

The National Manuscripts Conservation Trust

Annual Report and Accounts



2014

The National Manuscripts Conservation Trust

Annual Report and Accounts 2014

The National Manuscripts Conservation Trust

Registered Charity 802796

Contents

Reference and Administrative Information	3
Trustees' Report	4
Awards by The National Manuscripts Conservation Trust, 2014	8
Independent Examiner's Report	18
Statement of Financial Activities	19
Balance Sheet	20
Notes to the Accounts	21
Cumulative list of donations from charitable trusts, institutions and corporations, 1990–2014	25

Front cover: Gwynedd Archives: Conservation of the Reginald Hallward Design Collection

Detail of one of Hallward's (1858–1948) stained glass designs, which were too fragile to be made accessible prior to their conservation. *Image courtesy of Gwynedd Archives Service*

Back cover: Detail of one of the Aberdeen County Assessed Tax Rolls (1799–1832) after conservation. *Image courtesy of Highland Archives Conservation Centre and Aberdeen City and Aberdeenshire Archives*

The National Manuscripts Conservation Trust

Registered Charity 802796

Reference and Administrative Information

Patron

Sir Keith Thomas FBA

Trustees

The Lord Egremont DL FSA FRSL

Dr Bernard Naylor MA MCLIP

Charles Sebag-Montefiore FCA FSA

Caroline Checkley-Scott ACR (appointed 1st December 2014)

Dr Norman James FRHistS (appointed 1st December 2014)

Administrator to the Trustees

Nell Hoare MBE FMA FIIC

P.O. Box 4291

Reading

Berkshire RG8 9JA

Independent Examiners

Stoner Cottingham

42 London Road

Horsham

West Sussex RH1 1AY

Solicitors

Anderson Longmore & Higham

Wisteria House

Market Square

Petworth

West Sussex GU28 0AJ

Fund Managers

Cazenove Capital Management Ltd

12 Moorgate

London EC2R 6DA

Bankers

Royal Bank of Scotland Plc

127 – 128 High Holborn

London WC1V 6PQ

Trustees' Report

The Trustees present their report and Financial Statements for the year ended 31st December 2014.

Structure, Governance and Management of the Trust

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 Royal Commission on Historical Manuscripts (RCHM); 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.

There are currently five Trustees. Both the RCHM (as a constituent body within TNA) and the BL are empowered to appoint one each, and the two Trustees so appointed are empowered to appoint a third trustee who shall not be a member or an officer of, or employed by, either the RCHM or the BL. Three Trustees served throughout the year: Lord Egremont (Chairman), Dr Bernard Naylor, and Mr Charles Sebag-Montefiore.

In December 2014, and in accordance with the powers contained in the amended Trust Deed, the three Trustees decided to increase the maximum permitted number of Trustees to six, whilst retaining the minimum number at three. On 1st December 2014, they appointed as Trustees Caroline Checkley-Scott (Collection Care Manager, John Rylands University Library, Manchester) and Dr Norman James (who has provided advice to NMCT for two decades and has recently retired from The National Archives).

No formal procedures have been put in place for the induction or training of Trustees, as they are not considered necessary in view of the criteria exercised in selecting Trustees. Ad hoc measures will be taken whenever necessary.

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

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 will continue to keep under review the adequacy of the procedures in place.

Objectives and Activities of the Trust

The objectives of the NMCT are to advance the education of the public by the provision of financial assistance towards the cost of conserving manuscripts, which, in the opinion of the Trustees, are of historic or educational value.

The Trustees are grateful for the immense contribution to the furtherance of the objectives of the NMCT received from The National Archives (TNA).

Grants are awarded in June and December each year towards the cost of conservation of manuscripts held by any record office, library or by an owner of manuscript material exempt from capital taxation or owned by a charitable trust.

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. Written reports on each application are given to the Trustees by professionals from TNA acting in a voluntary capacity, and in Wales, reports on applications are received from advisers appointed by Museums Archives and Libraries Wales (CyMAL); there is no other contribution by volunteers.

The website (www.nmct.co.uk) was re-designed during 2014 and now provides much fuller information for applicants on how to apply for a conservation grant; it also includes case studies on supported projects and a full list of recent grants.

Achievements and Performance of the Trust

In 2014 the Trustees received 21 applications (2013: 30). They awarded 17 grants, giving university libraries, local Record Offices and other eligible applicants the aggregate sum of £152,041 (2013: £175,600).

Financial Review of the Trust

In 2014 the charity's aggregate income reached £211,498 (2013: £164,559). Grants awarded, which lie at the heart of the charitable activity of the Trust, were £152,041 (towards projects with a total value of £759,000), compared with £175,600 in 2013. One application for a grant of £15,000 was received for an appealing project from an Archive, which the Trust has not previously helped: the project is contingent on support from the Heritage Lottery Fund. If the project secures HLF support, the Trustees are minded to award £15,000 during 2015, subject to funds being available.

The greater level of activity since 2010 is a direct result of the Trustees' decision to engage Mrs Nell Hoare, the administrator of the Trust, to act as professional fundraiser.

Investment income grew by approximately £7,400 (8.5%) to £94,640 but for the fourth successive year, the Trust's capacity to give a greater level of grants is explained by the level of donations received, which rose to £116,858 (2013: £77,331). The Trustees express their particular gratitude to the Pilgrim Trust for continued generous support at a high level (£40,000), to the J. Paul Getty Jnr Charitable Trust (£25,000), to the Dulverton Trust (£20,000) and their profound thanks to other benefactors, including the Colwinston Trust (£5,533) and Trinity College, Cambridge (£3,000). The donations from the J. Paul Getty Jnr Charitable Trust and the Dulverton Trust, although received in full in 2014, were given on the basis that they would be spread over three years, thereby giving the capacity to award grants of £15,000 in each of 2014, 2015 and 2016. The Trustees are equally grateful to the

Welsh Government for continuing its co-operation with the NMCT at the rate of £20,000 a year since 2011 through CyMAL, for conservation projects undertaken in Wales. Two generous grants from the Colwinston Trust (in 2012 and 2014) have further increased the support we can give to projects in Wales, which now amounts to nearly £140,000 over four years.

This success in fundraising is due to the hard work of the NMCT's Administrator and the Trustees are indeed grateful to her and to all benefactors.

As noted above, 17 grants for conservation were approved in 2014 amounting to a net £152,041. These were given to libraries throughout the British Isles, including the County Record Offices of Aberdeenshire, Ceredigion, Derbyshire, Dorset, Glamorgan, Gwynedd, Powys and Wigan; the Bodleian Library, Oxford and Swansea University Library. Other recipients included the Black Cultural Archives, the Royal Asiatic Society and the Zoological Society of London. The smallest grant was £1,331 (Westminster School Library) for the conservation of the Town Boy Ledgers, 1815–1939 and the largest was £20,000 (Derbyshire Record Office) for the conservation of the Derbyshire Lead Mining records.

Operating costs rose to £19,790 (2013: £17,266). They comprise the costs of administering and fund-raising for the Trust (£11,912), printing and posting the annual report (£1,902), website hosting, a one-off cost for re-designing the website (£1,176), investment management fees (£2,350) and an unchanged independent examination fee of £960.

The balance sheet at 31st December 2014 recorded net assets of £2,172,370 (2013: £2,005,632), essentially comprising the investment portfolio at the year-end market value of £2,173,619 (2013: £1,940,606) and net current liabilities of £1,249 (2013: net current assets of £65,026). The net current liabilities at 31st December 2014 include cash balances of £181,745. Further details of the investment portfolio are given in note 8 to the accounts.

Policies on 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 focussed on income and capital growth.

Other than the operating 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 deficit on the operating fund is made good by a transfer from the general endowment fund.

Plans for Future Periods of the Trust

The Trust's objectives for 2014 were to seek to secure income at the enhanced level and to make grants totalling around £150,000 unless incoming resources were significantly greater than in 2013. In the event, aggregate income reached £211,498 and charitable grants were given amounting to £152,041.

The Trust's objectives for 2015 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 2014. The Trust also aims to increase awareness of its activities and to stimulate further benefactions.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 Examiners

Stoner Cottingham were reappointed as the Trust's Independent Examiner during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (2005, reissued in May 2008) and in accordance with the declaration of trust.

Approved by the Trustees and signed on their behalf by:

Lord Egremont
Chairman

11th June 2015

Awards by The National Manuscripts Conservation Trust, 2014

Aberdeenshire Archives

£10,000 towards the conservation of Aberdeen County Assessed Tax Rolls, 1799–1832

The Aberdeen County Assessed Tax Roll collection (Ref. No. AS/Acom/14) covers 1799–1832 and records annual details for each parish and major town in the county relating to various taxes payable by individuals in the area, such as how many windows were in their buildings, how many horses they owned, how many servants they employed etc.

Only a small number of assessed tax rolls survive for other counties in Scotland, and so Aberdeen County's collection is an almost uniquely complete socio-economic record of rural and urban development in Scotland outside Edinburgh at the beginning of the nineteenth century. This period was also a time of great national change, and so they provide important evidence of developments such as the boom and bust of the linen industry in Huntly during the Napoleonic Wars, and the early growth of important 19th century industrial and fishing centres such as Fraserburgh and Peterhead.

The support of the NMCT has allowed a programme of conservation to be started initially on 29 high priority volumes that will address the collection's poor state of preservation, largely caused through wear and tear during the working life of the volumes. This will include paper, board and binding repair, with provision for rebinding and new covers/enclosures where necessary.

This is only the beginning of the project though, and further funding is being sought for the next financial year to carry out work on the remaining 29 volumes identified as being in an unacceptable state of preservation. Having the generous support from the NMCT will certainly help in those efforts.

Ceredigion Archives

£3,277 towards the conservation of the Williams family letters

'Thanks be to the Lord for protect me that Dangerous day I was in the 18th June' wrote Morris Williams to his parents from 'a Camp near Paris'. The date is that of the Battle of Waterloo and Williams was the son of a Cardiganshire farmer. His progress from the militia to the Welch Regiment resulted in his presence in one of the most famous battles in British history.

Ceredigion Archives holds two books of letters from brothers Morris and Daniel Williams, their father John, and their Uncle Owen. The four correspondents weave a narrative of life at the time of the Napoleonic wars. The language is idiosyncratic but the meaning perfectly clear. Daniel is the greater gossip, more aware of current events and their significance. If Morris' letters are ultimately a tragedy, then Daniel's are a comedy, ending in marriage and children.

These letters are of national significance in their provision of contemporaneous, subjective and highly entertaining narratives from four different but complementary perspectives.

Following detailed evaluation, the letters have been unbound, cleaned and repaired at the National Library of Wales. Digitisation at Ceredigion Archives is already nearing completion. The letters will then be re-bound at the National Library to reflect the original narrative, and the digitised images web-mounted with a commentary. It is intended that the original letters will be exhibited in 2015, the Waterloo bi-centenary year, and will act as a catalyst for further research into Wales' contribution to this period of British, and world, history.

Derbyshire Record Office

£20,000 towards the conservation of Derbyshire Lead Mining archives

Lead has been mined in the Peak District of Derbyshire for thousands of years; its ancient traditions have influenced the characteristics, dialects and identities of the local population, as well as the economy, road systems and place names of the region. This vital part of Derbyshire's history is currently the subject of a PhD partnership between Lancaster University and Derbyshire Record Office, focussing on the revival of lead mining research.

Much of the rare written material which relates to lead mining is held at Derbyshire Record Office, but many of these documents are currently unavailable to researchers as they are too fragile to be handled or even digitised. A condition survey revealed that over 800 documents required some degree of conservation and the NMCT grant will be used to begin the work essential to the survival of these documents, which range from the 16th to the 19th century.

A project conservator will first repair the two most badly damaged volumes: the Barmaster's Lot and Cope Account Book, 1831 – 1870, and the Account Book of Robert Thornhill, 1768 – 1829. Both are extremely delicate, their pages having lost all strength due to severe damage from damp and mould; some pages were treated years ago with unsuitable conservation methods, while others are in many pieces which need to be puzzled together. Once repaired the volumes will be digitised, re-bound where appropriate, and made available to researchers. Then as many other lead mining documents as can be fitted into the project will be repaired and digitised.

The Record Office Blog (recordoffice.wordpress.com) will feature updates about the project and an exhibition showcasing the work will be held in the Record Office in the autumn of 2015.

Dorset History Centre

£18,000 towards the conservation of the Kingston Lacy archives

The NMCT's major grant to Dorset History Centre (DHC) will enable the conservation of priority items from the major estate archive of the Bankes family of Kingston Lacy and Corfe Castle. The archive is one of the largest held by DHC and is owned by the National Trust. It details 700 years of the family's activities – from its origins in Cumbria to its purchase and management of large areas of East Dorset and Purbeck, including Studland. A major cataloguing, preservation and digitisation project will be followed by a programme of

activities, including exhibition, learning and oral history. PhD research projects will also be undertaken, in collaboration with Exeter University.

The project's title 'Home and Abroad' references the fact that the archive contains the internationally important records of the most famous of the family, William John Bankes. His personal papers relating to his travels in the Middle East, particularly Egypt, and his friendship with notable figures such as Byron form a distinct sub-set within the collection.

Among the documents to be conserved will be manor court rolls, estate maps, railway plans, plans of Kingston Lacy house and gardens and a selection of WJ. Bankes's Syrian travel papers.

Glamorgan Archives

£7,977 towards the conservation of Mouse's Survey of Manors in Glamorgan

This is a fine collection of four accurately surveyed and exceptionally early manorial estate maps complete with accompanying reference book. The Survey is significant in a Welsh context where map-making developed later than in England and is the earliest surviving estate survey for Glamorgan, where the majority of landed estates were not mapped until the late 1800s.

It comprises four large coloured manuscript maps on parchment showing the manors of Barry, Fonmon, Lancadle and Penmark. Each plot on the maps has an identifying number noted in the reference book giving the names of tenants, a description of the plot, its bounds, acreages and state of cultivation. Later annotations list the death of tenants and their replacements to c. 1680. The manors were owned by the St John (Bolingbroke) family, who commissioned Evans Mouse to carry out this and other surveys for their estates in Bedfordshire and Huntingdon.

Taken together, the maps and written survey are a significant aid to topographical studies of the area. They show the remains of the medieval field system, where some tenants are farming scattered strips of land, but others have land enclosed in small plots. There is evidence of place names, field names, dialect words and lost buildings together with beautifully illustrated compass roses, scale bars and coats of arms. As the manors were acquired by different owners, the Survey documents were split up until re-united in the custody of Glamorgan Archives. All the maps have been badly treated – folded, nailed to boards, torn, patched and in one case cut into eight sections, with unsympathetic earlier repairs obscuring detail. The NMCT grant will allow the removal of old repairs, extensive cleaning and humidification to relax the parchment, restoring its flexibility.

Gwynedd Archives

£10,574 towards the conservation of the Reginald Hallward Design Collection

The Reginald Hallward Collection was deposited at the Meirionnydd Record Office in 1981. Hallward is considered to be one of the most significant English stained glass and ecclesiastical artists of his day. He worked on stained glass and also painted tempera murals for several churches. Throughout his life he also painted landscapes in oil and was a regular contributor at the Royal Academy. The collection consists of drawings, sketches and tracings. Of particular interest is his work commemorating the dead of the First World War.

Also of interest are drawings for works that no longer exist such as an elaborate crucifixion scene on the chancel arch of St Cross Church, Holywell, Oxford that was painted over during the 1940s due to its deterioration.

The majority of the documents are fragile and, as they are quite large, they are difficult to handle without incurring further damage. They can only be made accessible to readers if they are first conserved, and this is made possible by the NMCT's grant. Once the collection is accessible it will appeal to those researching the changing styles of stained glass windows and also those researching memorial windows and First World War memorials. Full use will be made of the collection within Gwynedd Archives' outreach and education programmes. Various activities are planned for the four-year First World War commemorative period, and the collections will be used to full effect during these activities.

London, Black Cultural Archive

£6,000 towards the conservation of the Adamah family papers

The Adamah family of chiefs ruled over the district areas of Keta and then later Notsie within Ghana. Their papers, dating from 1885 to the 1950s, reflect daily life and also contain pertinent material relating to family history. The earliest record, from 1885, is a letter to King Abernathy from the Colonial Office. Following the distribution of African land during the Berlin Conference of 1884–5, this letter concerns the distribution of territory to European interests.

There is also a considerable amount of handwritten material recording the genealogy of the Adamah family, as well as accounts of history and migration. An example is the five-page handwritten history titled 'Immigration of our forefathers from Notsie', which describes how Europeans came and drugged some of their young men and took them to Europe.

The collection is in poor condition due to past storage in an uncontrolled, often humid, environment. The inherently poor quality of the paper has made it susceptible to damage and the humidity has caused the metals in both the ink and metal fastenings to corrode, further damaging the paper. The mould infestation will be treated, the collection cleaned, and the damaged paper will be conserved. The paper is so weak that even small tears, which may withstand handling in other situations where stronger materials have been used for record keeping, will need to be stabilised. Once conservation is complete the collection will be digitised and then stored in new, conservation-grade storage systems and boxes.

London, Royal Asiatic Society

£15,000 towards the conservation of Latin-Chinese manuscript dictionary

This two-volume manuscript, consisting of 1200 pages, was created in Beijing in 1745 and was donated by Sir George Staunton to the Royal Asiatic Society in 1824. The volumes were given to Staunton by Padre Adeodato di Agostino, an Augustinian missionary who worked in China for almost thirty years. The dictionary is Latin-Chinese, arranged alphabetically according to the Latin terms, with the Chinese equivalents given along with a phonetic translation in roman script.

The manuscripts are exceptionally rare and are representative of the history of the interaction between Britain and China. Staunton was, in effect, the first British sinologist, having accompanied the 1792 embassy of Lord Macartney to China at the age of 12. He later

entered the employ of the East India Company where he was a pioneer translator most notably of the Qing legal code. After his return to England he became involved in the Royal Asiatic Society, donating a number of manuscripts and books that now form a core part of the collection.

There has been an increased interest in the manuscript dictionaries held by the Society, not only from scholars based in Great Britain but also from China and the USA, reflecting current research in the scholarly activities of missionaries in China in this period. In this context, these volumes are of considerable importance, and conservation was essential if they were to be consulted or digitised.

The manuscripts were clearly used by missionaries and perhaps by Staunton as working documents, and were subject to 'wear and tear'. Probably in an effort to reduce this, thin strips of paper were added to repair and support one side of all the page edges and the spine folds of every folio. The attempt at strengthening the page in fact resulted in the opposite effect. The added strips of paper created a hard sharp edge along which the manuscript paper split, producing almost knife-like cuts to the folios. The manuscript had reached a point where every time a folio was turned there was a probability of the page splitting along the paper repair strips.

The conservators will remove all of these paper strips, thus preventing further splitting of the folios, reducing the spine swelling, and allowing the bound books to open freely without causing further damage. The splits, tears and losses to the substrate will be repaired. As the binding structures of each volume had failed, they will be rebound in the same style as their original structures. The volumes will also be re-covered, while repairing and revealing the original Chinese coverings.

London, Royal College of Music

£2,320 towards the conservation of three 19th century letter albums

An NMCT grant has enabled the college to conserve letter and autograph albums compiled by three eminent Victorian and Edwardian musicians. The composer and choral conductor Henry Leslie (b.1822), the conductor August Manns (b.1825) and the composer, conductor and teacher Charles Villiers Stanford (b.1852), each saved a selection of letters from distinguished correspondents, which they pasted into substantial leather-bound volumes.

The album that belonged to the German-born Manns, conductor for over 40 years of the renowned orchestral concerts at the Crystal Palace, is particularly interesting on account of the breadth of Manns' acquaintances: the composers Brahms, Elgar and Richard Strauss, the violinist Joseph Joachim, and many others. Stanford, likewise, seemed to know everyone, among them a number of literary and dramatic figures: Browning, Tennyson, Robert Bridges and Henry Irving, to name but a few. With the current interest in musical life in 19th and 20th-century Britain they form a valuable research resource.

Over the years some of the contents have worked loose and become susceptible to damage from tearing or creasing; these have been secured more firmly, loose leaves strengthened, tears repaired and later additions to the Manns album placed in a separate fascicule. All three albums are now housed in made-to-measure archival boxes.

London, Royal Institution

£7,500 towards the conservation of two albums (Michael Faraday and the Impact of the Royal Institution in the early 1900s)

The NMCT grant is enabling the Royal Institution (Ri) to conserve two very important albums of letters that have been inaccessible to researchers or members of the public due to their fragile condition.

The Conybeare Album contains correspondence to and from Michael Faraday. It includes small original photographs of the authors of each letter, among which is the first ever flash photograph taken of an individual – Michael Faraday (1860s). This collection demonstrates the multitude of connections Michael Faraday had with leading figures of the time. Many of the letters discuss the experiments or research that each was working on at the time. William Fox Talbot, Charles Babbage, Charles Wheatstone and Angela Burdette-Coutts are just a few of the individuals whose writings were collected and kept within the album by members of the Conybeare family.

The second album contains correspondence from individuals given honorary membership of the Royal Institution between 1900 and 1925. The existence of this album is not widely known and yet it holds fascinating autograph letters from individuals who were leading lights of their day including Albert Einstein and Alexander Graham Bell. The construction of both of the albums is complicated by the quality and age of the paper and by the fact that many letters are pasted over the top of each other. Their conservation, funded by the NMCT, provides an excellent opportunity to preserve correspondence from internationally important individuals, as well as ensuring the long-term access to these collections for all users of the Ri archive.

London, Westminster School

£7,500 towards the conservation of the Town Boy Ledgers 1815–1939

Westminster School Archives hold seven Town Boy Ledgers, which provide a near continuous record of pupil life at the heart of the capital between 1815 and 1939. The Ledgers were kept by the pupil elected 'Prince of the Town Boys' (Princeps Oppidanus) and provide a vivid account of schoolboy experiences written exclusively for the benefit of future generations of pupils. As such they provide a rarely recorded perspective upon education at the time, as well as fascinating references to local and national events.

Weak bindings, detached and damaged pages as well as evidence of mildew meant that the ledgers could not be safely used by pupils or readers. Funding from the NMCT has enabled all seven volumes to be conserved. Suspected areas of mould damage have been treated and damaged paper has been repaired; minimal intervention was the overriding approach to the books' conservation treatment. Thanks to the NMCT we also received an advisory visit from The National Archives, which provided helpful and sympathetic advice on the storage of our collection.

Since the conserved Town Boy Ledgers were returned to the school they have been much used. Entries covering Autumn 1914 have been used by Year 9 pupils as part of their study of the First World War. We intend to begin serializing the ledgers in 2015 so that they can be enjoyed across the world.



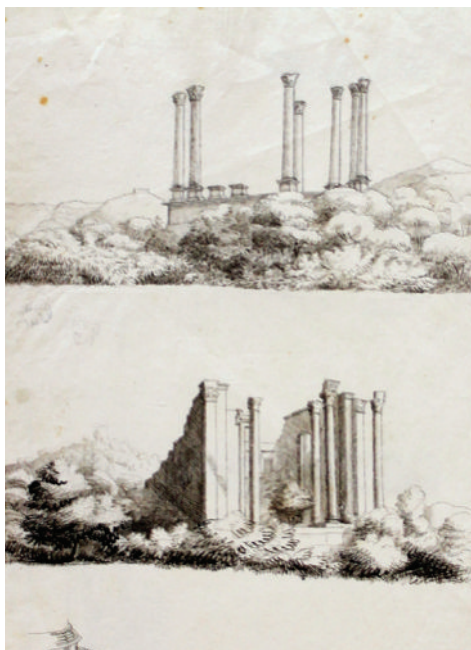
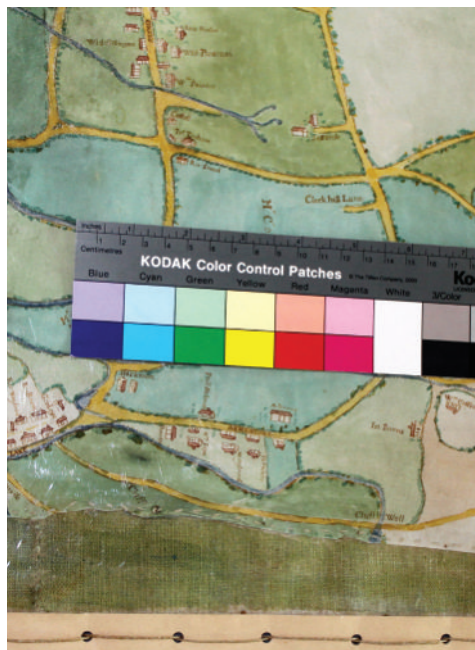
Derbyshire Record Office: Mining the Archives

Clare Mosley conserving some of the fragile material in these rare archives of the county's lead mining industry.
 Images courtesy of Derbyshire Record Office



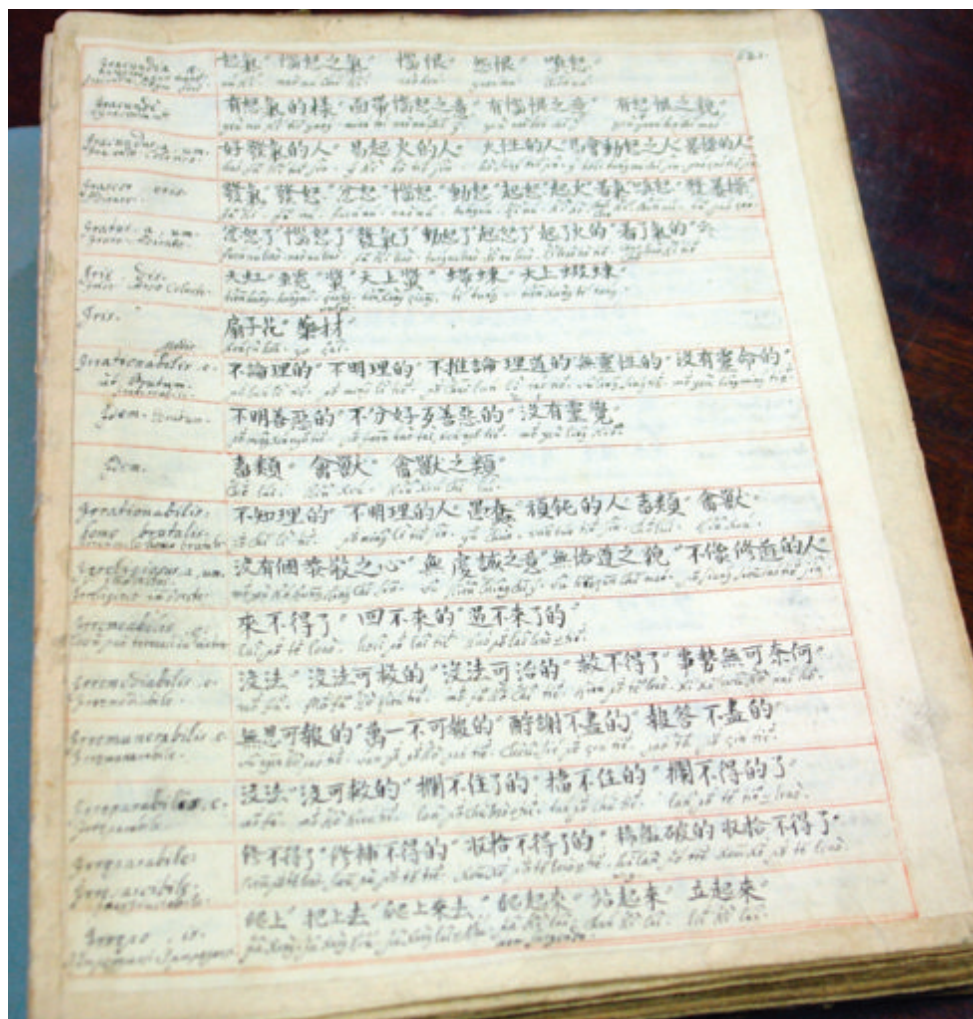
Ceredigion Archives: Conservation of the Williams' family letters

The conservation of the letters was undertaken by the National Library of Wales.
Images courtesy of the National Library of Wales and Ceredigion Archives



Dorset History Centre: Conservation of Kingston Lacy Archives

Top: A fragile Swanage Railway plan; bottom left: Canford map showing textile repair; right: Syrian items, all before conservation. *Images courtesy of Dorset History Centre and the National Trust*



Royal Asiatic Society: Conservation of Latin-Chinese manuscript dictionary
 Rare 1745 Latin-Chinese dictionary, created in Beijing, undergoing conservation.
 Image courtesy of the Royal Asiatic Society of Great Britain and Ireland



Royal College of Music: Conservation of three 19th century letter albums
 Showing page with loose items in the Stanford Album before and after treatment.
 Images courtesy of the Royal College of Music



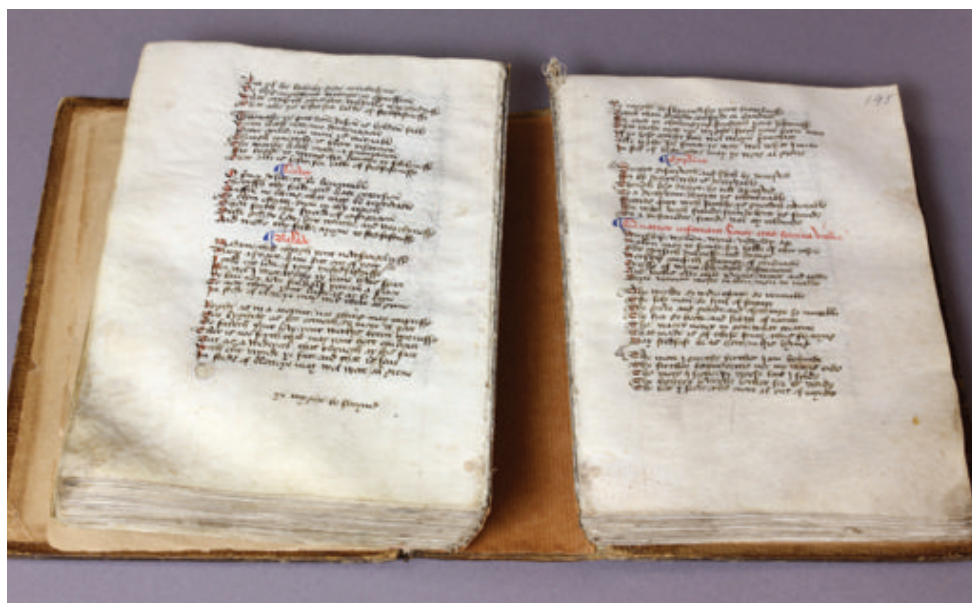
Zoological Society of London: Conservation of Brian Houghton Hodgson's Mammals of India Volume 1

Images showing conservation in progress, the illustrations are drawn by Raj Man Singh and notes are by Hodgson.
 Images courtesy of the Zoological Society of London



Magdalen College, Oxford: Conservation of Greek manuscripts

Biblical commentaries by John Chrysostom (MS Gr1) showing its poor condition prior to conservation.
 Images courtesy of Oxford Conservation Consortium and the President and Fellows of Magdalen College



Bodleian Library, Oxford: Conservation of Chaucer's *Complaint of Mars*

The manuscript's large text block has a weak 19th-century binding, which will be replaced during the conservation.
Image courtesy of the Bodleian Libraries

London, Zoological Society of London

£5,000 towards the conservation of the Brian Houghton Hodgson MSS, *Mammals of India*

Brian Houghton Hodgson (1800–1894) is widely recognised for the great progress he made in describing Nepal's birds and mammals; in recognition of this, his name is linked to the names of several species. Realising that Nepal was virtually unknown to Europeans, Hodgson devoted 23 years (1820–1843) to studying its peoples, customs, architecture, languages, religion and natural history. The latter was concerned primarily with the birds and mammals of Nepal and the Himalayas.

Hodgson wrote more than 140 zoological papers, ranging from descriptions of single species to checklists of fauna. He also trained Nepalese artists to paint watercolours of the animals in the style of zoological illustrations, at a time when it was unusual for British scholars or officials abroad to use and publish works by native artists, and built up an enormous visual reference collection of pictures. While some paintings are finished, others contain sketches, notes and measurements like a field sketch book; almost always, these talented artists have succeeded in producing superb images, which were annotated by Hodgson with a unique species number, scientific and common names and locality.

ZSL is fortunate in having six manuscript volumes of Hodgson's bird drawings and notes and two further volumes concerning mammals. The latter are in particularly high demand, and as a result, have become increasingly fragile. With the approaching bicentenary of the treaty between the UK and Nepal we are anticipating increasing interest in the manuscripts. Funding from the National Manuscripts Conservation Trust is helping us to preserve these important manuscripts and make them more widely available for others to study and enjoy. In addition, through the NMCT, we were able to benefit from a visit by The National Archives, who provided advice on strategy and storage.

Oxford, Bodleian Library

£10,000 towards the conservation of Chaucer's *Complaint of Mars*

This grant towards the conservation of Geoffrey Chaucer's *Complaint of Mars*, with other important Middle English texts by Chaucer, Lydgate, and others, commercially produced (probably in London or Oxford) in the mid-15th century.

Unlike most Middle English text manuscripts, this one is finely produced and contains an important illuminated frontispiece attributed to the Abingdon Missal Master and depicting Mars, Venus, and Jupiter. It has a very substantial text-block with a weak 19th century binding, which has now broken down irremediably. The contents are in excellent condition, the illuminated frontispiece needing only minor pigment consolidation.

In view of the evidence of several campaigns of repair, which bear witness to its sustained use right up to the modern era, it has been decided in consultation with the curators to rebind the manuscript so as to give it a flexible opening that will make it accessible for further study. The new binding will employ what is essentially a medieval gothic binding structure, with new parchment end-leaves, strong flexible sewing supports, and structural primary end-bands. The supports and end-bands will be laced in to oak boards, and covered in

a durable alum-tawed calf-skin. The manuscript will then be housed in a bespoke box, together with the remnants of the original binding; documentation and a photographic record of the treatment will be completed. The work will be carried out as a training project, led by a senior conservator.

Oxford, Magdalen College

£10,000 towards the conservation of Greek manuscripts

This project will see the conservation of three important Greek manuscripts in the Magdalen College Library: MSS. Gk. 1, 3, and 5. The three books – two biblical commentaries by John Chrysostom and the homilies of St Gregory of Nazianzus – are all of the eleventh century. They are currently in such poor condition that they cannot readily be consulted by researchers, displayed or easily handled. The plan is to re-sew the gatherings, re-attach the boards, and re-back each of the volumes, work that is being undertaken by members of the Oxford Conservation Consortium.

The Magdalen Greek manuscripts collection as a whole (17 volumes) is important nationally for its Byzantine integrity as well as for its provenance, which evidently can be related to that of other Byzantine collections in Oxford. These three manuscripts are individually important too, but MS. Gk. 3 (Chrysostom on Genesis) is of particular significance for its unusual additions: it was used as a model book by three Cypriot artists, who copied iconic images into the book's wide margins in the twelfth and thirteenth centuries. It has been consulted by Byzantinists, classics students and art historians. As Professor Irmgard Hutter has suggested, 'The Oxford drawings, valuable in themselves, offer the additional advantage of substantially enlarging our knowledge of the much-hypothesized Byzantine 'Musterbuch'.'

Thanks to the support of NMCT these conserved books will soon resume their active roles in the Magdalen College Library.

Powys Archives

£2,948 towards the conservation of the Welshpool Dispensary Minute Books

The Welshpool Dispensary opened in 1827 in response to a lack of access to medical care for the poor of the town. The Dispensary was housed in an old woollen warehouse in New Street and was supported by public subscription. The services of the Dispensary appear to have been needed, for example when Welshpool fell victim to a cholera epidemic in 1849. A subsequent General Board of Health report found the presence of cholera, typhus, smallpox and scarlet fever in the town; all caused by the unsanitary conditions, contaminated water supply and lack of proper sewers.

A small but significant collection of records from the Dispensary survive, they are unique in Powys Archive's collections and rare to find in Wales. At the heart of the collection is a series of minute books recording the meetings of the committee that managed the Dispensary. The first two volumes in the series cover the formation of the Dispensary and the 1849 cholera epidemic, during which the upper rooms were used as an emergency hospital. The two volumes are in a poor condition and this project will allow them to be conserved and made available for researchers.

Both volumes need to be cleaned and the bindings repaired to secure loose pages. Torn and damaged pages will be repaired and the edges and corners of the covers will be strengthened and covered with new leather before being reattached. Finally, individual boxes will be custom made for each volume to provide further protection for them.

Swansea University, Richard Burton Archives

£18,456 towards the conservation of the early records of the South Wales Miners' Federation

The major grant awarded by NMCT to the Richard Burton Archives at Swansea University is enabling the conservation and digitisation of three volumes of records created by the South Wales Miners' Federation (SWMF), which form part of the internationally renowned South Wales Coalfield Collection. The SWMF was founded in 1898 and the volumes date from 1899 to 1934. The volumes are important, not only because they date from so soon after the formation of the union, but also because they include information pertinent to the First World War, the 1926 General Strike and the economic depression of the 1930s. The documents provide information on a wide range of subjects including regulations on the release of coal miners from the Army, investigations into the administration of poor relief, and the use of Chinese 'slave labour' by Transvaal mine owners.

The volumes, which were created by pasting various sized documents onto their pages, are in poor condition. The project will involve taking down the volumes, cleaning, repairing as appropriate, and digitising each document. The collection will then be placed in fascicule volumes, to ensure that the original format of the volumes is retained.

These documents are of great significance to the history of industrial relations and their wider effect on the political, social and economic history of Wales and the UK. Thanks to this grant, these volumes will be fully accessible for the first time. There is no doubt that many more fascinating stories will be uncovered once these documents become widely accessible.

Wigan Archives & Local Studies

£4,085 towards the conservation of the Edward Hall Diary Collection

The Edward Hall Diary Collection is one of the most important set of records held by Wigan Archives & Local Studies. Extending back to 1698, the collection consists of over 200 diaries, journals and memoirs, written by individuals from a variety of backgrounds and nationalities and collected by Hall, a veteran of both World Wars and a man with connections to the Wigan area who donated the diaries to the Archives during his lifetime.

The diaries are of international interest for both a general and academic readership and are consulted by researchers from around the world. In recent years the diaries have been studied for the history of travel, tourism and holidays, Victorian domestic life, the Napoleonic wars and women's history. Four of the volumes being conserved are those of Ellen Weeton, a Lancashire school-mistress and governess, and the author of one of the most remarkable accounts of a woman's life from the Regency period.

The further diaries to be conserved are the anonymous travel journal, *A New Voyage to the Levant* (1746–1747), the diary of Corporal Todd during the Seven Years' War, Sarah

Haslam's travel journal in the Welsh Marches (1802) and Dorothy Scholes' First World War nursing diary (1914–1918). This collection of diaries is unique and much work is being done to raise the profile of them as historical sources. This includes a Radio 4 programme featuring the collection and an exhibition at the V&A Museum of Childhood. Thanks to the NMCT grant these items are being given the conservation care they certainly merit.

Independent Examiner's Report

to the Trustees of The National Manuscripts Conservation Trust

(Reg No. 802796)

I report on the accounts of the trust for the year ended 31st December 2014, which are set out on pages 19 to 24.

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, F.C.A. Chartered Accountant

42 London Road, Horsham, West Sussex, RH12 1AY

11th June 2015

Statement of Financial Activities

for the year ended 31st December 2014

	Notes	Endowment Fund 2014 £	Restricted Fund 2014 £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources					
Incoming resources from generated funds					
Investment income	2	–	94,640	94,640	87,228
Voluntary Income	3	–	116,858	116,858	77,331
Total incoming resources		–	211,498	211,498	164,559
Resources expended					
Charitable activities	4	–	152,041	152,041	175,600
Cost of generating voluntary funds	5	–	16,516	16,516	14,348
Governance costs	5	–	3,274	3,274	2,918
Total resources expended		–	171,831	171,831	192,866
Net (outgoing)/incoming resources before transfers		–	39,667	39,667	(28,307)
Transfers between funds		–	–	–	–
Net incoming resources before revaluations & investment asset disposal		–	39,667	39,667	(28,307)
Gains/losses on investments					
Realised	8	–	–	–	(525)
Unrealised	8	(15,076)	–	(15,076)	170,979
Net movement in funds		(15,076)	39,667	24,591	142,147
Reconciliation of funds					
Total funds brought forward		1,995,622	152,157	2,147,779	2,005,632
Total funds carried forward		1,980,546	191,824	2,172,370	2,147,779

Balance Sheet

as at 31st December 2014

		31st December 2014		31st December 2013	
	Notes	£	£	£	£
Fixed assets					
Listed investments	8		2,173,619		2,188,695
Current assets					
Debtors	9	—		853	
Cash at bank and in hand		<u>181,745</u>		<u>153,545</u>	
		181,745		154,398	
Creditors:					
Amounts due within one year	10	<u>(182,994)</u>		<u>(195,314)</u>	
Net current (liabilities)			<u>(1,249)</u>		<u>(40,916)</u>
Net assets			<u>2,172,370</u>		<u>2,147,779</u>
Funds					
Endowment fund			1,980,546		1,995,622
Unrestricted income funds			191,824		152,157
			<u>2,172,370</u>		<u>2,147,779</u>

Approved by the Trustees on 11th June 2015 and signed on their behalf by:

Lord Egremont
Chairman

Notes to the accounts

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a. Basis of accounting

The financial statements are prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value. In preparing the financial statements, the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005, and reissued in May 2008.

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. Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts are credited to the unrestricted income fund unless there are restrictions on the use of the gift.
- Investment income is included when receivable.

d. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those grants given during the year.
- Governance costs include those costs associated with meeting the constitutional requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

e. Fixed assets

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

2. Voluntary income

	2014	2013
	£	£
Donations (restricted, see note 4 below)	20,000	19,926
Donation (unrestricted)	96,858	57,405
	116,858	77,331

3. Investment income

	2014	2013
	£	£
Dividends received from investments	94,331	86,999
Interest received on deposits	309	229
	94,640	87,228

4. Direct charitable expenditure

	2014	2013
	£	£
Grants from unrestricted funds	132,468	154,353
Grants from restricted funds (see note 2 above)	<u>20,000</u>	<u>19,926</u>
Grants approved in year	152,468	174,279
Under/(over)-provision in previous years	(427)	1,321
Net cost of grants	152,041	175,600

Grants for the restricted purpose of stimulating conservation projects in Wales (in co-operation with CyMAL) amounted to £43,232, of which CyMAL contributed £20,000.

5. Management and administration

	2014	2013
	£	£
Costs of generating voluntary income		
Consultant's fees for administration and fund-raising	11,913	11,800
Website expenses	1,176	930
Investment management fees	2,350	888
Postage and sundry expenses	1,077	730
Subtotal	<u>16,516</u>	<u>14,348</u>
Governance costs		
Printing and posting annual report	1,902	1,676
Independent Examiner's fee	960	960
Meetings costs and sundry expenses	<u>412</u>	<u>282</u>
Subtotal	3,274	2,918
Total operating expenses	<u>19,790</u>	<u>17,266</u>

6. Transactions with Trustees

The Trustees received no remuneration or reimbursement of expenses.

7. 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.

8. Investments

As at 31 December 2014 the Trust's investment portfolio comprises holdings in a diverse group of collective investment vehicles, respectively focussed on income and capital growth. The portfolio is summarised in the following table:

	Cost	Market Value	Annual income (prospective)	Yield on market value
	£	£	£	%
UK Equity Funds	699,326	992,366	42,574	4.29
International Equity Fund	176,344	180,669	5,786	3.20
UK Bond Funds	695,972	702,089	28,861	4.11
Multi-Asset funds	100,592	99,335	873	0.88
Property Funds	200,000	199,160	10,746	5.40
	1,872,234	2,173,619	88,840	4.09

An additional analysis is given below:

	2014	2013
	£	£
Market value at 1st January	2,188,695	1,940,606
Subsequent proceeds of sale	–	(895,272)
Cost of purchases	–	972,907
Realised gains (losses)	–	(525)
Unrealised (losses) / gains	(15,076)	170,979
Movement in year	(15,076)	248,080
Market value at 31st December	2,173,619	2,188,695
Cost at 31st December	1,872,234	1,872,234

9. Debtors

	2014	2013
	£	£
Other debtors and prepayments	<u>—</u>	<u>853</u>
	<u>—</u>	<u>853</u>

10. Creditors: Amounts falling due within one year

	2014	2013
	£	£
Grants payable	182,034	190,415
Sundry creditors	<u>960</u>	<u>4,899</u>
	<u>182,994</u>	<u>195,314</u>

11. Funds

Other than the operating 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, 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.

Cumulative list of donations

from charitable trusts, institutions and corporations, 1990–2014

All Souls College, Oxford	JPW Ehrman Charitable Trust
Members of the Antiquarian Book Trade	Emmanuel College, Cambridge
Antiquarian Booksellers Association	Englefield Charitable Trust
Balliol College, Oxford	Esmée Fairbairn Foundation
Baring Foundation	Federation of Family History Societies
Bedfordshire Family History Society	Worshipful Company of Fishmongers
Bergendal Collection	Fitzwilliam College, Cambridge
Bloomsbury Book Auctions	Robert Fleming Holdings
Charlotte Bonham-Carter Charitable Trust	Friends of Hereford Record Office
Bouverie Trust	Friends of Suffolk Record Office
British Academy	Robert Gavron Charitable Settlement
Buccleuch Charitable Foundation	J Paul Getty Jr. Charitable Trust
Butterworths	Gloucestershire County Council
CAF	Golden Bottle Trust (C Hoare & Co)
Canon (UK)	Golden Charitable Trust
Carnegie Trust for the Universities of Scotland	Worshipful Company of Goldsmiths (John Perryn's Charity)
Sir Andrew Carnwath's Charitable Trust	Gonville and Caius College, Cambridge
Cazenove & Co	Worshipful Company of Grocers
Chadwyck-Healey	Grocholski and Company
Channon Charitable Trust	Hampshire County Council
Chartered WestLB	Kenneth Hargreaves Charitable Trust
Charterhouse Bank	Hertfordshire Family and Population History Society
Cedric Chivers	Elizabeth Hollingsworth
Cholesbury cum St Leonards Local History Group	JMP Cooper
Christ Church, Oxford	Jesus College, Oxford
Christie, Manson and Woods	Leopold Joseph and Sons
Clare College, Cambridge	King's College, Cambridge
Worshipful Company of Clothworkers	KPMG Peat Marwick
Coats Viyella	Longman Group UK
Colwinston Charitable Trust	Maggs Brothers
John S Cohen foundation	Mallett and Son
Ernest Cook Trust	Marks and Spencer
Coopers and Lybrand Deloitte	Worshipful Company of Mercers
Coutts Charitable Trust	Worshipful Company of Merchant Taylors
CS First Boston	Merton College, Oxford
Drayton Trust	Samuel Montagu and Company
Dulverton Trust	NADFAS Volunteers
Dyfed County Council	National Westminster Bank
Lord Egremont	New Hall, Cambridge

Nottinghamshire Family History Society
Nuffield College, Oxford
Oriol College, Oxford
Pembroke College, Cambridge
Earl of Perth's Charitable Trust
Peterhouse, Cambridge
The Pilgrim Trust
Price Waterhouse
Bernard Quaritch
Queen's College, Oxford
Radcliffe Trust
Albert Reckitt Charitable Trust
Reed International
Richards Castle Local History Group
Riley, Dunn and Wilson
Robinson College, Cambridge
Routledge
Royal Literary Fund
Sainsbury Family Charitable Trusts
St Edmund Hall, Oxford
St Hugh's College, Oxford
St James' Place Capital Charitable Trust
St John's College, Oxford
Sidney Sussex College, Cambridge
Slimbridge Society
Sotheby's
Suffolk County Council
Surrey County Council
Sussex Family History Society
Swan Trust
Trinity College, Cambridge
Trinity Hall, Cambridge
TSB Group
University College of North Wales, Bangor
University of St Andrews
Tom Valentine
Ely Webster Trust
The Welsh Government
Garfield Weston Foundation

And donations from a number of individuals
who prefer to remain anonymous.

The National Manuscripts Conservation Trust

PO Box 4291

Reading

Berkshire

RG8 9JA

www.nmct.co.uk | info@nmct.co.uk | 01491 598083

Registered Charity 802796

MENT made upon the several Inhabitants of the
the several Duties under mentioned, from the

Inhabitants Names and Designations.	Page	Duties on Houses				Duties on Inhabited				Male Servants.		Page
		Windows.	and Windows.			Rents.	Houses.			Male Servants.	Male Servants.	
			N ^o	L.	s.		d.	L.	L.			
cur exte B ie C d and	31 47 2 67 13 23	L. Logie Buchan Lancside Lochnmay Leslie M Mongwhittan										5 21 25 97 11