



The National Manuscripts Conservation Trust



Annual Report and Accounts 2018



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Registered Charity: 802796

The National Manuscripts
Conservation Trust

Annual Report
and Accounts 2018

Reference and Administrative Information

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Chairman's Introduction and Review of the Year

It is a pleasure to introduce this annual report for 2018. As in previous years, we have been greatly helped by our supporters.

The Pilgrim Trust has continued to ensure that we can meet a continuing demand for the care and conservation of key documents and archives, this year in Derbyshire, Newcastle upon Tyne, Sheffield and York. In Wales, the Colwinston Trust has enabled us to provide resources for projects at Powis Castle, Cardiff University and in the Powys Archives.

As usual, grants have been given to a wide range of libraries and museums, and cover all kinds of subjects. The growing interest in commercial and industrial archives is reflected in grants to Southwark for the dyeing industry, to Bangor University for mining, to the Brunel Museum for designs for the Thames Tunnel, and to the Philatelic Society for records relating to the printing of stamps. In music we have supported the Carl Rosa Trust at Liverpool. Maps have been addressed in Powys and Newcastle upon Tyne; medieval archives in York and Gloucester; military papers at the Museum of the Royal Welsh at Brecon; and personal papers in Derbyshire, at Harrogate, at Cardiff in the Barbier family with its connections between Wales and France, and at Armagh in the papers of Archbishop Beresford. In Sheffield we have helped towards the conservation of a unique series of newspaper advertising posters, and in London we have contributed to the conservation of the records of the Salters' Company. Two of Humphrey Repton's red books at the Hertfordshire Archives are now in a condition where these fragile volumes offering suggestions for landscape improvement can be more safely studied. The considerable work on the 15th-century Book of Hours at Powis Castle, in the care of the National Trust, has now begun thanks to our grant.

The continuing decline in the money that local authorities are able to provide for papers for which they are responsible remains a major concern. For everyone, whether local authorities, libraries or other independent bodies, the care of collections, and thus the ways in which we can understand our history, depend on diminishing financial and human resources. Partly for this reason, we are especially pleased to have been able to support training and career development in several of these projects. In dealing with the past we look constantly to the future, both in conserving collections and in ensuring that they can be shared with as wide a public as possible, whether through traditional exhibition or through digitisation and ever more ingenious e-provision.

Our supporters are thanked later in this report, but I must add a particular word of thanks here at the beginning. They make possible so much of what we do, and for which there is such need. In conclusion, I thank especially my predecessor Lord Egremont, for his wise counsel and verve in guiding the NMCT to such good effect for the past twenty years.

Professor David McKitterick
Chairman

30 May 2019

Brian Smith and Lewis Golden OBE

The Trustees were very sorry to hear of the death of Brian Smith in November 2018. As Secretary of the Historical Manuscripts Commission from 1982-92, he was instrumental in making the case for dedicated long-term funding to ensure that public access to material held by record offices and other similar institutions would not be frustrated by a lack of conservation work on their collections. In response to his initiative, the Historical Manuscripts Commissioners and the British Library Board established the National Manuscripts Conservation Trust in 1990. This built on earlier grant programmes administered by the Library, but focussed solely on conservation.

One of the original trustees of NMCT was Lewis Golden, who sadly died in October 2017. He also served as its Treasurer and introduced its accounting systems. He then chaired the Trust very successfully from 1995 until his retirement in 2000. He contributed greatly to building up our endowment as the representative of private donors. He is sadly missed.



The Pilgrim Trust



Llywodraeth Cymru
Welsh Government

The John S Cohen Foundation



All Souls College
University of Oxford



The Trustees are indebted to these partners and funders for their support of NMCT's work in 2018



Above: Cover of the tenor part of *The Talisman* by M.W. Balfe, before treatment showing mould. Courtesy of the Carl Rosa Trust.

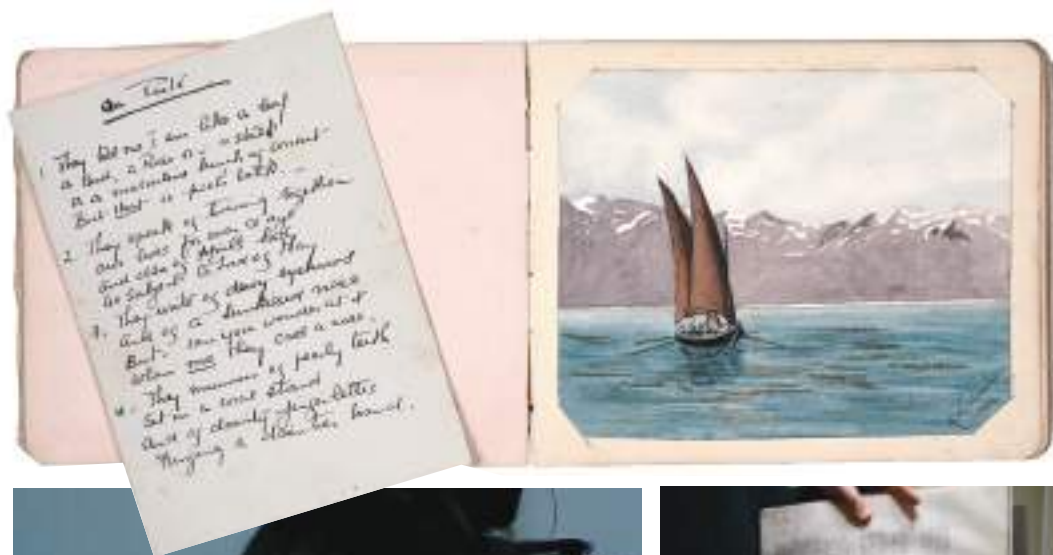
Below: Detail from the Tewin Water Red Book (1799; HALS ref. DZ/42) before conservation. Courtesy of Hertfordshire Archives and Local Studies.



Above: Telegram from Empress Alexandra to the Allen family, August 1911. Courtesy of Harrogate Museums and Arts.

Below: Advertising posters of the Sheffield Telegraph were printed in large numbers but very few survive. Courtesy of Sheffield City Archives.





Left: A poem and watercolour sketchbook from the Barbier Collection. Courtesy of Cardiff University.

Below far left: Conservation of one of the Brunel drawings damaged by iron gall ink. Courtesy of the Brunel Museum.



Left: The Abbots' Register (1393) during conservation. Courtesy of Gloucester Cathedral.

Below: The cover of Memorandum Book B/Y (1371-1596), revealing its 19th century rebinding. Courtesy of Explore York Libraries and Archives.



Awards by The National Manuscripts Conservation Trust 2018

Anglesey Archives

£3,734 towards *Salt in the Blood*, the conservation of technical drawings and plans for cross-channel steamers

Hayden Burns, Senior Archivist, writes: The *TSS Colleen Bawn* and her sister ship, the *TSS Mellifont* (1903-1931/3), were two historic ships that once provided essential ferry and mail carrying services between Great Britain and Ireland.

The documents were given to the Anglesey Archives in July 2018 by the ferry operator, Stena Line, to help celebrate Anglesey's outstanding coastline during Wales's Year of the Sea, 2018. Although in very poor condition, these records are an important addition to our holdings and have thus been prioritised for conservation.

The drawings are significant because they provide a detailed overview of the class of twin-screw vessel that was operating on the Irish Sea during this time. They are also important because of the vital role the ships played during the Great War, and the events leading up to the Easter Rising.

The NMCT grant will enable the documents to be cleaned, flattened, and repaired by a professional conservator at Gwynedd Archives. The records will then be catalogued and made available for consultation in our public search room.

Their availability will be widely publicised and a special exhibition is planned to celebrate Anglesey's strong links with Ireland and its historic connection with the sea.



Above: Appraisal of technical drawings and plans for cross-channel steamers. Courtesy of Anglesey Archives.

Armagh Robinson Library

£3,700 towards the conservation of the archive of Archbishop J.G. Beresford, 1822-1862

Dr Robert Whan, Keeper, writes: Armagh Robinson Library, established in 1771, is Northern Ireland's oldest public library. A NMCT grant has enabled the Library to engage a paper conservator to treat the correspondence of Lord John George Beresford, who was Anglican Archbishop of Armagh and Primate of All Ireland, 1822–1862.

The collection offers a fascinating insight into the established Church of Ireland in the four decades prior to Disestablishment. During this period the privileged position of the denomination came under increasing attack, with references in the correspondence to Catholic Emancipation (1829), the structural and other changes brought about by the Church Temporalities Act (1833), and the Tithe War of the 1830s.

There is also significant material relating to the evangelical revival of the early 19th century, sometimes referred to as the 'Second Reformation', as well as the Church's attitude to the introduction of the Irish National Schools system. The decades leading up to the Great Irish Famine were characterised by a wave of church building and the archive sheds light on this, including one bound volume dedicated solely to the major restoration undertaken at Armagh Cathedral, the ecclesiastical capital of Ireland, during the 1830s.

Work by the conservator will include surface cleaning, as well as repair and stabilisation of the papers. Afterwards, a volunteer will work with the Library's archivist to repack the collection using conservation-grade materials.

Completion of the conservation work will enable this significant archive to be made available to researchers.

Bangor University

£8,408 towards the conservation of the records of Mona and Parys mines, 1786-1958

Elen Wyn Simpson, Archives and Special Collections Manager, writes: The Records of the Mona and Parys Mines Company Ltd consists of account books, minute books, papers, deeds, plans, copy letter books and box files of correspondence and papers dating from 1786-1958.

In the late 18th and early 19th centuries the Mona and Parys Mines Company became the dominant producer of copper on a global scale and nearly brought the famous Cornish copper mines to their knees.

The records have been in the hands of Bangor University since 1990 but have been inaccessible to readers due to their physical condition. The whole group is extremely dirty with evidence of mould and insect attack and, in some instances, contamination with guano. The cleaning, conservation and packaging project will enable the archivist to undertake immediate cataloguing work and will also ensure the long-term preservation of the collection.

This project will create a renewed interest in the business, industrial and mining records at Bangor University and will assist researchers to build upon their existing knowledge of this important industry. The collection can be used in conjunction with other similar documents in the care of Bangor University, in particular, the Mona Mine papers and the records of the Williams and Grenfell's copper smelting firm.

The collection has the potential to contribute further to our understanding of the importance of the mining industry in Anglesey and its effect on other industries in the UK and further afield.

Brunel Museum, London

£5,000 towards Tunnel Vision: conservation of Brunel's most important watercolours & drawings

Robert Hulse, Museum Director, writes: The Rotherhithe-based Brunel Museum was established in 1975 and is located on a site of international heritage significance in relation to the history of the Brunels, of tunnel engineering and of the River Thames.

The Brunel family is of immeasurable importance to the nation and sits at the very heart of Victorian economic innovation: its forward thinking, imaginative and socially responsible approach to development set the foundations for over a century of economic growth.

In 2017 the Museum acquired an important collection of Brunel Tunnel designs. Made by Marc Brunel, his son Isambard Kingdom Brunel and other talented draughtsmen in the Brunel office, it shows the development of a pioneering engineering technique of great international significance. London has the oldest underground system in the world and the Thames Tunnel is its oldest tunnel, in fact it was the first tunnel under a river anywhere.

Most of the 29 designs are in good condition requiring only cleaning and minor repairs, with just two requiring extensive treatment (*see image on page 7*). All of the designs will remounted and stored in conservation-grade packaging.

The drawings have been saved for the nation and, once conserved, will be available for all to view and enjoy. The design and construction of the Thames Tunnel and associated stories will be fully explained and brought vibrantly alive through improved interpretation.

Cardiff University

£5,119 towards the conservation of the archive of the Barbier family of France and Cardiff

Alan Vaughan Hughes, Head of Special Collections and Archives, writes: The Barbier Archive is a cultural feast of manuscripts capturing the colourful lives of three generations of the remarkable Barbier Family. Paul Barbier (1846-1921) was Cardiff University's first Professor of French and a well-known and vibrant cultural figure across Wales. Through intimate diaries and letters, intricate illustrated notebooks, photographs and poster bills the archive paints a vivid picture of Cardiff life from its Victorian heyday to the tumultuous inter-war years.

The NMCT grant, with additional support from The Learned Society of Wales, is enabling the University to conserve 15 volumes that are in poor physical condition due to acidification, fragile bindings and deterioration over time. Many are unable to be handled without a high risk of further damage, so are inaccessible to scrutiny and for cultural celebration and digitisation.

Items being conserved include a unique set of intricate University College of South Wales and Monmouthshire Student Magazines in manuscript form, a hand-written dictionary of French patois, several illustrated poetry notebooks, and cherished inter-generational family diaries. Of particular note is an unusual composite family diary recording the reflections of this busy and spirited Cardiff family.

This grant will also help the University to support the next generation of conservators. Cardiff University's MSc Conservation students will work with the project team and an Accredited Conservator to gain invaluable experience of conservation project management and applying conservation theory in a laboratory setting.

This grant was made possible thanks to the support of the Colwinston Trust.

Carl Rosa Trust, Liverpool

£20,000 towards the conservation of the Carl Rosa musical archive

Valerie Langfield, Trustee, writes: The Carl Rosa Opera Touring Company, founded in 1873, was the longest-running such company in British history. Its *raison d'être* was to present excellent productions of opera in English at affordable prices. It gave the English premieres, and first performances in English of many well-known operas including *Lohengrin*, *Aida*, *Carmen*, and *La Bohème*. Over 20 works by British composers (such as Goring Thomas, Stanford, Cowen, MacCunn, Mackenzie, Holbrooke and Lloyd) were also commissioned and premiered by the Company.

When the Company closed in 1960, it retained a very substantial library of performing materials, including material acquired from older companies as the Carl Rosa bought them up, some dating back to 1826. The collection includes very rare scores and orchestral parts, as well as scene plots, libretti, production ephemera, photographs and a small quantity of administrative papers. Some of the manuscripts have since been used in the preparation of performing materials, and allowing recordings to be made, enabling the music to be heard for the first time in many decades.

However, there has been deterioration in the condition of the archive and many items are affected by mould. The NMCT grant is enabling this damage to be dealt with properly. Once the mould is treated the collection will be re-housed in archival boxes and stored in Liverpool Public Library, an Accredited Archive. Future plans include conservation of other items in the archive, and eventually, its digitisation so that researchers worldwide can access this unique collection.



Above: Trombone part from *The Bohemian Girl* by M.W. Balfe. Courtesy of Carl Rosa Trust.

Left: Miscellaneous items from the Barbier Collections (see also pages 5 & 7). Courtesy of Cardiff University.



The Common Room of the Great North, Newcastle

Formerly known as the North of England Institute of Mining & Mechanical Engineers

£6,687 towards the conservation of the Watson Map Book collection of early railways & the development of the Industrial Revolution, 1728-1905

Jennifer Hillyard, Librarian, writes: The Common Room of the Great North is a new charity taking forward the building and collections of the North of England Institute of Mining and Mechanical Engineers in Newcastle upon Tyne, using the industrial heritage of the region to inspire the engineers of the future.

The Watson plan collection was selected for full digitisation early in the project because of extremely high use and the fact that the plans are difficult to physically produce due to their size and weight, and in some cases, fragility. More than 20 of the plans were too fragile for digitisation or for consultation by readers.

The plans are of international importance for the understanding of early railways and the development of the Industrial Revolution. The majority show the Great Northern Coalfield, which was, at the time, the biggest in the world producing 30-40% of British coal. The demand led them to look for new technologies to make the process more efficient. These innovations are documented through the plans, which detail the day-to-day operation of the coalfield. This is hugely valuable to researchers today.

Thanks to this grant, the 23 plans that were deemed too fragile for digitisation can now be conserved and digitised to provide a full set of digital surrogates for international use.

This grant was made possible thanks to the support of the Pilgrim Trust.

Derbyshire Record Office

£1,050 towards the preservation of letters from Sir John Franklin (1786-1847)

Lien Gyles, Senior Conservator, writes: Sir John Franklin (1786-1847) was a Lincolnshire-born officer in the British Royal Navy. He was Lieutenant-Governor of Van Diemen's Land (Tasmania) between 1836 and 1843 and led the famous Franklin Expedition to discover the Northwest Passage. Two ships, *HMS Erebus* and *HMS Terror*, set off from London in 1845 with a crew of 129 men. When they reached Canada the ships disappeared in the ice and their entire crew perished under mysterious circumstances.

After his only daughter, Eleanor, married into the Gell family of Hopton Hall, Sir John Franklin's papers came into the Gell family archive, which is now at Derbyshire Record Office. As there is a great deal of national and international interest in Franklin we received *Archives Revealed* funding to re-catalogue the collection. Volunteers are currently reading and transcribing many of the letters, thereby making them much more accessible.

Most of the records are in good condition and the few that needed conservation work have been treated by our conservation team. The NMCT grant is enabling us to buy packaging materials as, although the collection is in archival boxes, more than 400 items are not individually packaged. We already have a small group of preservation volunteers, who will now have the opportunity to learn new techniques as they assist us with making bespoke folders.

In a first for the record office we have set up a Twitter account, @FranklinArchive, so that Franklin enthusiasts everywhere can follow the project.

This grant was made possible thanks to the support of the Pilgrim Trust.



Conservation of a plan of workings in Chirton Colliery (undated; NEIMME/ Watson/24/17). Courtesy of the Common Room of the Great North.



The officers of Sir John Franklin's ill-fated expedition, during which all 129 crew members perished. Courtesy of Derbyshire Record Office.



Gloucester Cathedral Library
£2,600 towards the conservation of the Abbots' Register

Rebecca Philips, Cathedral Archivist, writes: Gloucester Cathedral is a Reformation Cathedral founded on the basis of the Benedictine monastery of St Peter's Gloucester; the monastery traced its origins back to 681, but was renewed in 1022 as a Benedictine institution. The Library and Archives' holdings stretch from the 12th century to 2017.

The Library has very few survivals from its medieval monastic predecessor, St Peter's Abbey. Of the five cartularies that are in our possession, Register B, created in 1393, is a treasure as it contains copies of donations to the abbey grouped by the purpose and role to which they were given. It offers a unique insight into the life of the monastery and how it was supported. It was found without its original binding when the first archivist to the Cathedral was appointed in 2009 and we are delighted that, thanks to NMCT's grant, it can now be conserved.

The pages are being cleaned and repaired and a new cover will give it support and protection, allowing the register to be safely handled and then photographed with the help of volunteers. It will become part of an ongoing project to translate the abbey's cartularies. The new binding will also allow this treasure to take its rightful place, centre stage, when we have medieval displays in the Historic Library.

Detail of the Abbot's Register showing some of the damage to the pages. Courtesy of Gloucester Cathedral Library.

Harrogate Museums and Arts

£1,106 towards the conservation of the Allen family scrapbook

Nicola Baxter, Assistant Curator, writes: In May 1894 Princess Alix of Hesse (then fiancée of Tsar Nicholas II) arrived at Cathcart House, a boarding house in Harrogate. Enquiring after the lady of the house the Princess discovered that she had recently given birth to twins. She requested that they be named after her and her fiancé and that she could stand as their godmother. So began the connection between this Harrogate family and the last Russian Imperial family, which is well documented in this scrapbook kept by the Allen family.

It contains unique documents relating to the Allen family, Carl Fabergé, Princess Alix of Hesse and other members of European royalty (*see image on page 6*). Included amongst these is a drawing done by Princess Alix of Hesse for her niece Princess Alice and two newly discovered letters from Carl Fabergé to the Allen family.

The scrapbook was purchased at auction in 2017. It was in a poor state of repair, with very brittle pages and glue staining. The NMCT grant, alongside funding from the Friends of Harrogate District Museums, is allowing it to be conserved.

Every page was photographed at the North Yorkshire Archives before disbinding. The pages have been surface cleaned and the sewing threads removed. Maps and diagrams have been carefully removed and items that overlapped pages lifted. Individual pages have been repaired and the pages that are fractured with newsprint, drawings and heavier items have been treated. The conserved pages will be placed into polyester sleeves in archival boxes.

Once conservation is complete it will be a usable resource for curatorial staff and external researchers. It will also be possible to put pages of the scrapbook on display in the museum. Digitisation of the scrapbook means that a reprographic copy of pages can be produced for museum visitors to look through.

Hertfordshire Archives and Local Studies

£1,450 towards the conservation of Repton's Red Books for Panshanger and Tewin Water

Chris Bennett, County Archivist, writes: 2018 marked the 200th anniversary of the death of the pioneering landscape gardener Humphry Repton (1752-1818). Repton presented each of his clients with a book bound in red leather detailing his proposed designs: maps, plans, drawings, watercolours and 'before and after sketches'. Due to their intricate levels of detail, the 'Red Books' are an invaluable source for the history of a particular site and also for landscape history in general. Hertfordshire Archives and Local Studies owns two of the seven that are known to survive for Hertfordshire: Panshanger and Tewin Water.

The conservation involved repairing both volumes by re-sewing them and stabilising the bindings.

The Panshanger volume was in the worse condition: the sewing had broken down and the binding was unstable meaning document handling was difficult. The loose gatherings were secured by re-sewing the volumes and stabilising the binding. The re-sewn text block was reattached to the boards whilst not interfering with the endpapers, meaning that the repair was unobtrusive, strong and long lasting. The Tewin Water Red Book was in better condition overall but still required repairs to tears and splits in the text block and consolidation of the binding.

Once the conservation was complete the volumes were displayed as two of over 20 Red Books brought together by the Garden Museum in London for their *Repton Revealed* exhibition that ran from October 2018 to February 2019.



Philatelic Society Museum, London

£3,700 towards the conservation of the Perkins Bacon delivery books, 1840-1901

Julie Turk, Museum Curator, writes: The only Museum of Philatelic History in the world, we tell the global story of stamp collecting at the heart of The Royal Philatelic Society London.

This project involves the conservation of the binding, sewing structures and text blocks of 11 delivery books dating between 1840 and 1901. The books are part of the Perkins Bacon & Co. archive, the only archive of its kind in the world. Well regarded as leading security engravers and printers of their time, they are perhaps most well known for printing the world's first stamp, the Penny Black, in 1840.

The delivery books would have consisted of a pair: one to record where parcels and orders were sent and one that was taken out with the deliveries and written up the following day. These delivery books are the only surviving pairs used and the likelihood of loss of context and information was high if they were used in their fragile condition.

Once conserved, a selection will be displayed at our largest-ever international exhibition in Sweden in May 2019, which celebrates the Society's 150th anniversary. All 11 books will then be displayed in our first exhibition in our new home at Abchurch Lane in London in Autumn 2019. As part of this exhibition we will be offering conservation and binding demonstrations as well as lectures by conservators, researchers and academics. Long-term, the books will be digitised and made available for research through our online catalogue: www.rpsl.org.uk.

Right: One of the Perkins Bacon delivery books, showing the extent of damage. Courtesy of the Philatelic Society.

Below: Detail from the Tewin Water Red Book (1799; HALS ref. DZ/42) before conservation. Courtesy of Hertfordshire Archives and Local Studies.



Powis Castle, National Trust

£13,700 towards the Powis Castle Book of Hours, c.1440-60

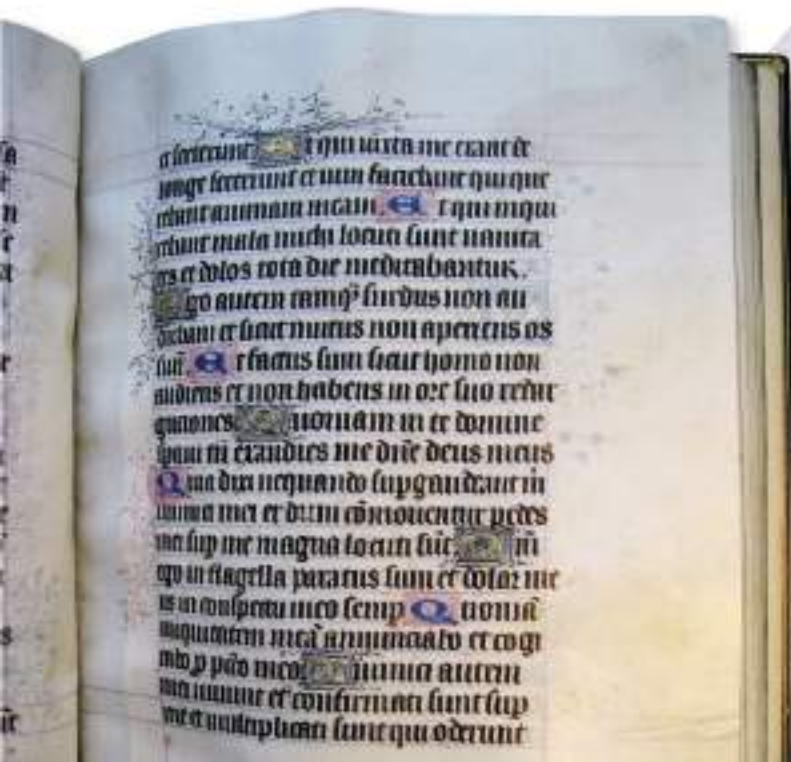
Clare Stoughton-Harris, Conservator, writes: This extraordinary illuminated manuscript, written in the Low Countries between 1440 and 1460, has vellum leaves richly decorated in ink, paint and gold leaf. The decorations include 871 illuminated initials, 50 decorated borders and 23 full-page miniatures.

The manuscript has substantial notes including a detailed inscription ascribing ownership to Lady Eleanor Percy (1582/3-1650) of Petworth, daughter of the 8th Earl of Northumberland, and wife of William, first Lord Powis (1574-1656). Given to the nation in lieu of tax in 1963, the manuscript was transferred into the National Trust's care in 1992.

The Powis Book of Hours is the only medieval manuscript that survives in a Welsh National Trust property. In the same family for its entire existence, the manuscript's clear history of early female ownership and use (many of the annotations are thought to be in Lady Eleanor's hand) is rare.

The manuscript is showing steady deterioration, the fragility of the gilding currently inhibiting access as the folios cannot be turned without risk of damage. Thanks to the generous support of the NMCT, the project aims to consolidate the illustrations to enable the folios to be digitised safely.

Following conservation the book will be displayed at Powis Castle in a purpose-built and environmentally controlled case within its unique and indigenous country house setting. A facsimile will be shared with visitors and an interactive version made available on the Powis Castle and National Trust Collection websites.



Details of The Book of Hours.
Courtesy of the National Trust, Powis Castle.

Powys Archives

£1,906 towards the Deuddwr Estate Map, 1747/48

Julie Ryan, Archivist, writes: The Deuddwr Estate Map was purchased by Powys Archives in 2002 with the assistance of the V&A Purchase Grant Fund. The decorative estate map, measuring 294 x 357cm, is accredited to the significant 18th-century surveyor John Rocque.

Rocque produced plans of Richmond Gardens, now the Royal Botanical Gardens at Kew, Windsor Castle, Kensington Palace, Sion House and Chiswick Gardens. Other work includes detailed plans of English counties, the quality of which attracted wealthy landowners who asked him to survey and map their lands. The Deuddwr Estate map is an example of this, and appears to have been drawn up to celebrate John Newport inheriting land from the estate of the 3rd Earl of Bradford.

The map is currently inaccessible due, in part, to its large size but compounded by its fragile state. The map is attached to a linen support and attached to and rolled around a wooden pole. The main concern is where parts of the map have lifted from the backing and have torn.

Conservation treatment will ensure the long-term preservation of this unique piece. High-quality digital images will be produced as part of the conservation work so that the map can be readily accessed despite its size.

This grant was made possible thanks to the support of the Colwinston Trust.

Left: Detail of Rocque's Deuddwr Estate Map, showing topography.

Right: The map is over 11ft by 9ft, creating a special set of challenges for the archivists and the conservator. *See also back cover.*

Courtesy of Powys Archives.



Regimental Museum of Royal Welsh, Brecon
£9,362 towards the 41st Regiment's early archive, including
the Jacobite Rebellion of 1715

Richard Davies, Curator, writes: The 41st Regiment was formed in 1719 as a result of the threat posed by the Jacobite Rebellion, but by 1787 they were seen as a normal regiment and were administered like any other.

Few documents from the first years of the 41st's history exist, so this archive provides the only insight into aspects of the unit's operation from 1762 until 1902. The 41st saw action in many conflicts during this period, but two stand out: the American War of 1812 to 1815, and the Crimean War (1853-1856), and our archive contains documents from both. The 41st became The Welsh Regiment in 1881.

The conservation work involves extensive cleaning, support and repair, with the majority of the material being placed into fascicules.

This year will see the Regiment's 300th anniversary, and the Museum is currently planning an exhibition with our sister institution, *Firing Line* in Cardiff Castle, that will focus on the early activities of the 41st. These documents will naturally form the centrepiece of this display. The exhibition itself is an obvious means of increasing access, but in addition we have recently launched a project to redevelop the Museum's website. The archive lends itself to digitisation and will be a highlight of the site once we are able to obtain funding. The same process will enable us to publicise the material to a wider audience and bring it the attention of the academic and research communities.

Promotion Certificate
of Lt. James Halls,
November 1762.
Courtesy of the
Regimental Museum
of the Royal Welsh.



Salters' Company, London

£7,729 towards the records of the Salters' Benefactors, Beneficiaries and Buildings, 1609-1929

Katie George, Archivist, writes: The Salters' Company is one of the Great Twelve City of London livery companies and has an archive dating back to 1216.

Charitable giving has always been a key Salters' objective, and this is strongly reflected in the archives to be conserved as part of its NMCT-funded project: two 'Distribution' books, 1609-1782 and 1783-1929; a volume of Master Hyde's 'Gifts', 1630-1692; two boxes of petitions for assistance from the poor, 1800s; two volumes of 'View Reports' of the Salters' former Bow Lane and Monkwell Street almshouses, 1824-1863; and a plan book showing the Salters' former properties, tenants and rents in 1828, with many properties bequeathed by wealthy benefactors. These archives are so important because they provide a wonderfully detailed insight into the lives of the poor and needy of 17th- to 19th-century London. The plan book provides valuable information for another popular area of study: London buildings and streets, with their occupants and owners.



The grant will ensure that these archives are cleaned, repaired, resized, stabilised and rehoused where necessary. The outcome will allow for safe and more frequent handling of the archives by increasing numbers of researchers, engagement opportunities as part of the Salters' Public Programme, as well as digitisation, enabling much wider and more remote public access.



Above: Members of the City Archivists' Group viewing the collection.

Left: Conservation in progress.

Courtesy of The Salters' Company.

Sheffield City Archives

£9,475 towards Sheffield Telegraph advertising posters 1900-1914

Pete Evans, Archives and Local Studies Manager, writes: Sheffield City Archives has a unique collection of Edwardian advertising posters from the Sheffield Telegraph. The newspaper had a huge circulation of over 1.2 million at the time these posters were being used; the London-based Daily Telegraph was established in the same year as its Sheffield namesake and it appears these posters were used both in Yorkshire and the wider region as well as in the capital.

This set of posters is a unique survival. Designed to promote sales, they were produced on a weekly basis – replaced each week by a new design. They provide a glimpse into the ‘Edwardian Summer’ before the First World War changed society forever. They therefore have considerable national value for students of art and design, communication and media studies, the newsprint industry as well as social and economic history.

With NMCT funding each poster is being removed from its collapsed binding and separated (many smaller posters were pasted onto larger ones); tear damage is being repaired and each poster flattened and cleaned.

Once conserved and catalogued the posters will be digitised by the British Library and made available on PictureSheffield.com, our online image library of over 100,000 images. This will make them available to a worldwide audience. As the posters are so visually attractive we aim to use them in our promotional material and at events the service attends.

This grant was made possible thanks to the support of the Pilgrim Trust.



Top: Securing tears on one of the posters. Courtesy of Sheffield City Archives.

Above: Image showing the current condition of one of the dye books.
Courtesy of Southwark Local History Library and Archive.

Southwark Local History Library & Archive
£20,000 towards the Crutchley family dyeing business records, 1720s-1740

Lisa Moss, Archives Officer, writes: The Crutchley family were dyers in the 18th century with dye-works in Southwark, located near the south bank of the Thames between Clink Street and Deadman's Place.

Fourteen of the Crutchley's dyeing and business account books dating from around 1716-1744 and associated with John Crutchley (acquisition no. 2011/5), were retained by the family. In 2011 Crutchley's descendants donated this collection to the Southwark Local History Library and Archive after some parts became water-damaged during storage.

The three books selected as conservation priorities are the earliest in the collection. They include a recipe book with instructions for dyeing broadcloth, a pattern book and an ingredient book, all with dyed samples. It is rare that material culture relating to dyed textile production of this type and period survives as a provenanced collection in such good condition and extent.

The Crutchley archive presents a rich study resource for historians of textile production, dyes and dyeing, dress and textile history, fashion, economics and business. This interest is evidenced by a research project that began in 2014, undertaken by Dr. Anita Quye (Senior Lecturer in Conservation Science, Centre for Textile Conservation, University of Glasgow), Dr Dominique Cardon and Dr Jenny Balfour-Paul, and funded by The Dyers' Company.

The three books will be treated for mould, the pages cleaned and resized, and loose dye samples will be fixed. When the books are in a stable condition and fit for handling they will be digitised.

After conservation, the historical research can be developed further and we will be able to work with local residents and charities to reproduce the dye samples using the recipes. Geographically, it will also allow us to discover how far the Crutchley business extended onto the Continent.

York Libraries and Archives
£10,952 towards York Memorandum Book B/Y, 1371-1596

Memorandum Book B/Y, along with its sister volume A/Y and the first register of Freemen, represent the foundation documents of the medieval city of York. Together they form the earliest surviving records of the city – at that time the second in England in terms of importance.

B/Y was mainly compiled by Roger Burton, Common (Town) Clerk, between 1415 and 1436. The contents provide us with evidence of the work of medieval York at a time when the council was responsible for all areas of life – from hosting events and feast days, to administering law and order, and arranging for the streets to be cleaned. As a result it is crucial in the study of the development of early medieval English civic life outside London.

The volume was previously conserved, probably in the 19th century, and some of those old repairs are now damaging the volume and its contents. The binding is falling apart, and the pages are very difficult to read (*see image on page 7*). During conservation, B/Y will be taken apart, the pages cleaned and minor repairs undertaken. It will then be re-sewn into new covers and papers that are better suited for long-term preservation, allowing increased access for research.

Thanks to additional donations from the Friends of York City Archives, we will also take the opportunity to digitise B/Y, and its companion volume A/Y (conserved with NMCT's support in 2000), to further aid access in the future.

This grant was made possible thanks to the support of the Pilgrim Trust.

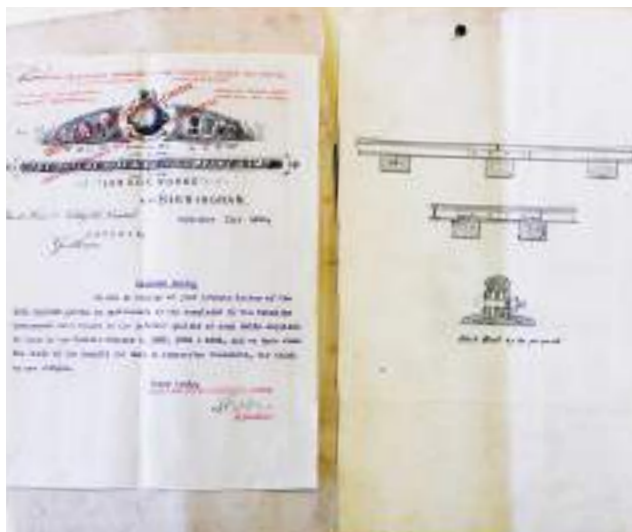
The Lasting Benefit of NMCT Grants

In this section we show the long-term benefit of NMCT's grants, in terms of preservation and access, by giving some examples of projects supported in previous years.

The Archives and Records Council Wales

Grant of £7,104 awarded in 2013 for 'Forging Ahead: opening up access to the steel archives of Wales'

Susan Edwards, Glamorgan Archivist, writes: In 2012 Archives and Records Council Wales funded a survey of steel collections and identified those of a local and national significance as conservation and cataloguing priorities. As they were held in four separate archive services a collaborative project was developed between Flintshire Record Office, Glamorgan Archives, Richard Burton Archives at Swansea University, and Wrexham Archives and Local Studies.

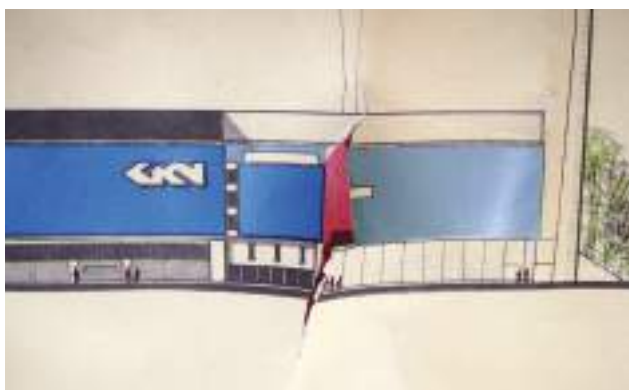


Above: Correspondence re Canadian rails complaint from the Dowlais Iron Company collection (1903; ref. DG/C/1/15). Courtesy of Glamorgan Archives.

A successful application was made to the National Cataloguing Grants Scheme and the consortium was then delighted to secure a grant from NMCT for the conservation necessary to make the collections fully accessible. Benchwork was carried out by conservation staff at Flintshire Record Office and Glamorgan Archives. Local volunteers were engaged to dry clean and package the documents in archival standard material after training by conservation staff and under supervision.

Brymbo Steelworks records are held at Flintshire Record Office and Wrexham Archives and Local Studies. Founded in the late 1790s by John Wilkinson, the works were incorporated into GKN and later the British Steel Corporation. The whole collection was cleaned and repackaged and some were repaired, with one volume being conserved and rebound.

In Glamorgan Archives, a series of patents, correspondence and reports of the Dowlais Iron Company concerning the Bessemer process at Dowlais Works, including correspondence with Sir Henry Bessemer, were dry cleaned then treated according to severity of need. All items were repackaged on completion of treatment. Records from the British Steel Collection, primarily Glamorgan Hematite Iron Ore Mine, but including some material relating to other steel works such as Dowlais/East Moors, were cleaned and repackaged in archival standard materials by trained volunteers under supervision from conservation staff.



Above: Elevations of the GKN building, before conservation (ref. D-BS-5-58). Courtesy of Flintshire Record Office.

Glamorgan Archives' Preservation Assistants also trained volunteers at the Richard Burton Archives to clean and repackage Swansea University's Iron and Steel Trades' Confederation (ISTC) collection. The ISTC was established in 1917 in response to Government requirements for a single authoritative body that could consult with the multiplicity of unions then existing within the iron and steel industries.



Top left: Conservator working on the Bessemer letters. Courtesy of Glamorgan Archives.

Top right: Construction of the new rolling mill at Brymbo Steelworks. Courtesy of Wrexham Archives and Local Studies.

Steel collections across Wales are now in a much-improved condition, both for their long-term survival and for use and access. The project promoted the need for conservation to institutions without an in-house resource and has resulted in increased collaboration on conservation and preservation to the great benefit of archival collections in Wales. Skill sharing with volunteers has also continued with a programme in Glamorgan Archives of conservation volunteering and training.

The success of this collaboration led to it being featured as a case study in King's College London's *The Art of Partnering*, a cultural enquiry into the role partnership plays in enabling publicly-funded cultural institutions to enhance the quality and diversity of their work.

Hampshire Record Office

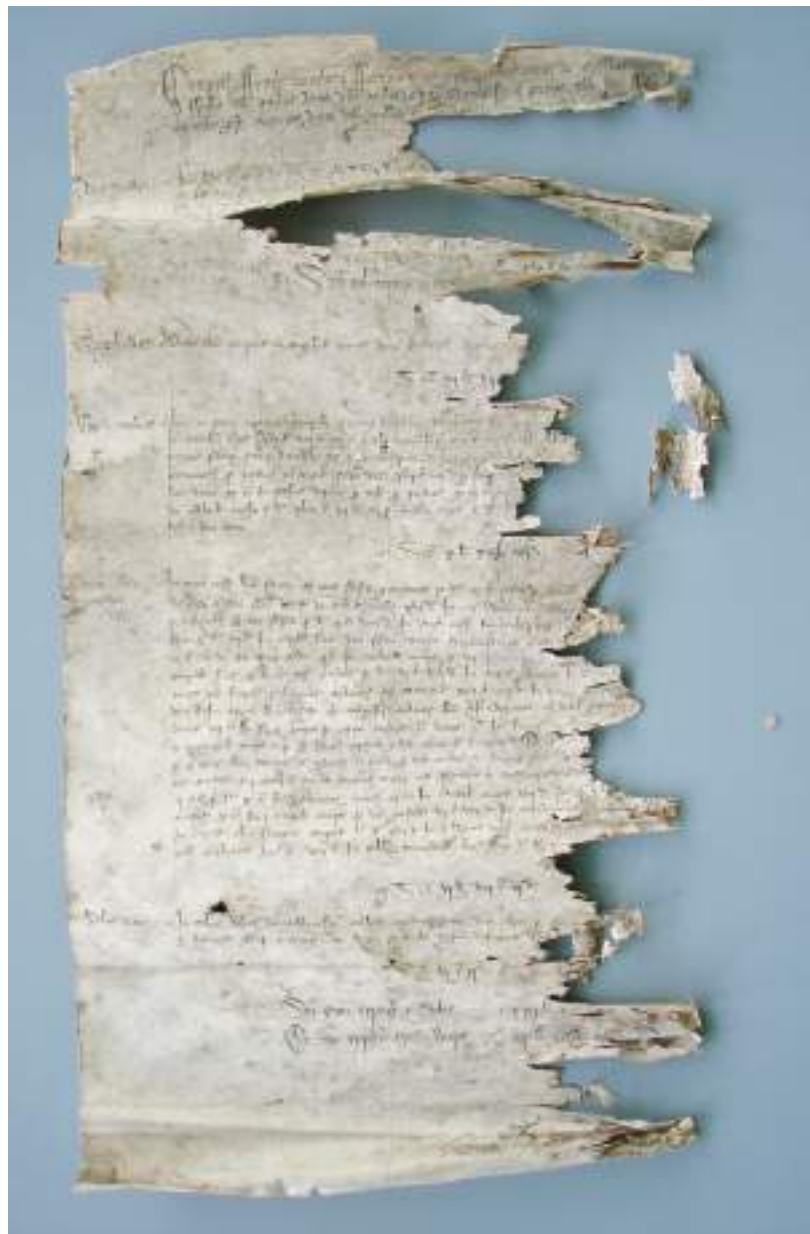
Grant of £10,000 awarded in 2010 towards the conservation of the pre-1540 court and account rolls of Winchester Cathedral.

David Rymill, Archivist, writes: The archive of Winchester Cathedral, and the Benedictine Priory of St Swithun that served it, suffered from damp damage and the ransacking of the muniment room during the Civil War. The grant of £10,000, with a further £1,000 from Hampshire Archives Trust and in-house funding, made possible the conservation and photography of 61 rolls, comprising account rolls of obedientiaries (officer-monks; 1280-1537), and account and court rolls for Priory manors (1243-1540).

These rolls, previously too fragile for public access, are now accessible for research thanks to NMCT's funding. The digital copies provide readier access, and researchers are asked to use these in the first instance. Before conservation, some were too fragile even to be opened for cataloguing, so it has since been possible to improve catalogue entries.

The project received wide publicity; several groups visited to see the rolls, and the Cathedral's Guild of Voluntary Guides was inspired to raise funds for a second phase. A further 20 rolls were conserved and digitised thanks to their efforts in raising over £6,500.

The conservation of the rolls was particularly timely because in 2019 the Cathedral will open a major new exhibition about the history of the Cathedral and the medieval Priory; it is intended that rolls conserved in this project will be among the items included, in rotation, in the displays.



The Anniversarian's account roll for 1391-1392 before conservation (DC/A5/2/2). Courtesy of Hampshire Record Office.

The Wordsworth Trust, Grasmere

Grant of £6,548 awarded in 2011 towards the conservation of the Wordsworth Trust's collection

Mark Bains, Development Manager, writes: The Wordsworth Trust's archive at Dove Cottage in Grasmere includes over 90% of Wordsworth's known verse drafts. It can justifiably be described as unique: few relationships between writer and place are more significant than Wordsworth's relationship with the Lake District, and nowhere else can so much of a major writer's original work be seen where it was inspired and largely written.

With the NMCT's support, manuscripts have been removed from unsuitable housing and rehoused in custom-made fascicules; edge tears have been repaired and inappropriate mounting materials removed and replaced. The manuscripts have been mounted so that they can be handled without being touched, and they are now at the heart of the Wordsworth Trust's residential courses for student groups. The NMCT's grant also enabled conservators to share their skills with young curators and archivists as part of the Wordsworth Trust's long-established vocational training programme.



The Wordsworth Museum is now undergoing its first full refurbishment since it opened nearly 40 years ago and several of the manuscripts will feature as 'star items' in the new galleries. These include the notebook in which Wordsworth penned early passages of what eventually became *The Prelude*, and in which his sister Dorothy recorded their famous encounter with the daffodils in 1802. Future visitors to Dove Cottage will be able to discover how her modest handwritten lines help tell the story of one of the most popular poems in English.



Left: A notebook containing Wordsworth verse drafts composed and transcribed in 1798 and 1808, prior to its conservation. Edge tears and splits have been repaired, and the notebook can now be safely handled.

Right: The late Chris Clarkson discussing the fundamentals of book and paper conservation with trainee curators.

Courtesy of the Wordsworth Trust.

Trustees' Report

The Trustees of the National Manuscripts Conservation Trust present their Report and Financial Statements for the year ended 31st December 2018.

Structure, Governance and Management

Constitution

The National Manuscripts Conservation Trust (NMCT) was established on 9th January 1990 by a declaration of trust executed by three Trustees: John Ehrman, representing the Historical Manuscripts Commission (HMC); Henry Heaney, representing the British Library board (BL) and Lewis Golden, the private benefactors. Since 1st April 2003, the RCHM has formed part of The National Archives (TNA), whose Chief Executive is the sole Historical Manuscripts Commissioner.

Trustees

Both the HMC (as a constituent body within TNA) and the BL each appoint one trustee, and the two Trustees so appointed are empowered to appoint up to four further trustees none of whom shall be a member or an officer of, or employed by, either the HMC or the BL.

The five Trustees as at 31st December 2018 are listed at the front of this report. The four who served throughout the year were Charles Sebag-Montefiore (Treasurer), Dr Norman James (who has specialised knowledge of the library and archive sector in the UK), Caroline Checkley-Scott (a leading book and paper conservator) and Caroline Taylor (Librarian of the University of Leicester).

In June 2018 Lord Egremont retired as Chairman and Trustee after giving generously of his time and expertise for 20 years. The Trustees warmly thank him for his devotion to the charity, and for chairing meetings with wit, scholarship and a light touch. He was the charity's third chairman, succeeding Lewis Golden, who followed John Ehrman.

In June 2018, Professor David McKitterick was appointed a Trustee by HMC and was elected Chairman in Lord Egremont's place. He served as Librarian of Trinity College, Cambridge from 1986 to 2015. The Trustees warmly welcome him to the charity.

New Trustees are provided with a detailed induction to the charity and to their responsibilities as Trustees, in line with charity best practice.

Administration

The administration of the NMCT is provided by Mrs Nell Hoare whose address, together with other administrative information, is given on page 2.

Risk Management

The Trustees have identified the principal risks that might have an effect on the NMCT and believe that appropriate action has been taken to manage them. The Trustees continue to review the adequacy of the procedures in place.

Objectives and Activities

The National Manuscripts Conservation Trust was established in 1990. Its objective is to advance the education of the public by the provision of financial assistance towards the cost of conserving manuscripts, that, in the opinion of the Trustees, are of historic or educational value.

Applications for grants can be accepted from all county record offices, non-national libraries and museums and other similar publicly funded institutions including local authority, university and specialist record repositories throughout the United Kingdom, and from owners of manuscript material exempt from capital taxation or owned by a charitable trust. National libraries and institutions directly funded by the government are not normally eligible for grants from the NMCT.

Since 1990 the NMCT has awarded grants of over £3m, which have helped to preserve important historical, literary, scientific and other documents. Many of the manuscripts conserved with our help were fragile and completely inaccessible before treatment; as a result of the NMCT's grants, these documents have been preserved and can now be made accessible to researchers and the public.

The Trustees have had regard to Charity Commission guidance on public benefit. The Trust's core objective is to support the conservation of manuscripts by archives, libraries, universities, museums and specialist collecting institutions.

The public benefits that flow from this are:

- i. Saving locally, nationally and internationally significant material for the nation.
- ii. Making it possible for the public and researchers to access this written and printed material that would otherwise have been inaccessible or lost to the public domain.
- iii. Supporting the nation's collecting institutions and enabling them to conserve their collections, which would be beyond their resources without our support.

We believe this greatly benefits the institutions supported, those who access and benefit from their collections, and also the public realm. These benefits are clearly demonstrated by the short case studies in this Annual Report.

Plans for Future Periods

The Trust's objectives for 2018 were to seek to maximise investment income and grants receivable and to award conservation grants totalling up to £150,000, unless incoming resources turned out to be significantly greater than in 2017. In the event, aggregate income reached £187,880 and charitable grants were £133,226.

The Trust's objectives for 2019 are to continue to seek to maximise investment income and grants receivable and again to award conservation grants totalling around £150,000 unless incoming resources turn out to be significantly greater than in 2018. The Trust will also continue to increase awareness of its activities and seek to stimulate further benefactions.

Achievements and Performance

Grants

Grants are awarded in June and December each year. In deciding whether an application should be awarded a grant, the Trustees take into account the significance of the manuscript or archive, the suitability of the storage conditions, the applicant's commitment to continuing good preservation practice and the requirement for reasonable public access.

In 2018 the Trustees considered 20 applications (2017: 28). They awarded 19 grants, giving university libraries, local record offices and other eligible applicants the aggregate sum of £133,226 (2017: £143,605). Further details of grants awarded in 2018 are given in the Review of the Year (page 3).

The NMCT's website (www.nmct.co.uk) provides full information for applicants on how to apply for a conservation grant, as well as case studies on supported projects. It also provides a full list of recent grants, together with information about the Charity and its Trustees.

Financial Review

In 2018 the Charity's aggregate income reached £187,880, little different from the £189,615 received in 2017. Grants awarded, which lie at the heart of the charitable activity of the Trust, were £133,226 (net) towards projects with a total value of over £265,000.

The Charity has the benefit of two streams of income: investment income and grants and donations from external funders. Investment income fell slightly to £88,193 (2017: £92,365). Active fundraising secured donations of £99,687, a small increase on the previous year (2017: £97,250). As a result, total income amounted to £187,880 (2017: £189,615).

Nineteen grants for conservation were approved in 2018, amounting to a net £133,226 (2017: £143,605). These grants are set out in more detail on pages 8 to 21.

Aggregate operating expenses rose by over £5,100 to £25,558 (2017: £20,404), almost wholly due to an increase in the investment manager's charges (full year cost: £9,826). This was caused by a new piece of European regulation, MiFID II, which came into effect in January 2018. Among the many

consequences of this EU Directive, Cazenove Schroder was required to cease charging any part of its management fee on its own pooled funds, but instead to charge its clients directly. In practice the charity's aggregate fee is substantially unchanged. But whereas before 2018 the management fee was charged to both revenue and capital, from 2018 onwards it is wholly charged to revenue. Other costs include administration (£5,888) and fundraising for the Trust (£2,831), printing and posting the annual report (£3,482), website hosting, maintenance and upgrades (£1,158) and the independent examination fee (£1,080).

The balance sheet at 31st December 2018 recorded total net assets of £2,293,229, almost £140,000 below the previous year (2017: £2,433,046). As a whole 2018 was a tough year for global stock markets. The FTSE All Share Index fell 10.3% and MSCI World ex UK Index was down 11.5%. Needless to say the charity was not immune from these movements and the investment portfolio suffered an unrealized loss of £171,268. The Trustees are not unduly concerned by this fall: the loss is unrealized and the charity's portfolio is a fund held for the long term. Further details of the investment portfolio are given in note 9 to the accounts.

Current assets amounted to £237,741, comprising cash balances of £229,478 and debtors of £8,263. Current liabilities, which are mostly grant commitments, amounted to £168,755 giving net current assets at the end of 2018 of £68,986 (2017: £26,249).

Investments and Reserves

The Trustees have adopted a total return investment policy, intended to maximise total returns whilst accepting a medium degree of risk. To this end, the Trust's investment portfolio comprises holdings in a diverse group of collective investment vehicles, respectively focused on the generation of income and capital growth.

Other than the Unrestricted Fund and the Restricted Fund, all the Trust's reserves are regarded as endowment funds, which are normally represented by investments in order to produce a reasonably predictable and regular level of income. The Trustees regard this as necessary to maintain and support the Charity's operation.

Any annual deficit on the Unrestricted Fund is made good by a transfer from unrestricted funds brought forward. Grants awarded from the Restricted Fund are limited to donations received by the Charity and their defined, restricted purpose.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and Charities SORP (FRS 102) *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* and with regulations made under the Charities Act 2011.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year. In preparing financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Stephen Cottingham of D. A. Clark & Co. Ltd was re-appointed as the Trust's Independent Examiner during the year.

Approved by the Trustees and signed on their behalf by:
Professor David McKitterick, Chairman

30 May 2019

Independent Examiner's Report

To the Trustees of The National Manuscripts Conservation Trust

I report on the accounts of the trust for the year ended 31st December 2018, which are set out on pages 30 to 35.

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 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 the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (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 the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 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.

Stephen R Cottingham, FCA Chartered Accountant

Bailey House, 4-10 Barttelot Road, Horsham, West Sussex RH12 1DQ
31 May 2019

Statement of Financial Activities

For the year ended 31 December 2018

	Notes	Endowment Fund 2018 £	Unrestricted Fund 2018 £	Restricted Fund 2018 £	Total Funds 2018 £	Total Funds 2017 £
Income from						
Investments	2	-	88,193	-	88,193	92,365
Donations	3	-	38,487	61,200	99,687	97,250
Total income		-	126,680	61,200	187,880	189,615
Expenditure on						
Charitable activities	4	-	99,936	33,290	133,226	143,605
Administration & fundraising	5/6	-	25,558	-	25,558	20,404
Total expenditure		-	125,494	33,290	158,784	164,009
Operating result		-	1,186	27,910	29,096	25,606
Gains/(losses) on investments						
Realised	9	2,354	-	-	2,354	-
Unrealised	9	(171,268)	-	-	(171,268)	97,884
Net income/(expenditure)		(168,914)	1,186	27,910	(139,818)	123,490
Transfers between funds		-	-	-	-	-
Net movement in funds		(168,914)	1,186	27,910	(139,818)	123,490
Reconciliation of funds						
Total funds brought forward		2,201,012	232,035	-	2,433,047	2,309,557
Total funds carried forward		2,032,098	233,221	27,910	2,293,229	2,433,047

Balance Sheet

As at 31 December 2018

	Notes	2018 £	2017 £
Fixed Assets			
Investments	9	2,224,243	2,406,798
Current assets			
Debtors	10	8,263	461
Cash at bank and deposits		<u>229,478</u>	<u>182,990</u>
		237,741	183,451
Creditors: falling due within one year	11	<u>(168,755)</u>	<u>(157,202)</u>
Net current assets		<u>68,986</u>	<u>26,249</u>
Net assets		<u>2,293,229</u>	<u>2,433,047</u>
Representing			
Endowment fund		2,032,098	2,201,012
Unrestricted income funds		233,221	232,035
Restricted fund		<u>27,910</u>	-
		<u>2,293,229</u>	<u>2,433,047</u>

Approved by the Trustees on 30 May 2019 and signed on their behalf by:

Professor David McKitterick
Chairman

Notes to the Accounts

For the year ended 31 December 2018

1. Accounting policies

a. Basis of accounting

The accounts have been prepared in accordance with the Charities SORP (FRS 102) *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* and with regulations made under the Charities Act 2011. A summary of the more important accounting policies is below.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant risk that that uncertainty over estimates made for the purpose of these financial statements may cause a material adjustment to the carrying value of assets and liabilities.

The Charity is a public benefit entity.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

c. Income

Dividends are recognised in the period in which the dividend becomes payable.

Donations and legacies are recognised in the period in which they are received or when there is otherwise certainty of receipt. Other income is recognised in the period to which it relates.

d. Expenditure

Expenditure is allocated between charitable activities, raising funds and support costs.

Expenditure on charitable activities comprises grants made for the conservation of manuscripts that, in the opinion of the Trustees, are of historic or educational value. These costs are charged, as appropriate, to the unrestricted or restricted funds when they have been committed.

Expenditure on raising funds comprises the fundraising element of the administration consultant and the charges of the investment manager.

Administration and support costs are those costs which are not attributable to a single activity but provide the necessary organisational support for all the Charity's activities. They include the administration element of the consultant's costs, the independent examiner's fee, the cost of printing the annual report, the expenses of the website and of holding trustee meetings.

e. Fixed assets

Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss credited to or deducted from the Endowment Fund.

2 Investment income

	2018 £	2017 £
Dividends received from investments	87,563	92,236
Interest received on deposits	630	129
	<u>88,193</u>	<u>92,365</u>

3. Voluntary income

	2018 £	2017 £
Donations (restricted)	61,200	37,500
Donations (unrestricted)	38,487	59,750
	<u>99,687</u>	<u>97,250</u>

4. Direct charitable expenditure

	2018 £	2017 £
Grants from unrestricted funds	102,388	98,684
Grants from restricted funds	<u>33,290</u>	<u>44,921</u>
Grants approved in year	135,678	143,605
Under/(over)-provision in previous years	(2,452)	-
Net cost of grants	<u>133,226</u>	<u>143,605</u>

Grants for the restricted purpose of supporting conservation projects in Wales (in co-operation with MALD) amounted to £42,229, of which MALD contributed £25,000 in 2018.

5. Expenditure on raising funds

	2018 £	2017 £
Consultant's fees for fundraising	2,831	2,756
Investment management fees	9,826	4,601
Total fundraising costs	<u>12,657</u>	<u>7,357</u>
Administration and support costs (from note 6 below)	<u>12,901</u>	<u>13,047</u>
Total expenditure	<u>25,558</u>	<u>20,404</u>

6. Administration and Support costs

Consultant's fees for administration	5,888	7,200
Printing and posting annual report	3,482	3,115
Independent examination fee	1,080	1,080
Meeting costs	731	844
Website expenses	1,158	216
Travel and sundry expenses	562	592
Total support costs	<u>12,901</u>	<u>13,047</u>

7. Transactions with Trustees

No Trustees received any remuneration, but five Trustees were reimbursed the cost of travelling to meetings (including the June meeting at the University of Cardiff) amounting in aggregate to £570.

8. Taxation

As a charity, The National Manuscripts Conservation Trust is exempt from tax on income and gains falling within Part 10 of the Taxes Act 2007 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Investments

As at 31 December 2018 the Trust’s investment portfolio comprised holdings in a diverse group of collective investment vehicles, respectively focussed on income and capital growth. The portfolio is summarised in the following table:

	<i>Cost</i>	<i>Market Value</i>	<i>Annual income (prospective)</i>	<i>Yield on market value</i>
	£	£	£	%
UK Equity Funds	609,794	776,446	42,519	5.48%
Global Equity Funds	348,519	417,493	11,121	2.66%
UK Bond Funds	377,272	373,343	14,927	4.00%
Multi-Asset Funds	345,439	367,970	8,890	2.42%
Property Funds	200,000	288,991	12,125	4.20%
	<u>1,931,264</u>	<u>2,224,243</u>	<u>89,582</u>	<u>4.03%</u>

An additional analysis is given below:

	<i>2018</i>	<i>2017</i>
	£	£
Market value at 1 January	2,406,798	2,308,914
Proceeds of sale	(110,274)	-
Cost of purchases	96,632	-
Realised gains	2,355	-
Unrealised gains/(losses)	<u>(171,268)</u>	<u>97,884</u>
Movement in year	<u>(182,555)</u>	<u>97,884</u>
Market value at 31 December	<u>2,224,243</u>	<u>2,406,798</u>

10. Debtors

	2018	2017
	£	£
Other debtors and prepayments	8,263	461
	<u>8,263</u>	<u>461</u>

11. Creditors: Amounts falling due within one year

	2018	2017
	£	£
Grants payable	167,675	156,122
Sundry creditors	1,080	1,080
	<u>168,755</u>	<u>157,202</u>

12. Funds

Other than the unrestricted income fund and the restricted fund, all the Charity's reserves are regarded as an Endowment Fund, which is normally represented by investments in order to produce a reasonably predictable and regular level of income, and it is not the policy of the Trustees to apply any part of the Endowment Fund for the payment of grants. The Trustees regard the maintenance and growth of the Endowment Fund as necessary to maintain and support the Trust's operation.

“The NMCT funded project allowed 61 rolls (1243-1540) to be conserved and made accessible. It also inspired the Cathedral’s Guides to raise funds for the conservation and digitisation of a further 20 rolls.”

David Rymill, Archivist, Hampshire Record Office

“The conserved manuscripts are now at the heart of the Wordsworth Trust’s training courses, enabling conservators to share their skills with young curators and archivists as part of our vocational training programme.”

Mark Bains, Development Manager, Wordsworth Trust

“I am so grateful to have had the opportunity early in my career to work as Project Conservator on the South West Heritage Trust’s conservation of the correspondence of Henry Addington, 1st Viscount Sidmouth, awarded a NMCT grant in 2017. It provided invaluable practical experience and gave me the chance to look strategically at the preservation needs of an archive.”

Rebecca Dabnor, Book and Paper Conservator

Conservation By Design is delighted to sponsor the 2018 report. Proudly supporting the tremendous effort made by UK conservators and specialists, ensuring the continued preservation and enjoyment of collections in all the libraries, archives and collections up and down the country.

Since 1992, museums, libraries and archives worldwide have turned to Conservation By Design (CXD) for our comprehensive range of high quality conservation storage and display products.

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