




# THE HERITAGE CRAFTS ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018

**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.

Melissa Cole, blacksmith  
Photo: Paul Felix



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## LEGAL & ADMINISTRATIVE INFORMATION

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

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### TRUSTEES IN THE PERIOD JULY 2017 – JUNE 2018

#### Honorary Officers

<b>Chair</b>	Ian Keys (to 24 Oct 2017) Patricia Lovett, MBE (from 24 Oct 2017)
<b>Vice Chair</b>	Patricia Lovett, MBE (to 24 Oct 2017) Richard Hefford Hobbs (from 24 Oct 2017)
<b>Treasurer</b>	Alexandra Kelley (to 24 March 2018) David Sogan (Acting Treasurer from 9 April 2018)
<b>Secretary</b>	Greta Bertram (to 24 March 2018) Victoria Wilson (from 24 March 2018)
<b>Other Trustees</b>	Katy Bevan Louise Butler (from 5 Feb 2018) Daniel Carpenter (to 24 March 2018) Chrissie Freeth Helen Nichols Judith Seymour Ambrita Shahani Laura Southall Robin Wood, MBE

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**STAFF** Sally Morgan (Administrator)

**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

Oak tanning at J & F K Baker & Co. Ltd  
Photo: Jonathan Slack



Oak bark tanning converts raw hide or skin into leather and is an incredibly slow process, taking up to fourteen months. J & F J Baker & Co. Ltd in Devon is the only bark tannery in the UK where the majority of the processes are still carried out by hand. Oak tanning is one of seventeen critically endangered crafts featured in the HCA 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 2018.

### **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.

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 craft skills and works towards a healthy and sustainable framework for the future.

The mission statement of the HCA is: To support and promote heritage crafts as a fundamental part of our living heritage.

This is done by:



Wheelwrighting  
Photo: Paul Felix

## KNOWLEDGE

researching the status of heritage crafts and identifying those crafts in decline or in imminent danger of being lost.

## ADVOCACY

communicating the vital importance of heritage craft skills to the public, government, key agencies and organisations.

## SAFEGUARDING

ensuring that the highest standard of heritage craft skills are passed from one generation to the next and are recorded for posterity where necessary.

## SUPPORT

supporting heritage craftspeople to continue to practice, nurture and pass on their craft.

## ENGAGEMENT

actively raising awareness and interest in heritage craft skills with the wider public and offering opportunities to engage.

Why we are unique:

The Heritage Crafts Association is the first UK-wide champion for safeguarding intangible heritage craft skills, as recognised by UNESCO Convention for Intangible Heritage (accredited as an NGO under the UNESCO Intangible Cultural Heritage Convention 2003).

Our strategic vision can be found on our website:

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



# ACHIEVEMENTS AND PERFORMANCE

## Heritage Crafts Awards

2018 saw the sixth presentation of the annual Heritage Crafts Awards and once again we were incredibly impressed by the high standard of applicants representing a wide range of crafts. The HCA awards were supported this year by the Marsh Christian Trust, The Queen Elizabeth Scholarship Trust (QEST), The Arts Society and an anonymous donor.

£1,000 each was awarded to the winners of the HCA/Marsh Trainer of the Year, the HCA/Marsh Volunteer of the Year, the HCA/Marsh Made in Britain Award and the newly introduced HCA/Marsh Endangered Craft Award. £1,500 was awarded to the winner of the HCA/The Arts Society Heritage Crafts Bursary and £1,000 to the HCA Maker of the Year. The winner of the HCA/QEST Scholarship Bursary will receive funding of up to £6,000 over the next three years.

Applications were judged by HCA Trustees Robin Wood MBE, Daniel Carpenter and Chrissie Freeth, and the HCA extends its thanks to them for contributing their time and experience.



The awards made were:

### **HCA/QEST SCHOLARSHIP BURSARY:**

**Joe Milne, Stonemason**

Joe will use his bursary to complete the Professional Development Diploma in Historic Building Conservation and Repair at West Dean College.

### **HCA/THE ARTS SOCIETY HERITAGE CRAFTS BURSARY:**

**Zoe Collis, Papermaker**

Zoe will use her bursary to help cover the cost of her paper making qualification through the Trailblazers apprenticeship scheme.

### **HCA/MARSH ENDANGERED CRAFT AWARD:**

**Steve Tomlin, Green woodworker**

Steve will use his award to learn how to make Devon stave baskets (maunds), a critically endangered craft that currently has no full-time practitioners or trainees.

### **HCA/MARSH TRAINER OF THE YEAR:**

**Kathy Abbot, Bookbinder**

### **HCA/MARSH VOLUNTEER OF THE YEAR:**

**Suzy Bennett, Dartmoor Artisan Trail**

### **HCA/MARSH MADE IN BRITAIN:**

**Green Shoes, Shoemakers**

### **HCA MAKER OF THE YEAR:**

**Hilary Burns, Basket maker**

### **National Honours for Craftspeople**

The HCA is delighted to have played a part in ensuring textile designer and HCA Patron Kaffe Fassett was recognised with an MBE in the New Year's Honours List 2018.

## The HCA Spring Conference

The HCA's annual conference was again held at the Royal Society of Medicine on Wimpole Street, London, on Saturday 24th March 2018, with the theme 'Crafts for the Future'.

The morning session featured three keynote speakers; HCA Patron Emma Bridgewater gave a fascinating insight into the mechanics and challenges of running a hugely successful ceramics company; Sam Walton revealed the inspiration behind his visually stunning magazine, Hole and Corner, focused on telling the stories of some of the UK's most dedicated and diverse craftspeople; and television presenter Paul Martin gave an impassioned talk on why "Making Matters". The morning concluded with the audience having an opportunity to question our panel of speakers.

The afternoon session began by celebrating the winners of the Heritage Crafts Awards and the recipients of bursaries and National Honours. The second half of the afternoon was devoted to speakers who represent some of the most endangered crafts in the UK, as identified by the HCA's Red List of Endangered Crafts. HCA Maker of the Year 2017, Martin Frost, gave an illuminating talk on the art of fore-edge painting and how the Red List has helped to raise the profile of this critically endangered craft. He was followed by Shane and Jacqueline Skelton, speaking about their family-run saw-making business, Wim Vesscher MBE on parchment and vellum making, JoJo Wood on clog making and wood crafts, and Jacob Moss, curator of the Fan Museum, on the exciting and innovative Street Fans Project, which commissioned street artists to produce their contemporary take on the traditional hand-held fan.

The HCA Annual General Meeting was also held at the conference during which the Annual Report and Accounts for 2016–17 were presented. Two resolutions were proposed; changes to the Rules and the Constitution regarding the termination of membership, and changes to the Rules regarding timescales for nominations of Trustees at the Annual General Meeting. Both resolutions were approved by the membership.

Katy Bevan, Judit Seymour, Ambrita Shahani and Laura Southall were elected as Trustees. Patricia Lovett MBE was elected as Chair, Richard Hefford Hobbs as Vice-Chair and Vicky Wilson was elected as Secretary. Thanks were given to outgoing Trustee Daniel Carpenter and Officers Greta Bertram (Secretary) and Alexandra Kelley (Treasurer). Daniel and Greta's outstanding contribution and commitment to the Heritage Crafts Association was recognised through the bestowal of lifetime membership. Both Daniel and Greta will continue to support the HCA as special advisors.



The panel of speakers



Sam Walton of Hole & Corner magazine



JoJo Wood, clog maker and wood worker





Alison Hastie from Green Shoes, winner of the HCA/Marsh Made in Britain award, with HCA Patron Alex Langlands and Nick Carter from the Marsh Christian Trust



Joe Milne, winner of the HCA/QEST Scholarship Bursary with Deborah Pocock from QEST



Suzy Bennett, winner of the HCA/Marsh Volunteer of the Year award, being presented with her certificate by Nick Carter from the Marsh Christian Trust



Hilary Burns, winner of the HCA Maker of the Year award, being presented with her certificate by HCA Patron Alex Langlands



Zoe Collis, winner of the HCA/The Arts Society Heritage Crafts Bursary, with HCA Patron Alex Langlands and Alison Galvin-Wright from the Arts Society



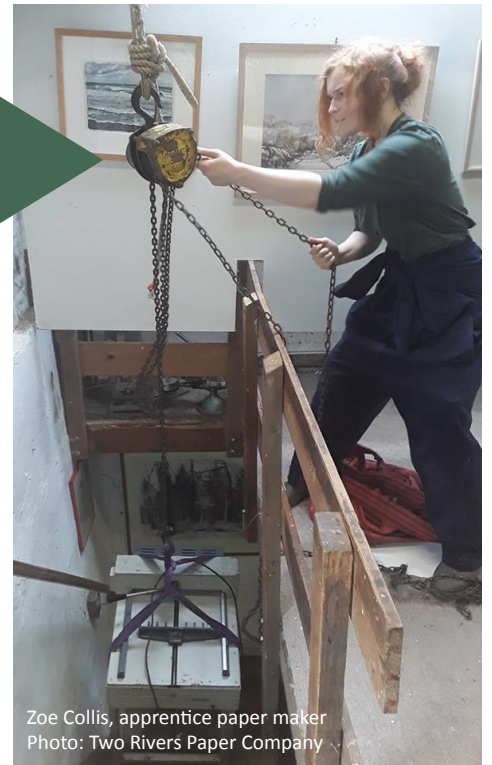
Kathy Abbot, winner of the HCA/Marsh Trainer of the Year award, with HCA Patron Alex Langlands and Nick Carter from the Marsh Christian Trust



## SEPE Countryside Crafts Pre-Apprenticeship project

In November the HCA completed our Countryside Crafts Pre-Apprenticeship project in West Somerset, for which we had received £9,980 from the Ernest Cook Trust. The aim of this pilot project was to reduce the risks associated with the early stages of craftspeople meeting and assessing potential trainees. Three successful six-week placements were run with Sarah Burns (basket maker), Stefan Jennings (green wood worker) and Jim Patterson (paper maker). A bonus outcome was that participant Zoe Collis was taken on as an apprentice paper maker at Two Rivers Paper Mill, one of the last handmade commercial paper producers in the UK. This was made possible with extra funding and training leveraged from the Craft Trailblazer scheme – an outcome that would not have happened without the Pre-apprenticeship project. Two Rivers now has a succession plan in place and Zoe has a bright future ahead of her. An advisory document, Getting into Heritage Crafts, was created to provide agencies around the UK with guidance on running pre-apprenticeship schemes based on the learning from the project.

<http://heritagecrafts.org.uk/getting-into-heritage-crafts/>



Zoe Collis, apprentice paper maker  
Photo: Two Rivers Paper Company



## Chair making apprenticeships

The HCA supported the advertising and recruitment of two apprenticeship posts generously offered by Hugo Burge. The two trainees will have the opportunity to learn the traditional craft of rush chair making from one of the country's top craftspeople, Lawrence Neal, who wishes to pass on skills, knowledge and even tools that can be traced back to the architect and designer Ernest Gimson, and beyond. Once trained, the chairmakers will be provided with workshop space and subsidised accommodation on the Marchmont Estate in Scotland to support them in building a viable business.

The HCA hopes this is the first of many future HCA-linked apprenticeships.





## Dulverton funding for an Endangered Crafts Officer

In May 2018 the HCA was awarded a year of funding by The Dulverton Trust amounting to £30,000. Part of this generous grant has enabled the HCA to recruit for the newly created post of Endangered Crafts Officer. The role will be dedicated to responding to the issues affecting the viability of endangered crafts, as identified in the Red List, published in 2017. The successful candidate will take up the post in July 2018.

## Making it! HCA/QEST event

The HCA and QEST held a hugely successful event at Carpenters' Hall on 9th May as part of London Craft Week. The day featured a free demonstration by twenty makers showcasing a wide range of skills, including crafts featured in the Red List, and provided opportunities for visitors to get involved. The HCA was represented by fore-edge painter Martin Frost, fan maker Victoria Ajoku, bowl turner and chair maker Peter Wood, marquetarian Quentin Smith, paper marbler Lucy McGrath, leather worker Mia Sabel, hand engraver Sarah Hobbs, wood carver Sarah Goss, wood worker and trainee Devon maund basket maker Steve Tomlin (winner of the first Heritage Craft Award for Endangered Craft), and embroiderer Elizabeth Tapper who specialises in metal thread work. The evening reception provided a further opportunity for guests, which included HCA trustees, funders, benefactors and patrons, to interact with these talented makers.



Lucy McGrath, paper marbler



## House of Lords fundraising event

In March 2018 the HCA launched two new fundraising schemes for Benefactors and Corporate Sponsors at the House of Lords. HCA Patron, Lord Cormack, hosted a dinner and reception where HCA trustees were given the opportunity to highlight the work of the organisation and our ideas for addressing some of the issues raised by the Red List. As a result of the event, the HCA gained a number of valued new supporters, as well as funding to take forward some exciting new projects in 2018-19.



# ADVOCACY AND REPRESENTATION

## All-Party Parliamentary Group for Craft

The HCA has continued to act as a strong advocate for crafts and craftspeople and in 2017-18 has been instrumental in the formation of the All-Party Parliamentary Group for Craft. This is a new cross-party group set up to enhance understanding and promotion of craft in the UK, giving the sector a voice at the highest levels of government. The APPG is to be chaired by the Rt. Hon John Hayes CBE with Sharon Hodgson MP, Sir Michael Fallon MP, Baroness Garden, Lord Cormack and the Earl of Clancarty as Vice-Chairs. It will meet in Westminster once per parliamentary term, with the secretariat provided by the Heritage Crafts Association. The first meeting is expected to take place in October 2018.

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

- APPG on Creative Industries and Brexit on January 24th 2018.
  - 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. Patricia Lovett, MBE is the HCA representative.
  - One of the four Strategic Partners for London Craft Week. Patricia Lovett MBE is the HCA representative.
  - ICOMOS-UK Intangible Cultural Heritage sub-committee. Daniel Carpenter was the HCA representative until March 2018.
  - The HCA is a UNESCO-accredited UK-wide NGO (non-government organisation) for intangible cultural heritage.
- Other notable meetings have included:
- Carwyn Jones, First Minister for Wales and Minister for Culture, Creativity and the Arts, and, Lord Dafydd Elis-Thomas to talk about the HCA and Welsh representation in the new APPG for Craft.
  - In May 2018 the Heritage Crafts Association was asked for the first time to attend a Creative Industries reception at 10 Downing Street. This provided an opportunity to represent the HCA and to network with a number of makers and organisations.
  - Tim Parker, Chair of the National Trust, to discuss ways in which the HCA and the National Trust can work together.
  - Simon Sadinsky of The Princes' Foundation to hear about the developments at Dumfries House and to discuss future HCA involvement.
  - Lord Sharman, chair of the Craft Committee of the Gunsmiths' Company, about supporting the HCA.
  - Bert Wiegman (Master-elect of the Wheelwrights) and David Mortlock, Chair of the Wheelwrights Craft Committee, to explore ways in which they and the HCA can work more closely together.
  - Patrick Burns of the Saddlers' Company to hear about their plans for training and qualifications.
  - Eva von Albensleben of global luxury group, Kering to discuss ways of working together.
  - Sir Andrew Palmley, The Lord Mayor of London, to look at the possibility of the HCA working more closely with the City of London and Livery Companies.

In addition, the online HCA Newsletter continues to be sent out once a month to members and VIPs. It contains information about HCA activities and achievements and news from members and societies. Heritage crafts and the HCA have also been featured in numerous external publications and programmes including Country Life, The Times, The Guardian, The Telegraph and the BBC's Countryfile.

# HCA TRUSTEE AND STAFF NEWS

At the start of the 2017–18 year, Ian Keys was serving as Chair, having taken up the position in January 2017. He resigned in October 2017 and was replaced by Patricia Lovett MBE. Richard Hefford Hobbs in turn succeeded Patricia Lovett MBE as Vice Chair. Alexandra Kelley stood down as Treasurer at the March 2018 AGM and the HCA is incredibly grateful to David Sogan for stepping in as Acting Treasurer until a permanent replacement can be recruited. Long-serving Secretary Greta Betram also stood down at the March 2018 AGM and was replaced by Vicky Wilson. Patricia, Richard and Vicky were formally elected as Officers at the 2018 AGM.

Katy Bevan, Judit Seymour, Ambrita Shahani, and Laura Southall, who joined the HCA last year, were also formally elected at the 2018 AGM, as was Louise Butler who joined in February 2018. Long-serving Trustee and former Acting Chair, Daniel Carpenter stood down at the AGM but will continue to work with the HCA as Project Manager of the second, updated Red List of Endangered Crafts, beginning in September 2018.

We would like to record our sincere thanks to Greta, Daniel and Ian for their invaluable contributions to the HCA.

As well as the recruitment of a part-time Endangered Crafts Officer, the funding from the Dulverton Trust will also enable the HCA to employ an additional part-time Administrator for two days a week to provide crucial operational support to the organisation from July 2018.

Our former Administrator, Sally Morgan, will take on the new role of Membership and Awards Officer, working three days a week.

## FUNDERS

The HCA is extremely grateful to:

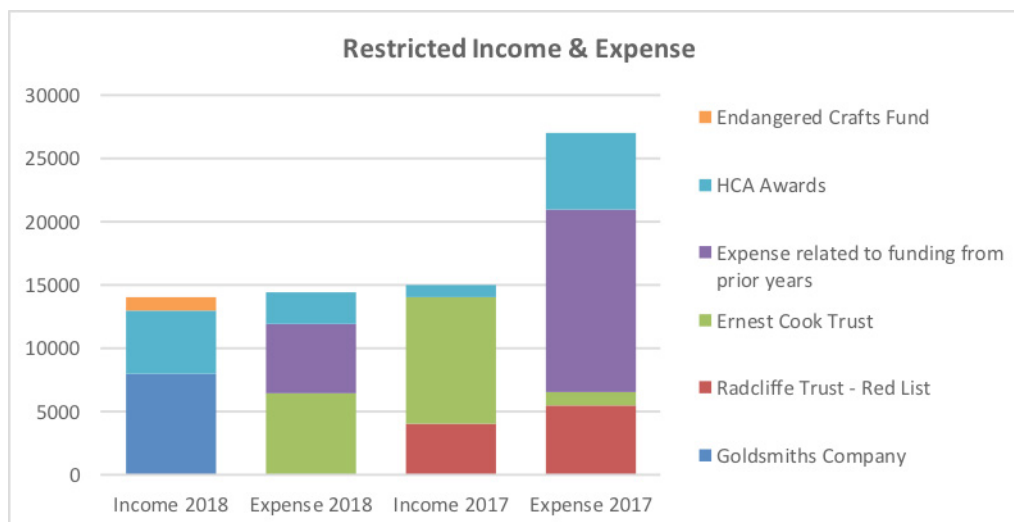
- The Headley Trust for continuing to fund the post of HCA Administrator until the end of 2017.
- The Dulverton Trust for a year's funding that has enabled the recruitment of two additional part-time roles (Administrator and Endangered Crafts Officer).
- Cambridge Precision for providing gratis printing of HCA branded materials and supporting the House of Lords fundraising dinner.
- The Marsh Christian Trust, the Arts Society, the Queen Elizabeth Scholarship Trust (QEST), and an anonymous donor for funding and supporting the HCA Craft Awards.
- Gieves & Hawkes for providing gratis accommodation for all of the HCA's board meetings in 2018.
- Hugo Burge for an exceptionally generous donation.
- The Worshipful Company of Goldsmiths for funding a filming project at the Cutty Sark to record a master gilder passing on the skills of oil gilding to two trainees, with an associated DVD and learning programme to follow.
- Our HCA Benefactors Linda Lattimer, Ian Lovett, Tim Parker, Hugo Burge, Patricia Lovett MBE, Susannah Clasen and Clive Beecham.

The HCA is also most grateful for all the contributions it receives from individuals; these make an enormous difference to what we are able to achieve on behalf of the heritage crafts sector. 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.



# FINANCIAL REVIEW

The Heritage Crafts Association’s net incoming resources for the year were £105,923 (2017: £29,854) and the closing cash reserves held at 30 June 2018 were £104,561 (2017: £38,981). The amount of restricted funds received in the year to 30 June 2018 was £13,597 (2017: £14,980). The unrestricted income of £92,326 was substantially greater than the previous year (2017: £14,874) due to donations (£43,356) and grant income (£30,000). The Marsh Christian Trust, The Queen Elizabeth Scholarship Trust (QEST), The Arts Society (NADFAS), and an anonymous donor continue to fund the Heritage Crafts Awards. The HCA also received restricted funding from Goldsmiths Company to create a documentary film about how to do oil gilding and for a workshop to disseminate the skills further. We thank all donors who continue to support the HCA.





The main changes in unrestricted income compared to the previous year were higher donations from numerous individuals and grant income from the Dulverton Trust for Provision of core funding that has enabled the recruitment of two part-time posts (Administrator and Endangered Crafts Officer); membership income and sponsorship income also increased year over year. We have continued to manage costs as prudently as possible. The largest items of expenditure were the cost of the Administrator (which was funded partly from residual restricted income from the Headley Trust and partly from unrestricted income in 2017-18) and fundraising costs. The cost of running events also continues to be a large part of our other costs. The 2018 Spring Conference had income of £2,530 and expenses of £3,441. 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 11% of total unrestricted costs (2017: 20%); the amount of Trustee travel expense was similar in both years (£2,896 in 2017-18 and £3,172 in 2016-17).

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 2018 the HCA had 541 members (30 June 2017: 447 members). Of this total, 83 members are organisations and businesses and 458 are individuals, of which 5 are honorary (30 June 2017: 57 and 390 respectively). The membership fees continue to be £20 for individuals and sole traders, and £40 for businesses, craft guilds and membership organisations.



## FUTURE FINANCIAL PLANS

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

### Risk management policy

The Board of Trustees has continued to review the risks facing the organisation in 2017-18 and have taken action to address the following principal issues:

*Failure to generate effective fundraising strategy* - To minimise this risk, the Board includes a fundraising trustee and has established two fundraising schemes for Benefactors and Corporate Sponsors. A fundraising event was held at the House of Lords in March 2018 to publicise the schemes and a plan has been agreed for regular future fundraising events.

*Failure to generate necessary income* - To minimise this risk, the Board ensures that accurate financial records are kept and the Treasurer reports on income and expenditure to date at each board meeting. The new role of Membership and Awards Officer has been created to focus on growing the HCA's membership and so increasing the charity's internal revenue.

*Failure to secure funding for permanent staff* - To minimise this risk, the Board continues to build good relationships with funders and ensures the HCA's funding bids are prepared and submitted in a timely fashion. At the same time, the Board has worked on generating alternative core income through the HCA's fundraising activities and growing its membership.

*Failure to comply with changes to Data Protection law* - The Board has sought to ensure that the HCA is GDPR compliant by asking a GDPR expert to review HCA data processes. The Board has reviewed and actioned the resultant report, as well as approving an updated Data Retention policy. Taken together, these steps ensure that the HCA is GDPR compliant.

### Reserves policy

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

### Public benefit statement

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

### Fundraising statement

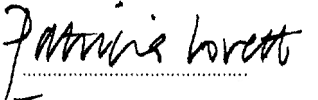
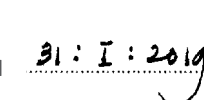
The HCA is committed to ensuring its fundraising activities are responsible, ethical and transparent and as such aims to comply with best practice as set out by the Fundraising Regulator in the Fundraising Code.

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### Signed by Treasurer

Signature  Name Sarah Kolkman, Treasurer Date of approval 

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

Signature  Name Patricia Lovett MBE, Chair Date of approval 

## 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 2018, 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 31/1/19

Relevant professional qualification: Chartered accountant

Address 6 North Street  
Oundle  
Peterborough  
PE8 4AL



## RECEIPTS AND PAYMENTS

		Unrestricted Funds	Restricted Funds	Endowment funds	Total Funds	Last Year
	Note	To the nearest £	To the nearest £	To the nearest £	To the nearest £	To the nearest £
<b>RECEIPTS</b>						
Donations (incl. grant income)	6	73,356	13,597	-	86,953	15,440
Friends membership	5	11,797			11,797	9,524
Events (Spr Conf only)	7	2,530			2,530	2,100
Interest		25			25	45
Gift Aid	8	242			242	-
Miscellaneous		4,377			4,377	2,745
<b>Subtotal</b>		<b>92,326</b>	<b>13,597</b>	<b>-</b>	<b>105,923</b>	<b>29,854</b>
Asset and investment sales		-	-	-	-	-
<b>Sub total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECEIPTS</b>		<b>92,326</b>	<b>13,597</b>	<b>-</b>	<b>105,923</b>	<b>29,854</b>
<b>PAYMENTS</b>						
Staff costs	3	6,895	4,375		11,269	13,560
Events	7	10,889			10,889	3,342
Trustee travel expenses	4	2,896			2,896	3,172
Project costs			6,121		6,121	9,376
Craft Awards			2,500		2,500	6,000
Administration Costs	2	6,669			6,669	7,199
<b>Sub total</b>		<b>27,348</b>	<b>12,996</b>	<b>-</b>	<b>40,344</b>	<b>42,648</b>
Asset and investment purchases	9	-	-	-	-	-
<b>Sub total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET OF RECEIPTS (PAYMENTS)</b>		<b>64,978</b>	<b>601</b>	<b>-</b>	<b>65,579</b>	<b>(12,794)</b>
<b>Trf to Core Costs from Restricted funds</b>		<b>1,050</b>	<b>(1,050)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDS LAST YEAR END</b>		<b>24,618</b>	<b>14,363</b>	<b>-</b>	<b>38,981</b>	<b>51,775</b>
<b>TOTAL FUNDS THIS YEAR END</b>		<b>90,646</b>	<b>13,914</b>	<b>-</b>	<b>104,560</b>	<b>38,981</b>

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

As at 30 June 2018		Unrestricted funds	Restricted funds	Endowment Funds	Total
<b>ASSETS</b>					
Cash Funds	Cash in CAF account	90,380	13,915	-	104,295
	PayPal	266		-	266
<b>Total Cash Funds</b>		<b>90,646</b>	<b>13,915</b>	<b>-</b>	<b>104,561</b>
<b>LIABILITIES</b>					
		-	-	-	-
<b>TOTAL FUNDS AS AT 30 JUNE 2018</b>		<b>90,646</b>	<b>13,915</b>	<b>-</b>	<b>104,561</b>

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

Signed by Chair of Trustees on behalf of all Trustees

Signature 

Name Patricia Lovett MBE, Chair

Date of approval 31.1.2019

## NOTES TO THE ACCOUNTS

### 1. Accounting policies

#### a) Basis of accounting

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

#### b) Statement of compliance and basis of preparation

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

#### c) Exemption from preparing a cash flow statement

The charity adopted to not include a cash flow statement in these financial statements.

#### d) Incoming resources

All income, donations and subscriptions are accounted for as received by the HCA.

#### e) Restricted funds

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

#### f) Resources expended

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

### 2. Administration expenses

Administration costs, excluding staff costs are as follows:

	2018	2017
	£	£
Website	(1,738)	(3,269)
Public liability insurance	(308)	(303)
Printing/Postage/Stationery	(626)	(185)
Payment Processing Fees	(282)	(242)
Miscellaneous	(3,714)	(3,201)
<b>Total administration expenses</b>	<b>(6,669)</b>	<b>(7,199)</b>

*NB. Excludes administrator costs, Fundraising costs (covered in events), spring conference (covered in events), Making It! (covered in events) and trustee travel*

Higher website costs in 2017 were driven by development work on The Makers, which went live on the HCA website before the last annual report was produced.

### 3. Staff costs

The average number of employees in the 2017-18 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.

	2018	2017
	£	£
<b>Trustee Travel Expenses</b>	<b>(2,896)</b>	<b>(3,172)</b>

### 5. Membership

As of 30 June 2018 the HCA had 541 members through its membership scheme (2017: 447 members). A total of £11,797 was raised through membership during the year to 30 June 2018 (2017: £9,524).

### 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 £43,356 (2017: £460) were received from individuals and organisations. A grant of £30,000 was received from the Dulverton Trust.

#### b) Restricted funds

During the year the HCA received and utilised restricted donations as follows.

	Headley	Radcliffe Red List	Goldsmiths Company	Prince of Wales Charitable Foundation*	The Arts Society (NADFAS) Award	Ernest Cook**	Heritage Craft Awards (1)	Endangered Crafts Fund	Total
Opening restricted funds at 1 July 2017	4,375	14		1,098	(0)	8,877	-		14,364
New Funds received			8,000		4,000		1,000	597	13,597
Transfer of funds (to unrestricted for admin)				(500)		(550)			(1,050)
Transfer of funds (Prince of Wales -> Crafts Fund)				(384)				384	0
Transfer of Funds (E. Cook-> Crafts Fund)						(1,984)		1,984	-
Expenses incurred	(4,375)	(14)		(214)	(1,500)	(5,893)	(1,000)		(12,996)
Closing restricted funds at 30 June 2018	-	-	8,000	-	2,500	450	-	2,965	13,915

\*Prince of Wales Charitable Foundation residual funding of £384.06 transferred to Crafts Fund

\*\*Ernest Cook residual funding of £450 is for Superact (in liquidation). £1,984 transfer to Crafts Fund

<sup>1</sup> The HCA would like to thank an anonymous donor for providing funding for the Heritage 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 2016-17 financial year, which was used to fund part of the administrator costs in the 2017-18 financial year (the balance was funded from unrestricted income).



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.

The Arts Society (NADFAS) contributed £4,000 for awards. The HCA is grateful to an anonymous donor who provided £1,000 for the Maker of the Year Award. Goldsmiths Company made a contribution of £8,000 to create a documentary on oil gilding and a workshop to disseminate skills further.

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 by June 2020. There is no further committed funding for The Makers, which is now live at <http://themakers.directory>.

Transfers (2018)

The Endangered Crafts Fund has been established with residual funding from the Prince of Wales Charitable Foundation (£384) and Ernest Cook (£1,984). The purpose of the Endangered Crafts Fund is to provide support for crafts at risk and to help grow endangered crafts businesses.

## 7. Events

The following key events were held during the period:

	2018	2017
	£	£
<b>Spring Conference</b>		
Income	2,530	2,100
Expense	3,441	3,342
<b>Other</b>		
Expense	893	
<b>Total unrestricted income/expense from events</b>	<b>(1,804)</b>	<b>(1,242)</b>

Notes:

- 'Other' relates to Travel expenses for craftspeople who participated in Making It! (an event during London Craft Week organised in partnership with QEST)
- Freelance event management costs (not included above) were £1,350 in 16/17 (for the Spring Conference and Radcliffe Red List Launch) vs. £999 in 17/18 (Spring Conference only)
- The Fundraising dinner at the House of Lords was paid for through sponsorship

## 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 (2017: none).

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



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