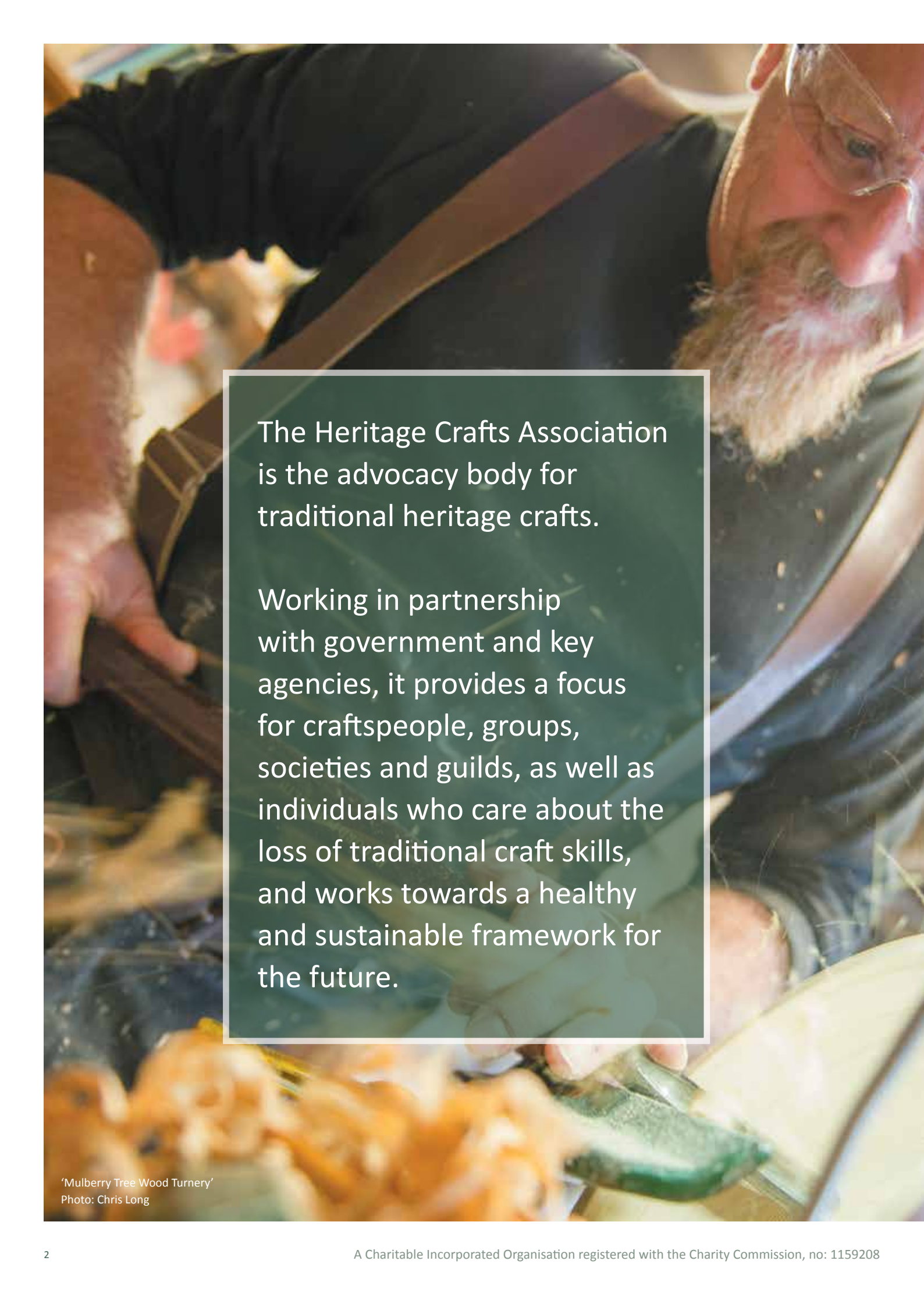




# THE HERITAGE CRAFTS ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2017

**President: HRH The Prince of Wales**  
[www.heritagecrafts.org.uk](http://www.heritagecrafts.org.uk)



The Heritage Crafts Association  
is the advocacy body for  
traditional heritage crafts.

Working in partnership  
with government and key  
agencies, it provides a focus  
for craftspeople, groups,  
societies and guilds, as well as  
individuals who care about the  
loss of traditional craft skills,  
and works towards a healthy  
and sustainable framework for  
the future.

'Mulberry Tree Wood Turnery'  
Photo: Chris Long



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## LEGAL & ADMINISTRATIVE INFORMATION

|                  |   |
|------------------|---|
| <b>PRESIDENT</b> | HRH The Prince of Wales   |
| <b>PATRONS</b>   | Emma Bridgewater CBE<br>Lord Cormack KBE<br>Sir Christopher Frayling<br>Mark Henderson<br>Dr Alex Langlands<br>Paul Martin<br>Kaffe Fassett |

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### TRUSTEES IN THE PERIOD JULY 2016 – JUNE 2017

#### Honorary Officers

|                   |  |
|-------------------|--|
| <b>Chair</b>      | Daniel Carpenter (Acting Chair to 21 January 2017, continuing as Trustee)<br>Ian Keys (Chair from 21 January 2017) |
| <b>Vice Chair</b> | Patricia Lovett MBE  |
| <b>Treasurer</b>  | Alexandra Kelley (from 4 July 2016)  |
| <b>Secretary</b>  | Greta Bertram  |

|                       |  |
|-----------------------|--|
| <b>Other Trustees</b> | Katy Bevan (from 22 June 2017)<br>Joanna Dunn (from 28 July 2016 to 10 April 2017)<br>Chrissie Freeth<br>Andie Harris (to 24 March 2017)<br>Richard Hefford-Hobbs (from 18 September 2016)<br>Helen Nichols (from 30 January 2017)<br>Freya Rodger (to 19 November 2016)<br>Judit Seymour (from 22 June 2017)<br>Ambrita Shahani (from 22 June 2017)<br>Laura Southall (from 22 June 2017)<br>Robin Wood MBE |
|-----------------------|--|

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**STAFF** Sally Morgan

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

**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 Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill, West Malling  
Kent  
ME19 4TA

Lee Mapley, Parchmenter, at William Cowley Parchment Works  
Photo: Patricia Lovett MBE



Today there is only one manufacturer of parchment and vellum in the UK. At William Cowley in Buckinghamshire there are two masters and one apprentice. Parchment and vellum making is one of the seventeen critically endangered crafts featured in *The HCA/Radcliffe Red List of Endangered Crafts* published in May 2017.

## WELCOME

The Trustees present their report along with the financial statements of the charity for the year ending 30 June 2017.

### **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 (no. 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 committee 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.

# OBJECTS AND ACTIVITIES

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

The charitable remit of the Heritage Crafts Association is to advance public knowledge and appreciation of traditional crafts, in particular, but not exclusively, through education, advice and training.



Sarah Goss, Woodcarver

This is done 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 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 craft skills are passed from one generation to the next and, where necessary, recorded for posterity.

## SUPPORTING

supporting heritage crafts through a range of means, including advice, networking, training and access to public and private funding.

Our strategic plan can be found on our website

[www.heritagecrafts.org.uk](http://www.heritagecrafts.org.uk)

# ACHIEVEMENTS AND PERFORMANCE

## Heritage Crafts Awards

The *Heritage Crafts Awards* continued into their fifth year, with a high standard of applicants across a wide range of crafts. The HCA was delighted to receive funding of up to £27,000 this year from The Queen Elizabeth Scholarship Trust (QEST), the National Association of Decorative and Fine Arts Societies (NADFAS – subsequently The Arts Society), the Marsh Christian Trust and an anonymous donor. This enabled the HCA to award £1,000 each to the HCA/Marsh Trainer of the Year, the HCA/Marsh Volunteer of the Year, the HCA/Marsh Made in Britain Award, and also the HCA Maker of the Year. £5,000 was awarded by NADFAS for the HCA/NADFAS Training Bursary, and £8,400 by QEST for the QEST/HCA Training Scholarship. Applications were judged by HCA Trustees Robin Wood MBE, Daniel Carpenter and Chrissie Freeth, and the HCA was most grateful to them for the huge amount of time they spent on this.

### HCA/QEST TRAINING SCHOLARSHIP:

**Candice Lau, leatherworker**

### HCA/NADFAS TRAINING BURSARY:

**Frances Pinnock, shoemaker**

### HCA/MARSH TRAINER OF THE YEAR:

**Alistair McCallum, silversmith**

### HCA/MARSH VOLUNTEER OF THE YEAR:

**Pamela Emerson, NI Big Sock**

### HCA/MARSH MADE IN BRITAIN:

**Deborah Carré and James Ducker, CarréDucker**

### HCA MAKER OF THE YEAR:

**Martin Frost, fore-edge painter**

## National Honours for Craftspeople

The HCA has continued with its 100% success rate in nominating heritage craftspeople for National Honours. **Wim Visscher, parchment and vellum maker received an MBE and Felicity Irons, rush weaver and John Lord, flintknapper received BEMs in The Queen's Birthday Honours (June 2017).**

“It is a great honour and privilege to be recognised in this way. My father, grandfather and great grandfather, all parchment makers before me, would be amazed if they were here. I am particularly grateful to the Heritage Crafts Association for putting my name forward... The Association do great work in supporting skilled craftsmen and women.”

Wim Visscher MBE

## The Winston Churchill Memorial Trust

The Winston Churchill Memorial Trust ran its third and final year of Fellowships for *Makers and Supporters of Craft* in conjunction with the HCA. Congratulations to Alana Madden, cabinet maker; Romily Alice, neon bender; William Grant, sheet metal work; David Tucker, blacksmith; Rajni Patel, arts manager; Faye McNulty, textile designer; Jack Darach, recorder maker; and Patrick Davison, bench jeweller.

This category of Fellowships has been replaced in 2017 by *Craft and Design*, run in partnership with the British Council.

### The HCA Annual Conference

The HCA's annual conference was held at the Royal Society of Medicine on Wimpole Street, London, on Saturday 6 May 2017. This year's theme was *The Textures of Craft*.

Our keynote speakers were HCA Patrons Kaffe Fassett and Dr Alex Langlands. Kaffe gave a wonderful illustrated lecture of his life's work with colour and texture, and Alex gave a lively talk on 'cræft' and how traditional crafts are about more than just making. HCA Secretary Greta Bertram discussed the findings and recommendations of the recently-completed research, *The HCA/Radcliffe Red List of Endangered Crafts*. The morning concluded with Genevieve Sioka, the Artisan & Craft Buyer for the National Trust's retail outlets discussing their wish to work with local makers in shops.

The afternoon session commenced by celebrating the winners of the Heritage Crafts Awards and the recipients of bursaries and National Honours. The remainder of the afternoon focused on apprenticeships and training in craft. Lisa Hammond MBE spoke about the *Adopt a Potter* scheme and the Clay College at Middleport Pottery; Florian Gadsby discussed his experience as an apprentice potter and how he makes use of social media to raise his profile; and Greg Rowland, master wheelwright, recounted his experiences of taking on an apprentice.

### Annual General Meeting

The HCA Annual General Meeting was held at the conference. The Annual Report and Accounts for 2015–16 were presented. No resolutions were proposed. Richard Hefford-Hobbs, Alexandra Kelley, Ian Keys and Helen Nichols were elected as Trustees of the HCA; Ian Keys was elected as Chair and Alexandra Kelley was elected as Treasurer. Thanks were given to outgoing Trustees Joanna Dunn, Andie Harris and Freya Rodger, who had stepped down during the 2016–17 year.



A colourful crowd gathered for *The Textures of Craft*



HCA Patron Kaffe Fassett on his life in colour



Delegates share their love of craft and colour





Deborah Carré, winner of the HCA/Marsh Made in Britain Award, receiving her certificate from Nick Carter of the Marsh Christian Trust



Martin Frost, winner of the HCA Maker of the Year Award, receiving his certificate from HCA Chair Ian Keys



Frances Pinnock, winner of the HCA/NADFAS Bursary, receiving her certificate from June Robinson and Susan Zuill of NADFAS



Pamela Emerson, winner of the HCA/Marsh Volunteer of the Year Award, receiving her certificate from Nick Carter of the Marsh Christian Trust



Lauren McNicholl (right), finalist of the HCA/QEST Training Bursary, being congratulated by Natalia Guidorzi of the Queen Elizabeth Scholarship Trust



Phill Gregson, finalist of the HCA/Marsh Trainer of the Year Award, receiving his certificate from Nick Carter of the Marsh Christian Trust



Rebecca Sparkes, finalist of the HCA/NADFAS Bursary, being congratulated by June Robinson and Susan Zuill of NADFAS



Farah Qureshi, finalist of the HCA/Marsh Made in Britain Award, receiving her certificate from Nick Carter of the Marsh Christian Trust



Lisa Hammond, recipient of an MBE for services to Ceramics and Preservation of Craft Skills, being congratulated by HCA Patron Dr Alex Langlands



Kate Hetherington, harness and collar maker

## The HCA/Radcliffe Red List of Endangered Crafts

In January 2015 the HCA was awarded a grant by The Radcliffe Trust for *The HCA/Radcliffe Red List of Endangered Crafts*, a strategic project to assess the vitality of traditional heritage crafts in the UK and identify those crafts which are most at risk of disappearing. Analysis of each craft – from those which are currently viable to those which are critically endangered – was made with the help of craftspeople, craft organisations, heritage professionals, funding bodies and members of the public who contributed to the research.

The majority of the research took place during the second half of 2016. Over 700 individuals and organisations from 169 crafts were contacted; four crafts were identified as having become extinct in the last ten years, and seventeen crafts were identified as critically endangered. The research was completed in February 2017, with a full report detailing the methodology, crafts covered, findings and recommendations. An illustrated publication detailing the research and its findings was also produced. The Red List website was incorporated into the main HCA website in April 2017, and the research was launched in May 2017.

See <http://heritagecrafts.org.uk/redlist> for further details.



BASKETRY



CERAMIC



METAL



## The Makers and the HCA website

*The Makers* was launched in December 2016 after a period of delay resulting from having to recommission the remainder of the work with a new developer. *The Makers* is a unique portal for finding traditional craft products across the UK, searchable by craftspeople, material and location. *The Makers* is free for HCA member practitioners to list themselves. By the end of the 2016–17 year it featured 260 craftspeople and continues to grow by the day. <http://themakers.directory>

The main HCA website was also redesigned in December with integration of *The Makers* and the various HCA social media channels, and has received 104,000 visits from 71,000 unique visitors during the 2016–17 year. [www.heritagecrafts.org.uk](http://www.heritagecrafts.org.uk)

## Craft Skills Forum II

Five years after the HCA's first Craft Skills Forum in 2011, the HCA held its Craft Skills Forum II in November 2016 in conjunction with, and hosted by, the Art Workers' Guild (AWG). Speakers were AWG Past Master Prue Cooper, Chair of the AWG Outreach Committee Professor Ewan Clayton MBE, Professor Roger Kneebone and HCA Trustee Robin Wood MBE. Discussion groups in the afternoon focused on craft successes, craft challenges and how to address those challenges together. A report of the day is available on the HCA website.



Professor Roger Kneebone



## The HCA/Radcliffe Red List of Endangered Crafts Launch Event

The HCA was awarded further funding from The Radcliffe Trust to hold a launch event for *The/HCA Radcliffe Red List of Endangered Crafts* hosted by HCA Patron the Lord Cormack at the House of Lords on 3 May 2017. Approximately 100 people attended the launch, including MPs and Lords, and representatives from funding, craft and training organisations. Deborah Lamb, Deputy Chief Executive of Historic England, delivered the keynote speech, and Greta Bertram presented the findings and recommendations of the research. The illustrated publication was distributed at the launch.

Following the launch, there has been significant media interest in the Red List, with features in the national press (including *The Times*, *The Guardian*, *The Daily Mail* and *The Telegraph*), various magazines, and local and national radio (*Woman's Hour*).

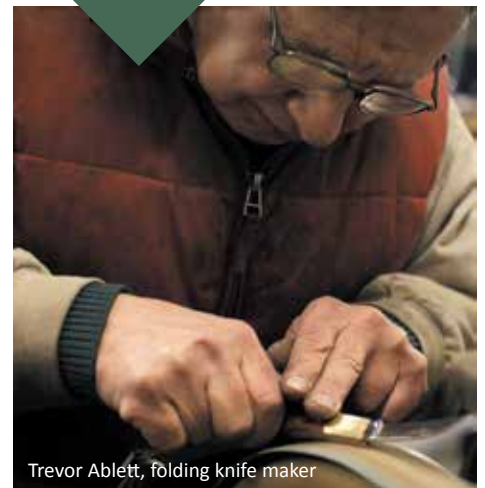


## SEPE Countryside Crafts

In September 2016 the HCA was awarded £9,980 by the Ernest Cook Trust for a project in West Somerset to work with three professional countryside craft practitioners and nine trainees on a SEPE-accredited (Supporting Employability and Personal Effectiveness) pilot pre-apprenticeship programme. This project offered nine young people, who felt unable to stay within the Further Education system and were motivated to pursue a more practical approach to learning, the opportunity to begin training in countryside craft skills, potentially leading to an apprenticeship. This project was designed to overcome common barriers to this type of engagement by providing basic-level compensation for the craft practitioners' time, thus reducing the financial risk to practitioners of engaging young people at a critical early stage. The project is ongoing with a completion date of November 2017.

## Trevor Ablett Film

In 2015, the HCA was made aware that Trevor Ablett, one of the last folding knife makers in Sheffield, was gravely ill. The HCA received a grant from The Prince of Wales's Charitable Foundation to film Trevor at work during his last days and produce a DVD including other footage of Trevor to record his skills for posterity. The film became available in the 2016–17 year, and was shown at Real to Reel: The Craft Film Festival on 3 May 2017.



Trevor Ablett, folding knife maker

# ADVOCACY AND REPRESENTATION

The HCA has continued to act as a strong advocate for crafts and craftspeople. Some of the most notable meetings have included:

- Ros Kerslake, CEO of the Heritage Lottery Fund (HLF), and Jo Reilly, Head of Participation and Learning, to investigate ways in which the HCA and the HLF can work together for the benefit of heritage crafts.
- Rivkah Brown, in charge of Craft at the Department for Culture, Media and Sport (DCMS), to explain the challenges and lack of support for traditional crafts and skills.
- Jack Katel, Deputy Director of Non-Screen Industries at DCMS, who subsequently took the HCA's points to representatives of Heritage and Tourism at DCMS.
- The Honours Team at DCMS for clarification on new proposed guidelines for nominations for those receiving honours.
- The Prince's Assistant Private Secretary at Clarence House to update our President, HRH The Prince of Wales.
- Barbara Geary Truan, Michelangelo Foundation to establish links. The HCA has now been accepted on their network and further communications to establish and maintain links have been made.
- Will Gompertz, BBC Arts Editor to explain and talk about *The HCA/Radcliffe Red List of Endangered Crafts*.
- Mark Cropper, of Cropper Papers, to establish links with the HCA.

**The HCA has continued to have representation on various committees and working groups, including:**

- The All Party Parliamentary Group for Art, Craft and Design in Education. The group meets three times a year and works to encourage and highlight the teaching of art, design and craft at all levels of education. This year, the focus has been on their decline in schools mainly due to the government's EBACC focus, and Nick Gibb, Schools Minister, was questioned by the group. The challenge of teacher training, where very little time is given to any support for these three aspects of the curriculum, was also raised. Patricia Lovett is the HCA representative.
- One of the four Strategic Partners for London Craft Week. Patricia Lovett is the HCA representative.
- ICOMOS-UK Intangible Cultural Heritage sub-committee. Daniel Carpenter is the HCA representative.
- The HCA is a UNESCO-accredited UK-wide NGO (non-government organisation) for intangible cultural heritage.
- The HCA became an observer member of the European Folk Art and Craft Federation following a visit from EFACF Chair and representative of the Norwegian Folk Art and Craft Association, Solveig Grinder, in November 2016.

**Other advocacy and representation work has included:**

The HCA's online newsletter, which is sent out once a month to members and VIPs. It contains information about HCA activities and achievements, news from members and societies, and a craft video of the month.

An illustrated publication summarising the research and findings of *The HCA/Radcliffe Red List of Endangered Crafts*, which was produced as an advocacy tool. It was distributed at the House of Lords, the Heritage Crafts Funders Network and to other stakeholder groups.

# HCA TRUSTEE AND STAFF NEWS

At the start of the 2016–17 year Daniel Carpenter was serving as Acting Chair, having taken up the position in February 2016. He was replaced in January 2017 by Ian Keys, who took on the role of permanent Chair. The HCA is enormously grateful to Daniel for the huge amount of time and effort he put into steering the HCA throughout such a difficult period. Alexandra Kelley joined the HCA as Treasurer in July 2016. Ian and Alexandra were elected as Trustees and Officers at the AGM in May 2017.

During the 2016–17 year the HCA welcomed several new Trustees: Richard Hefford-Hobbs and Helen Nichols joined before the AGM in May 2017 and were duly elected; Katy Bevan, Judit Seymour, Ambrita Shahani, and Laura Southall joined towards the end of the year in June 2017. Joanna Dunn joined in July 2016 but resigned in April 2017. Andie Harris and Freya Rodger both resigned as Trustees during the 2016–17 year. The HCA is very grateful to Joanna, Andie and Freya for their hard work and dedication.

Sally Morgan continues to be employed as the HCA Administrator. Laura Southall was appointed as temporary Events Administrator in Spring 2017 to oversee the running of the launch of *The HCA/Radcliffe Red List of Endangered Crafts* and the HCA Spring Conference.

## FUNDERS

The HCA is most grateful to the Headley Trust for continuing to fund the post of HCA Administrator. The Headley and Tedworth Trusts have been invaluable in funding the HCA almost from its inception, and funding the administrative support which has been crucial in enabling the HCA to make the progress it has. The HCA is extremely grateful to The Radcliffe Trust for funding *The HCA/Radcliffe Red List of Endangered Crafts* and the launch of the research at the House of Lords in May 2017, and to the Ernest Cook Trust for funding the *SEPE Countryside Crafts* project.

The HCA is also extremely grateful to the Marsh Christian Trust for continuing to fund the Marsh Heritage Crafts Volunteer, the Marsh Heritage Crafts Trainer and the Made in Britain Award, and to the Queen Elizabeth Scholarship Trust (QEST), and the National Association of Decorative and Fine Arts Societies (NADFAS – subsequently The Arts Society) and an anonymous donor for funding other bursaries and awards.

The HCA is also most grateful for all the contributions it receives 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.

THE  
**HEADLEY**  
TRUST



The Tedworth Charitable Trust

**MARSH**  
Christian Trust



# FINANCIAL REVIEW

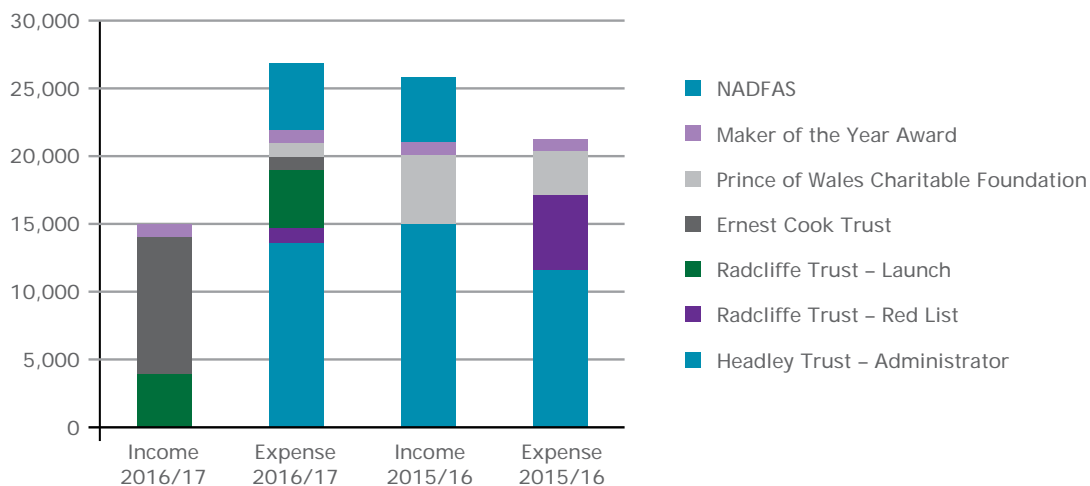
The Heritage Crafts Association’s net incoming resources for the year were £29,854 (2015: £41,057) and the closing cash reserves held at 30 June 2017 were £38,981 (2016: £51,775).

The amount of restricted funds received in the year to 30 June 2017 was £14,980 (2016: £26,000); this is lower year-on-year primarily due to the cessation of the Headley Trust funding for the Administrator. The unrestricted income of £14,874 was similar to the previous year (2016: £15,057).

The Marsh Christian Trust, The Queen Elizabeth Scholarship Trust (QUEST), the National Association of Decorative and Fine Art Societies (NADFAS – subsequently The Arts Society), and

an anonymous donor continue to fund the Heritage Crafts Awards. The Radcliffe Trust provided a grant during the 2014–15 financial year to create *The HCA/Radcliffe Red List of Endangered Crafts*; expenditure on this project was incurred in the 2015–16 and 2016–17 financial years. Subsequently, The Radcliffe Trust funded a launch event in spring 2017 for the completed body of work (*The HCA/Radcliffe Red List of Endangered Crafts*). The Ernest Cook Trust provided a grant of £9,980 to fund a pilot for pre-apprenticeships in countryside crafts in West Somerset. We thank all donors who continue to support the HCA.

## RESTRICTED INCOME AND EXPENSES



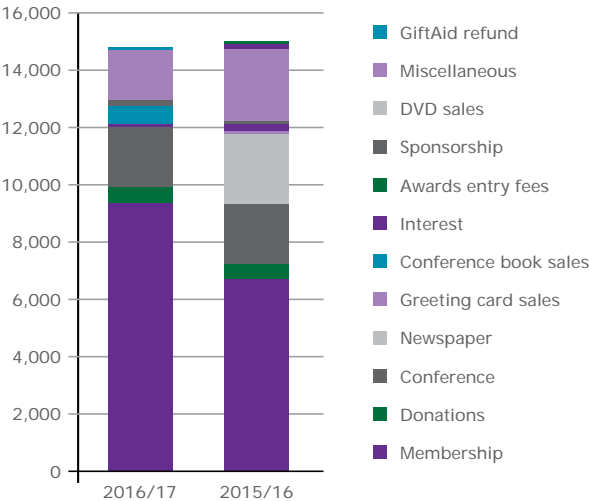
The main changes in unrestricted income compared to the previous year have been increases to membership income and non-recurrence of the newspaper project (unrestricted income and expense) in 2015–16. We have continued to manage costs as prudently as possible.

The largest item of expenditure remains the cost of the Administrator, which has been funded from residual restricted income from the Headley Trust in 2016–17 and so is not included below. The cost of running events continues to be a large part of our other costs. The 2017 Spring Conference had income of £2,100 and expenses of £3,342.

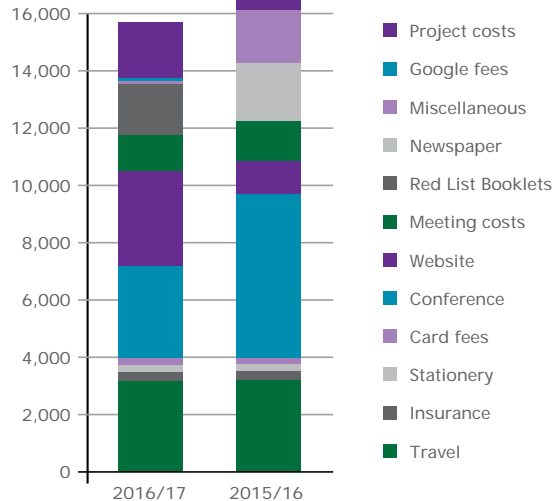
Trustees are not remunerated for their work with the HCA. Travel costs incurred in attending committee meetings and advocacy meetings on behalf of the HCA are reimbursed and, as the Trustees are based throughout the UK, this remains a relatively large element of expenditure at 20% of total unrestricted costs (2016: 18%); the amount of Trustee travel expense was similar in both years.

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 2017 the HCA had 447 members (30 June 2016: 324 members). Of this total, 57 members are organisations and businesses and 390 are individuals (30 June 2016: 32 and 292 respectively). The membership fees continue to be £20 for individuals and sole traders, and £40 for businesses, craft guilds and membership organisations.

**UNRESTRICTED INCOME**



**UNRESTRICTED EXPENSES**



## FUTURE FINANCIAL PLANS

The focus of the Trustees for future financial years is to move towards the HCA being self-funding for core costs, while still working in partnership with other organisations to deliver key projects to promote and develop heritage crafts.

### Risk management policy

Actions have been taken to resolve the principal risks identified by the Trustees in a recent Risk Management Review. These were:

*Failure to generate effective fundraising strategy.* To minimise this risk, Trustees review fundraising activities and options at each Trustee meeting. The HCA has recruited a fundraising trustee and created a working group for donor schemes.

*Failure to generate necessary income.* To minimise this risk, Trustees agree an annual budget. They ensure that accurate financial records are kept and monitor income and expenditure to date at each Trustee meeting. They continue to review fundraising activities and options at each Trustee meeting.

*Failure to secure funding for administrator.* To minimise this risk, Trustees continue to seek alternative sources of funding.

### Reserves policy

The Trustees agreed that the equivalent of three month’s 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 Trustees assess the reserves policy on an annual basis. The agreed level of reserves was maintained throughout the period.

### Public benefit statement

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

### Signed by Treasurer

Signature Alexandra Kelley  
 Name Alexandra Kelley  
 Date 7 Feb 2018

### Signed by Chair of Trustees on behalf of all Trustees

Signature Patricia Lovett  
 Name Patricia Lovett MBE, Chair  
 Date 7 FEBRUARY 2018





## 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 2017, which are set out on pages 18 to 22.

### 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, Bulley Davey Ltd

Date of approval

07/02/18

Relevant professional qualification: Chartered accountant

Address

6 North Street  
Oundle  
Peterborough  
PE8 4AL

## RECEIPTS AND PAYMENTS

|  | Note | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|------|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>RECEIPTS</b>                        |      |  |                                      |                                     |                                 |                               |
| Donations                              | 6    | 460                                    | 14,980                               | -                                   | 15,440                          | 26,520                        |
| Membership                             | 5    | 9,524                                  | -                                    | -                                   | 9,524                           | 6,776                         |
| Events                                 | 7    | 2,100                                  | -                                    | -                                   | 2,100                           | 7,130                         |
| Interest                               |      | 45                                     | -                                    | -                                   | 45                              | 127                           |
| Gift Aid                               | 8    | -                                      | -                                    | -                                   | -                               | 101                           |
| Miscellaneous                          |      | 2,745                                  | -                                    | -                                   | 2,745                           | 403                           |
| <b>Sub total</b>                       |      | <b>14,874</b>                          | <b>14,980</b>                        | <b>-</b>                            | <b>29,854</b>                   | <b>41,057</b>                 |
| Asset and investment sales             |      | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                       |      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>TOTAL RECEIPTS</b>                  |      | <b>14,874</b>                          | <b>14,980</b>                        | <b>-</b>                            | <b>29,854</b>                   | <b>41,057</b>                 |
| <b>PAYMENTS</b>                        |      |  |                                      |                                     |                                 |                               |
| Staff costs                            | 3    | -                                      | 13,560                               | -                                   | 13,560                          | 11,566                        |
| Events                                 | 7    | 3,342                                  | -                                    | -                                   | 3,342                           | 7,786                         |
| Trustee travel expenses                | 4    | 3,172                                  | -                                    | -                                   | 3,172                           | 3,169                         |
| Project costs                          |      | 1,950                                  | 7,426                                | -                                   | 9,376                           | 9,813                         |
| Craft Awards                           |      | -                                      | 6,000                                | -                                   | 6,000                           | 1,000                         |
| Administration costs                   | 2    | 7,199                                  | -                                    | -                                   | 7,199                           | 5,250                         |
| <b>Sub total</b>                       |      | <b>15,663</b>                          | <b>26,985</b>                        | <b>-</b>                            | <b>42,648</b>                   | <b>38,584</b>                 |
| Asset and investment purchases         | 9    | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                       |      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>TOTAL PAYMENTS</b>                  |      | <b>15,663</b>                          | <b>26,985</b>                        | <b>-</b>                            | <b>42,648</b>                   | <b>38,584</b>                 |
| <b>NET OF RECEIPTS/<br/>(PAYMENTS)</b> |      | <b>(789)</b>                           | <b>(12,005)</b>                      | <b>-</b>                            | <b>(12,794)</b>                 | <b>2,473</b>                  |
| <b>TRANSFER BETWEEN FUNDS</b>          |      | <b>(296)</b>                           | <b>296</b>                           | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>TOTAL FUNDS LAST YEAR END</b>       |      | <b>25,703</b>                          | <b>26,072</b>                        | <b>-</b>                            | <b>51,775</b>                   | <b>49,302</b>                 |
| <b>TOTAL FUNDS THIS YEAR END</b>       |      | <b>24,618</b>                          | <b>14,363</b>                        | <b>-</b>                            | <b>38,981</b>                   | <b>51,775</b>                 |

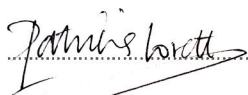
## STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

| At 30 June 2017                    |                     | Unrestricted funds | Restricted funds | Endowment funds | Total        |
|------------------------------------|---------------------|--------------------|------------------|-----------------|--------------|
| <b>ASSETS</b>                      |                     | to nearest £       | to nearest £     | to nearest £    | to nearest £ |
| <b>Cash Funds</b>                  | Cash in CAF account | 24,338             | 14,363           | -               | 38,701       |
|                                    | PayPal              | 280                | -                |                 | 280          |
| <b>Total Cash Funds</b>            |                     | 24,618             | 14,363           | -               | 38,981       |
| <b>LIABILITIES</b>                 |                     | -                  | -                | -               | -            |
| <b>TOTAL FUNDS AT 30 JUNE 2017</b> |                     | 24,618             | 14,363           | -               | 38,981       |

| At 30 June 2016                    |                     | Unrestricted funds | Restricted funds | Endowment funds | Total        |
|------------------------------------|---------------------|--------------------|------------------|-----------------|--------------|
| <b>ASSETS</b>                      |                     | to nearest £       | to nearest £     | to nearest £    | to nearest £ |
| <b>Cash Funds</b>                  | Cash in CAF account | 25,378             | 26,072           | -               | 51,450       |
|                                    | PayPal              | 325                | -                | -               | 325          |
| <b>Total Cash Funds</b>            |                     | 25,703             | 26,072           |                 | 51,775       |
| <b>LIABILITIES</b>                 |                     | -                  | -                | -               | -            |
| <b>TOTAL FUNDS AT 30 JUNE 2016</b> |                     | 25,703             | 26,072           | -               | 51,775       |

Signed by Chair of Trustees on behalf of all Trustees

Signature



Name

PATRICIA LOVETT

Date of approval

7 FEBRUARY 2018

## 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.

#### g) Transition to FRS102

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 a restatement of comparative items is required. No restatements are required as a result of the transition to FRS102. The date of transition was 1 July 2015.

### 2. Administration expenses

Administration costs, excluding staff costs are as follows:

|                                      | 2016-17        | 2015-16        |
|--------------------------------------|----------------|----------------|
|                                      | £              | £              |
| Website                              | (3,269)        | (1,291)        |
| Public Liability Insurance           | (303)          | (301)          |
| Stationery                           | (185)          | (225)          |
| Payment processing fees              | (242)          | (169)          |
| Miscellaneous                        | (3,201)        | (3,264)        |
| <b>Total administration expenses</b> | <b>(7,199)</b> | <b>(5,250)</b> |

Higher website costs in 2017 were driven by development work on *The Makers*, which is now live on the HCA website.

### 3. Staff costs

The average number of employees in the 2016-17 year was 1, unchanged from the previous year. There were no employees who received employee benefits of more than £60,000.

The HCA is extremely grateful to the Headley Trust for having funded the Administrator post in the past. The balance of this restricted funding still to be used for the Administrator is shown in Note 6 below.

### 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.

|                         | 2016-17        | 2015-16        |
|-------------------------|----------------|----------------|
|                         | £              | £              |
| Trustee travel expenses | <u>(3,172)</u> | <u>(3,169)</u> |

### 5. Membership

As of 30 June 2017 the HCA had 447 members through its membership scheme (2016: 324 members). A total of £9,524 was raised through membership during the year to 30 June 2017 (2016: £6,776).

### 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 £460 (2016: £520) were received from individuals and organisations.

#### b) Restricted funds

During the year the HCA received and utilised restricted donations as follows. A transfer of £296 was made from unrestricted funds to cover costs above the Radcliffe Red List Launch grant.

|  | Headley Trust | Radcliffe Trust (Red List) | Radcliffe Trust (Launch) | Prince of Wales's Charitable Foundation | NADFAS  | Ernest Cook Trust | Heritage Crafts Awards <sup>1</sup> | Total    |
|--|---------------|----------------------------|--------------------------|---|---------|-------------------|-------------------------------------|----------|
|  | £             | £                          | £                        |   | £       |                   |                                     | £        |
| Opening restricted funds at 1 July 2016  | 17,935        | 1,138                      | -                        | 2,000                                   | 5,000   | -                 | -                                   | 26,073   |
| New funds received                       | -             | -                          | 4,000                    | -                                       | -       | 9,980             | 1,000                               | 14,980   |
| Transfer of funds                        | -             | -                          | 296                      | -                                       | -       | -                 | -                                   | 296      |
| Expenses incurred                        | (13,560)      | (1,124)                    | (4,296)                  | (902)                                   | (5,000) | (1,103)           | (1,000)                             | (26,985) |
| Closing restricted funds at 30 June 2017 | 4,375         | 14                         | -                        | 1,098                                   | -       | 8,877             | -                                   | 14,363   |

<sup>1</sup> The HCA would like to thank an anonymous donor for providing funding for the Herite Craft Awards.

The grants from the Headley Trust in previous years were provided to fund the salary of the HCA Administrator until January 2017; due to reduced weekly hours worked, a limited amount of residual administrator funding remained (£4,375) at the end of the financial year.

The grant from The Radcliffe Trust was provided to create *The HCA/Radcliffe Red List of Endangered Crafts*, a strategic project to provide essential decision-making information to all those concerned about increasing the sustainability of crafts, including funders, advocates, and individuals who wish to take action. This project was completed in the 2016–17 year and a formal launch event took place in May 2017.

The grant from The Prince of Wales's Charitable Foundation (2015–16 year) was provided to film Trevor Ablett, one of the last folding knife makers in Sheffield. Expenditure on the project occurred in the 2015–16 and 2016–17 financials years. The completed film was made available in the 2016–17 year.

Unlike in previous years, NADFAS paid the 2017 training bursary amount to the HCA in the 2015–16 financial year and the award was paid out in spring 2017.

The HCA is grateful to an anonymous donor who provided £1,000 for the Maker of the Year Award. Please visit <http://awards.heritagecrafts.org.uk> for further details of the Heritage Crafts Awards.

In previous years the HCA received grants from the Heritage Lottery Fund to develop the HCA's online directory (*The Makers*) and from the Foyle Foundation towards the ladder making project to preserve the skill of wooden ladder making. The grant funding for these projects has been utilised, but the HCA has remaining committed staff time and funds to match funding of £2,563 for the ladder making project; a book on the subject will be produced during the 2017–18 financial year. There is no further committed funding for *The Makers*, which is now live at <http://themakers.directory>.

## 7. Events

The following key events were held during the period:

|  | 2017           | 2016         |
|--|----------------|--------------|
|  | £              | £            |
| <b>HCA Conference</b>                                  |                |              |
| Income   | 2,100          | 1,980        |
| Expense  | (3,342)        | (5,693)      |
| <b>Photography Exhibition</b>                          |                |              |
| Income   | -              | 2,500        |
| Expense  | -              | -            |
| <b>HCA Newspaper</b>                                   |                |              |
| Income   | -              | 2,650        |
| Expense  | -              | (2,093)      |
| <b>Total unrestricted income/(expense) from events</b> | <b>(1,242)</b> | <b>(656)</b> |

The HCA/Radcliffe Red List of Endangered Crafts launch event costs (2017) are covered above in restricted expenses; funding was provided specifically for the event, which took place at the House of Lords in May 2017.

Included in the 2016 HCA Conference costs are £1,586 which related to the May 2015 HCA Conference, but which had not been invoiced and paid by 30 June 2015.

The photography exhibition (2014–15) was sponsored by Furniture Village and a second sponsorship payment of £2,500 was received during the year to 30 June 2016.

The HCA newspaper (2016) was produced for London Craft Week 2016. Makers paid a fee to be featured in the newspaper.

## 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 (2016: none).

Douglas Fitch decorating a newly thrown jug at his Hollyford Pottery in Devon  
Photo: James Hazlewood

TO SUPPORT  
AND PROMOTE  
HERITAGE CRAFTS  
AS A FUNDAMENTAL  
PART OF OUR LIVING  
HERITAGE.



[www.heritagecrafts.org.uk](http://www.heritagecrafts.org.uk)