td>
<td>(819)</td>
</tr>
<tr>
<td>Payment processing fees</td>
<td>(522)</td>
<td>(404)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>(5,056)</td>
<td>(7,887)</td>
</tr>
<tr>
<td><strong>Total administration expenses</strong></td>
<td>(7,988)</td>
<td>(11,192)</td>
</tr>
</tbody>
</table>

3. Staff costs
   The average number of employees in the 2019–20 year was three (2018–19: three). There were no employees who received employee benefits of more than £60,000.

4. Trustee expenses
   The Trustees of the HCA are all unpaid. Expenses are claimed for travel to committee meetings and other events that they are required to attend. Trustees are also reimbursed for any expenses they incur on behalf of the HCA; these costs are included within Administration costs above. Due to lockdown restrictions, Board Meetings have been held online in the second half of the year which has reduced the amount of expenses claimed.

   To the nearest £
   
<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee travel expenses</td>
<td>(717)</td>
<td>(1,876)</td>
</tr>
</tbody>
</table>

5. Membership
   As of 30 June 2020, the HCA had 903 members through its membership scheme (2019: 689 members). A total of £21,059 was raised through membership during the year to 30 June 2020 (2019: £15,718).

6. Donations
   The HCA is extremely grateful to all our donors for providing this vital funding and support for our work.

   a) Unrestricted funds
      Unrestricted donations of £11,346 (2019: £6,975) were received from individuals and organisations. A grant of £25,000 was received from the Dulverton Trust to fund the Endangered Crafts Officer and support our work with endangered crafts.

   b) Restricted funds
      During the year the HCA received and utilised restricted donations as follows.
The Endangered Crafts Fund, which was launched in April 2019, made its first awards in Autumn 2019, with a second tranche being made in Spring 2020. In total it has made awards totalling £17,152 in the year. Funding was received during the year from Allchurches Trust and The Radcliffe Trust, and many individual donors.

In the last few months of the year, a new fund to make emergency grants to makers was set up - COVID-19 Emergency Fund. This fund attracted funding of £14,888 from several anonymous donors. Awards of £5,904 were made from this fund, before 30 June 2020, with the balance being awards in July 2020.

The Worshipful Company of Basketmakers contributed £3,328 for us to run an Endangered Basketry Symposium at the Museum of English Rural Life in Reading on 5 October 2019 and Report in partnership with the Basketmakers’ Association.

Funding of £6,000 has been received from Swaine Aldeney Briggs to enable us to host an awards ceremony later this year, circumstances permitting.

<table>
<thead>
<tr>
<th>As of 30 June 2020</th>
<th>Ernest Cook*</th>
<th>Endangered Crafts Fund</th>
<th>Basketry Symposium</th>
<th>COVID-19 Fund</th>
<th>Awards</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening restricted funds at 1 July 2019</td>
<td>450</td>
<td>13461</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>13,911</td>
</tr>
<tr>
<td>New funds received</td>
<td>-</td>
<td>15,356</td>
<td>3,328</td>
<td>14,888</td>
<td>6,000</td>
<td>39,572</td>
</tr>
<tr>
<td>Transfer of funds to unrestricted for admin</td>
<td>-</td>
<td>(3,795)</td>
<td>(700)</td>
<td>-</td>
<td>-</td>
<td>(4,495)</td>
</tr>
<tr>
<td>Grants awarded</td>
<td>-</td>
<td>(17,151)</td>
<td>-</td>
<td>(5,904)</td>
<td>-</td>
<td>(23,055)</td>
</tr>
<tr>
<td>Expenses incurred</td>
<td>-</td>
<td>(2,628)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(2,628)</td>
</tr>
<tr>
<td>Closing restricted funds at 30 June 2020</td>
<td>450</td>
<td>7,871</td>
<td>-</td>
<td>8,984</td>
<td>6,000</td>
<td>23,305</td>
</tr>
</tbody>
</table>

* Ernest Cook residual balance of £450 is for Superact (in liquidation).

7. Events and Fundraising Activities
The following costs were incurred during the period:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising dinner</td>
<td>(3,610)</td>
<td>(3,914)</td>
</tr>
<tr>
<td>HCA Conference</td>
<td>(1,725)</td>
<td>(4,744)</td>
</tr>
<tr>
<td>Other</td>
<td>(278)</td>
<td>(73)</td>
</tr>
<tr>
<td><strong>Cost of events</strong></td>
<td>(5,613)</td>
<td>(8,731)</td>
</tr>
</tbody>
</table>

Notes:
- The fundraising dinners held at the House of Lords generate donations which are more than offset the cost of these events.
- The conference planned for April 2020 has been postponed until February 2021. Income shown reflects ticket sales to 30 June 2020 less refunds. Expenses are the deposits paid to secure the events, these will be carried forward to the event in 2021.

8. Taxation
As a registered charity the HCA is exempt from corporation tax since all income is applied for charitable purposes.

9. Asset purchases
During the year the HCA did not make any asset purchases (2019: none).