



HERITAGE
CRAFTS

The Heritage Crafts Association

(operating as 'Heritage Crafts')

Annual General Meeting

Held via Zoom video conferencing platform

6.30pm Wednesday 11 December 2024

Minutes of the 16th Annual General Meeting

Present: 72 people, 68 of whom were Heritage Crafts members

1. Welcome by the Chair, David Clarke (DCL).

2. Apologies for absence were received from:

- | | |
|----------------------|---------------------|
| • Kate Barlow | • Helen Nichols |
| • Lee Bilson | • Lydia Niziblian |
| • Imogen Bright Moon | • Geraldine Poore |
| • Katherine Bugos | • Lesley Pyke |
| • Lucy Butcher | • Susan Read |
| • Susannah Clasen | • Nesta Davies |
| • Kate Dimancescu | • Elizabeth Tapper |
| • Florence Hamer | • Angharad Thomas |
| • Frank Martin | • Phillipa Turnbull |
| • Jack Millington | |

3. The minutes of the 15th AGM held on 6 December 2023

- Proposed: Wendy Shorter-Blake
- Seconded: Anna Rennie
- Approved (42 in favour, none against, 2 indicated abstentions)

4. Matters arising

There were no matters arising from the minutes.

5. Annual Report and Financial Statement for the year ending 30 June 2024

Robert Murray (RM, Treasurer) presented the Financial Statement for the year ending 30 June 2024.

Robert Murray (RM, Treasurer) presented the Financial Statement for the year ending 30 June 2025. This was his second time presenting the report.

He reported that the key highlights for the year were: total income was up five percent and total expenditure had increased by around 50 percent, reflecting a rebalancing of a large surplus posted in the previous year.

RM stated that the intention was to maintain the reserves policy of holding approximately 12 months' running costs, but not to build up unnecessarily large reserves while important work requires funding. Groundwork had been laid to ensure a healthy income for 2024/25 and the organisation did not plan to continue posting deficits.

RM presented a breakdown of the sources of income, split by income type (restricted and unrestricted).

Grant income had increased by over ten percent on the previous year. Restricted grants included those from the Army Benevolent Fund, Maxwell Foundation, William Grant Foundation, City and Guilds, Ashley Family Foundation, Newby Trust and the Costume Society, all supporting grants, awards and bursary schemes.

Unrestricted grants included the proportion of new three-year grants (£35k per year) from the Swire Trust that fell within the financial year. The Trust was thanked for its support.

Membership income increased by nearly 13 percent. Membership numbers had remained around the same, but fees were increased in May for the first time in ten years. RM encouraged any members struggling to pay to get in touch with the team.

Donations were down 42 percent due to a large donation received in the previous year. However, donations since the end of the financial year pointed to an upsurge in this income stream in the current financial year (2024-25).

Sponsorship income remained similar to the previous year. The major change was the switch in accounting policy to treat commercial sponsorship as unrestricted rather than restricted funding, which is the recommended practice. RM thanked corporate sponsors, including the Royal Mint and Axminster Tools, for their ongoing relationships.

Project management income nearly quadrupled thanks to new restricted grant funding from the Maxwell/Hanrahan Foundation (to professionalise the awards programme), the William Grant Foundation (to extend work in Scotland) and the Costume Society (to provide awards and bursaries in fashion textiles).

In terms of expenditure, salaries formed the major part of core outgoings and had increased 47 percent since the previous year. This is due to increasing the team from five to seven, made possible by a two-year National Lottery Heritage Fund grant received in February.

This grant allowed for the appointment of a Project Administration Officer and a Volunteer Coordination Officer, both on part-time fixed-term contracts until March 2026, with the majority of their salaries covered by the lottery project.

Other costs had risen largely in line with growth. The 'other costs' category included the cost of delivering contracts (including Discover Creative Careers activity funded by

Screen Skills) and direct project costs subsidised from unrestricted funds (including a £1,000 contribution to the annual Environmental Sustainability Award in partnership with the Queen Elizabeth Scholarship Trust).

RM confirmed the overall financial picture was healthy, with both income and expenditure growing steadily and reserves meeting the policy of holding 12 months' running costs. He noted the organisation was doing well due to its spread of income from grants, corporate sponsors, donations and membership income, mitigating the risk of dependency on any one source.

RM presented a slide of sponsors funders donors and benefactors, and thanked the staff team for maintaining positive relationships with them all.

RM invited questions on the financial report and accounts, of which there were none.

DCl thanked RM for his report and for ensuring that the finances were so well managed. He also thanked Finance Officer Ailsa Paterson, who had been recruited in January, and to Hannah Lamare, who had been covering Ailsa's maternity leave since the end of October.

DCl invited members to formally approve the financial report and accounts.

- Proposed: Maureen Flett
- Seconded: Wendy Shorter Blake
- Approved (49 in favour, none against, 1 indicated abstention)

6. Election of Trustees

There were no new Trustees standing for election. DCl presented Alison Robinson-Canham and Jonathan Reid as standing for re-election for second terms.

- Proposed: Phil McMullen
- Seconded: Wendy Shorter-Blake
- Approved (43 in favour, none against, 1 indicated abstention)

7. Any other business

DCl invited Executive Director Daniel Carpenter to summarise the achievements of the past year.

DCl paid tribute to outgoing Trustee Helen Nichols, and thanked the staff team, fellow Trustees and the members for their support.