

CHARMOUTH HERITAGE COAST CENTRE

England & Wales · Charity number 1105386

Details

Status	Registered
Legal form	Charitable company
Company number	05149333
Registered	2004-08-09
Register	View on the Charity Commission register

Contact

Address	3 Downside Close Charmouth Bridport Dorset DT6 6BH
Phone	01297561625
Email	info@charmouth.org
Website	www.charmouth.org

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE GEOLOGY, PALAEOLOGY AND NATURAL HISTORY OF THE COAST AND ADJACENT AREAS AT CHARMOUTH AND TO MAINTAIN A CENTRE AT CHARMOUTH FOR EDUCATION AND INFORMATION TO ENCOURAGE CONSERVATION OF THE COAST AND ADJACENT AREA.

Activities: To advance the education of the public in geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth and to maintain a centre at Charmouth for education and information to encourage management of the coast and adjacent areas.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Environment/conservation/heritage
- **Who:** Children/young People, The General Public/mankind

Geography

- **Area of benefit:** DORSET
- Dorset

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£281,962	£250,650	-	-
2024-12-31	£261,397	£253,452	-	-
2023-12-31	£257,134	£225,712	-	-
2022-12-31	£201,716	£225,918	-	-
2021-12-31	£160,838	£162,154	-	-
2020-12-31	£176,432	£169,963	-	-

Trustees

Name	Role	Appointed
Paul Richard Harvey	Chair	2020-01-29
Barry Preston Coleman		2016-05-26
Dr Jane Elizabeth Gregory		2022-05-12
Eden Hamilton Thomson		2016-05-26
Helen Jane Van der Plank		2026-05-14
JANET R COLEMAN		2015-01-19
Janet Coleman		2023-05-11
Jonathan Guy Field		2022-05-12
Penelope Ann Rose		2022-05-12
Penelope Jane Whailing		2024-01-25
Richard Bovill		2024-01-25

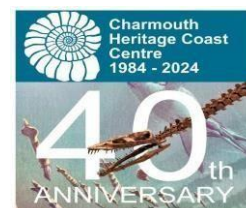
Accounts



CHARMOUTH HERITAGE COAST CENTRE & Fine Foundation Education Centre

Registered Charity Number: 1105386
Company Registration Number 5149333 (England and Wales)

TRUSTEES' REPORT AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2025



Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price,
Prof. Jim Rose, Prof. Danielle Schreve, Prof. Iain Stewart.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (January 2025)

Richard Bovill	appointed: 25.01.2024
Barry Coleman Treasurer	reappointed: 09.05.2023
Jan Coleman Chair	reappointed: 09.05.2023
Laura Cornish	reappointed: 09.05.2023
Jonathan Field	reappointed: 15.05.2025
Jane Gregory	reappointed: 15.05.2025
Paul Harvey	appointed: 09.01.2023
Andrew Littler	appointed: 09.01.2023
Penny Rose	appointed: 12.05.2022
Roger Sansom	appointed: 12.05.2022
Debby Snook	reappointed: 09.05.2023
Eden Thomson Secretary	reappointed: 09.05.2023
Penny Whailing	appointed: 25.01.2024

Charity Number: 1105386

Company Number: 5149333

Principal Address: Lower Sea Lane
Charmouth
Dorset
DT6 6LR, UK

Registered Office: Lower Sea Lane
Charmouth
Dorset, DT6 6LR, UK

Independent Examiner: Robert Hughes (ACMA)
Thurlestone, Westcliff Road,
Charmouth, Dorset, DT6 6BG, UK

The accounts have been prepared in accordance with the accounting policies set out in Note 1 of the accounts and comply with the Charity's Governing Document, the Companies Act 2006 and the Statement of Recommended Practice (Accounting and Reporting by Charities), issued in March 2005.

Structure, governance and management

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 27th April 2014. It is a Registered Charity with the Charity Commission. Anyone over the age of 18 can become a member of the company. Each member agrees to contribute a sum not exceeding £10 in the event of the charity winding up.

The names of the Trustees, who are also the directors for the purpose of company law, and who served during the year are given at the head of this report.

None of the Trustees has any beneficial interest in the company.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

New Trustees are informed of their duties and know Employees of the Centre and other Trustees.

The Board of Trustees, which shall not be less than three, administers the Charity, according to the Constitution

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to foreseeable risks.

In order to fulfil their duties more effectively each Trustee (as of 31st December 2025) provides authority in an area of expertise as indicated below:

|

Trustee Name	Area of Expertise
Richard Bovill	Health and Safety/ Working Party, Member of Friends
Barry Coleman	Treasurer , leader of 'Working Party' Friends' Committee member
Jan Coleman	Chair , Education, Friends' Committee member
Jonathan Field	IT specialist
Jane Gregory	Fund raising, Education
Paul Harvey	Vice Chair IT Consultant
Penny Rose	Chair of Friends
Debby Snook	Member of Friends, publicity
Eden Thomson	Secretary , Marine, Member of Friends
Penny Whailing	Geologist/Secretary Friends

In addition, the Trustees are joined by 'Visitors' who represent activities/ organisations associated with the CHCC.

The Trustees meet on three occasions each year (January, May, and October, (or thereabouts) with an Annual General Meeting held prior to the meeting taking place in the middle of the year. In addition to the formal meetings, the Executive Committee comprising the Chair, Vice-Chair, Treasurer, Secretary, inviting other Trustees as appropriate, meet regularly. In addition, the Chair, Vice-Chair and Secretary have informal, and relaxed Team Meetings, with the Managers and Finance Officer to discuss matters of current, future, or on-going interest and concern.

1. Objectives and activities

- To advance the education of the public in geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth, and to maintain a centre at Charmouth for education and information, in order to encourage understanding and management of the coast and adjacent areas.

The Trustees have paid due regard to guidance by the Charity Commission in deciding what activities the Charity should undertake.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

2) The Constitution for the Charmouth Heritage Coast Centre was revised and approved as of 13.05.21 and is given in **Appendix 1**. In 2025 changes were made to the Constitution, following the decision by the lead teacher of Charmouth Primary School to not accept the invitation to be a Trustee. To fulfil the remit of the Charity at least one Trustee must have a professional link to education.

3) Archive

- Records are archived electronically and in paper (where appropriate) at The Charmouth Heritage Coast Centre, Lower Sea Lane, Charmouth, Dorset, DT6 6LR, UK

4) Staff employed to manage and run the Charmouth Heritage Coast Centre

- Manager: Phil Davidson (from May 1st 2009)
- Manager: Alison Ferris (from April 1st 2015)
- Manager: Anna Woolcott (from 1st November 2018)
- Manager: Grant Field (from November 2023)
- Charlotte Cragg: Finance Officer (from 2013)

5) Review of the year - 2025

5.1 Overview. 2025 proved to be another rewarding year with numbers of visitors reaching 107,327 including members of the public, schools, and outreach, approximately 8,000 down on 2024. This slightly reduced number of visitors is not unexpected considering the economic climate. The charity is now on a sound financial basis, achieved with the hard work by the Managers, Volunteers and Trustees. Visitors continue to be encouraged, at busy times, to move through the centre using the one-way system. This provides them with the best experience, ensuring displays and information are not missed. Visitors are encouraged to exit through the shop, profit from which is an important income stream, overtaking income from the public walks.

Employment of four full-time Managers, continues to allow for the maximisation of income streams allowing for a profit of £30,000 at the end of 2025. Finances remain at record levels, despite the wider economy, with a turnover for 2025 of £282,000. A small revenue grant of £5,000 from Dorset Council was received for 2025. Popularity of public walks and other events, donations and Gift Aid are indicators of public satisfaction of the experience they receive when engaging with the CHCC. Managers and Volunteers are to be congratulated in creating this positivity.

Beach status. The cliffs generally remained stable in 2025, compared to the last few years. The large spring tides coincided with calm conditions and revealed areas of the beach that had not been exposed for several years. The warm and stable weather over the summer holidays was not great for fossil hunting as the calm seas sanded up our usual areas to take groups to. Despite this, last year's landslides on Stonebarrow were still relatively productive and lots of fool's gold ammonites were found on our walks. Just before Christmas there was a very large landslide on the approach to Black Ven.

2025 CHCC employed 4 full time managers.

Phil Davidson, Manager for Geology and Palaeontology, and to exercise general oversight of the day-to-day management of the Centre.

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Alison Ferris, Manager for Marine and Environmental interpretation, management of the shop, Friends, and some administrative tasks.

Anna Holbrook, Manager for Outreach and Education.

Grant Field, Manager for Media and Engagement and to support on Palaeontology.

Charlotte Cragg continues as part time Finance Officer.

A part time cleaner works for 1.5 hrs three mornings each week

The Heritage Coast Centre has a number of Patrons who bring expertise and distinction to the charity. These follow in the footsteps of several distinguished predecessors Prof. Muriel Aber (Jurassic Geologist), John Fowles (author) and Prof. Denys Brunsden OBE (geomorphologist and a founder of the Jurassic World Heritage Site). Currently the Patrons are Dr. Sibyl King (Fine Foundation), Dr. Paul Davis (palaeontologist), Prof. Mike Benton, (palaeontologist from Bristol University), Dr. Dave Martill (palaeontologist from Portsmouth University), Prof. Greg Price (geologist from Plymouth University), Pro. Jim Rose, (Emeritus professor Geography at the university of London) Prof. Iain Stewart, (Geoscientist and media celebrity from Plymouth University) and Prof. Danielle Schreve (Quaternary Science from Bristol University).

In 2025 displays were changed as **Attenborough's Sea Dragon** and **'Raffles' the plesiosaur**, on loan from Chris Moore, a local collector, were no longer available to the Coast Centre. These displays were replaced by an ichthyosaur, now named **'Enzo'** found in September 2024 by Chris Moore. While some of 'Enzo' went on display with us, some of it was still being prepared, and pieces continued to be added throughout the year. This ichthyosaur is thought to represent a new, undescribed species. With an unusual jaw this specimen had an extremely large overbite in life, possibly a feature of this species or a result of injury and illness in this individual. Unusually shaped digits can also be seen in the hind paddles of the animal, with a concave leading edge. It has taken Alex Moore 500 hours just to prepare the skull, as it was found in pieces.



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All involved with CHCC are exceedingly grateful to collectors for their continued loan of exquisite fossils to enable the refreshing of displays, maintaining public interest.



Alex Moore found this ammonite in April 2025 in a rockpool at low tide. It has taken Alex and Craig Chivers 40 hours to prepare it.

Future of the premises

In December 2021 the Future of the Premises Working Party held its first meeting, and continued to meet on a regular basis during 2022. In 2023 this group has met less frequently. The trigger for the inception of the working party was "We know that at some indeterminate time our premises will be damaged. The damage may be short term and fixable or catastrophic resulting in our premises and possibly the whole building becoming permanently unusable. The valuable work done by this group has had major significance as we became part of the 'community engagement' in spending the promised Coastal Transitional Accelerator Programme funding for Charmouth. CHCC members were able to take the lead in bringing local community groups together for discussion. This CTAP public engagement concluded in 2024 with all suggested developments included in the submitted Business Plan to the relevant authorities. The Plan was approved but no funds allocated. 2025 saw further community engagement which is ongoing under 'Future Charmouth' where several 'approved' ideas have been dismissed and other ideas added.. Manager Phil Davidson, Trustee Eden Thomson and Patron Jim Rose, alongside other local experts, are working to secure the best outcome possible for Charmouth and therefore the CHCC.

If an emergency evacuation of our premises is needed, Charmouth Academy has agreed to house the staff and fossil exhibits on a temporary basis. Over 2025 the procedure to the use of part of the building in an emergency but not to allow for a working space for staff, was agreed in principle with the Charmouth Academy. Our charity is fortunate in that some activities, e.g. fossil walks, can take place without needing the use of premises thus enabling us to function and earn income, albeit in a restricted way. Knowledge of climate change continues to evolve and we endeavour to keep pace with it. It was decided that we should be the last tenant of our premises on the upper storey of the Old Cement Factory. Our present location is an irreplaceable part of what our charity is. For short term damage we have identified a few potential part time solutions depending on the length of time we may be unable to use the building. Various relocation options have been considered, mostly of a temporary, possibly mobile, semi-permanent nature. It will be more problematical if we need to locate to a different building on a permanent basis.

Jurassic Coast Trust CEO Lucy Culkin left her position late in 2024 to be replaced by Luke Rake. In early 2025 the Jurassic Coast Trust went into administration. The impact of the

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demise of The Jurassic Coast Trust cannot be understated. World Heritage status of the Jurassic Coast is important to the economy of Dorset as a whole, attracting fossil hunters, walkers and holiday makers but also affects the success of the CHCC. WH status is being maintained under the supervision of Dorset and Devon Councils, with Sam Scriven as the only Principal Officer. Manager Phil Davidson continues to have meetings with Natural England and National Trust, the local landowners, gaining their permission to fossil collect on their land and to discuss any other topics relevant to the work of the CHCC, mostly regarding the Fossil Collectors' Code.

The Centre is normally open from 10.30 am to 4.30 pm every day from early spring until after the October half term. One volunteer works on the desk in the morning 10.30 – 1.30 and another in the afternoon 1.30 until 4.30. Another volunteer is in the lobby area at the top of the steps and greets the visitors and provides relevant information. In the main school summer holiday period, the Centre opens from 10 until 5, at the discretion of the Managers. During the winter months the Centre is open from Friday to Monday, Tuesdays to Thursdays are set aside for renovation and maintenance, display renewals, and working on school programmes.

5.2 Charmouth Heritage Centre Infrastructure – Maintenance and Volunteers.

Over the quieter period in the winter, a group of volunteers, under the leadership of Barry Coleman, continues to maintain and improve the quality of the infrastructure. Large numbers of visitors pass through the Centre and regular maintenance and improvements are necessary and ongoing. In 2025 the Tuesday working party met on a regular basis during the winter months. Please see **Appendix 2** at the end of this report for achievements of the working party, which includes the installation of the landslip display.



Work to develop the
Education Room.

Filling the marine
tank with sea water.



5.3. Core activities of Charmouth Heritage Coast Centre.

Working within the infrastructure described above, the managers, along with the Friends of the CHCC, carried out the activities set out in the objectives of the Charity.

The key activities can be summarised as:

- i) ***maintaining and explaining the displays housed within the Centre.***
- ii) ***providing expert knowledge for all visitors both within the Centre Building and as part of visits to the coastline.***

Recent finds for 2025 displayed in the Centre include



Kayleigh Gill found this Jurassic plant in February 2025. Kayleigh split open the pebble to reveal a conifer shoot.

Volunteers who are Friends of the CHCC, help the visitors from behind the desk, and deal with purchases from the shop. Other Friends meet and greet visitors at the door, explaining, what visitors can see, answer any simple questions, direct them to where additional information can be found and explain about the charity. When difficult geological questions arise, volunteers call upon one of the Managers on duty to help. There is circumstantial evidence that this volunteer role does enhance the visitor experience.

Volunteers have also represented the Coast Centre away from the Centre.

- Regularly, through the summer months, the Chair of the Friends and other volunteers have visited Newlands Holiday Park to inform their visitors what is available at the Coast Centre.

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- On other occasions volunteers represented the Centre at different events in the Village and Community Halls. Booklets were available for purchase, fossils and posters provided information about the work of the Centre.
- Volunteer support has been provided at both the Lyme Regis Fossil Festival and the Sidmouth Science week.

Fossil Hunting Walks and Seashore Safaris

An important income stream comes from our very popular fossil walks and, as such, more walks have been organised in 2025. These are booked by the public, schools and occasionally private groups. Timing is restricted by the tides. Normally, no more than one walk is scheduled per day. The safety of the public is paramount, and walks are cancelled if the weather is inclement following agreed criteria. Volunteers from the Friends accompany the managers, who carefully direct the group towards fossil yielding areas and endeavour to answer questions arising from finds and observations made during the walk.

Booking in advance is nearly always essential. Numbers for public walks has been restricted to a maximum of 55 to 60 to ensure paying visitors get an enhanced experience. We have continued with a programme of private fossil walks, which generally is restricted to 6 persons, but, with more flexibility at the discretion of the Managers. This proved less popular in 2025. These walks can be offered at times the Centre was closed.

Manager Anna Woolcott continues to manage the Centre's Educational Programme with 3,433 school pupils and accompanying adults involved in outreach and Zoom lessons and visits to Charmouth.

A training session for teachers, held at the Centre, was introduced in 2023 and again facilitated in 2025, to provide tips on teaching about rocks and fossils in the classroom. This links well with the availability of Loan boxes which can be couriered all over the country. Below is the Managers' data including the number of visiting children, whether they received information on the beach or virtually, and the resulting income. **Schools**

Year (Jan-Dec)	2022	2023	2024	2025
Number of children	2781 (2305 in person 476 virtual)	3127 (2735 in person, 392 virtual) + 643 for free Centre visits	2709 (2381 in person, 328 virtual) + 386 adults + 1519 into Centre either as part of a session or independent.	2288 children on paid sessions (1955 in person, 333 on Zoom) + 158 adults +987 visiting the Centre as part of a session or independently.
Income	£8,921	£13,160	£11,808.50	£10,686

2025 numbers and income are slightly down on 2024. However, the Education programme remains an integral part of the work of Charmouth Heritage Coast Centre and is well received with many schools returning annually. This continued interest is encouraging, with contact with over 100 schools, when so many schools are finding the cost of transport to Charmouth prohibitive. If this is the case, they are invited to book in for a Zoom lesson and the hiring of a loan box.

Equality Diversity and Inclusion (IED)

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Several sessions were run in 2025, with different groups. ASCape, a group for Autistic children and their families in West Dorset. Love Her Wild, a charity encouraging women in outdoor pursuits. Somerset Council's Community Inclusion group. Work continues with the Dorset Blind Association (DBA) and Dorset County Museum (DCM). Equality, Diversity, and Inclusion aspects of the work of the CHCC have been a focus for discussion and work during 2025. EDI policy has been completely rewritten with other policies for staff and volunteers updated to ensure intentions for EDI are properly represented. A website statement has been uploaded.

Marine Tank: - In our marine tank we held a wide variety of marine animals this year, including, blennies, goby, butterflyfish and bearded rocklings. There were 2 different species of crab, prawns, snails and anemones. The tank was emptied as usual at the end of October. The tank is used during the winter period to display types of plastic found on our beaches during Beach cleans, and this year the display focused on debris found after local firework displays.

Festivals: - Lyme Regis Fossil Festival (June): Another successful year with volunteers helping on the school's day and over two public days. A busy weekend where the CHCC stall proved very popular. CHCC members were involved on the Saturday, for the first time, in the Sidmouth Science Festival. Planning our stall and sorting paperwork with the organisers. Alison Ferris and volunteers ran events on the day. Examples of fossils were on display with children's activities available to engage younger visitors.

Beach Cleans: - 10 beach cleans have taken place in 2025. Lots of partnerships have been formed with the River Char Project, River Lim Project, Clean Jurassic Coast, Marine Conservation Society, Surfers Against Sewage and Litter Free Dorset. Alison Ferris, Manager for Marine and Environmental interpretation, was successfully nominated by Trustees as Coastal Champion through Dorset Coast Forum for her passion for sharing knowledge and raising awareness, and championing aspects of the coast in her local community. When asked to comment on the award she said



'Probably the most important thing that I can do is to share my knowledge, and hopefully people in the future will continue to do the work we are doing at the Heritage Coast Centre.'

Part of Alison's coastal work this autumn has included several beach cleans with Taunton College, educating the plumbing students on the plastics problem and how as future plumbers they could help with solutions. Alison has also been investigating new types of microplastics found on Charmouth beach and where they might be coming from, working closely with several organisations and individuals.

Seashore Safaris: - in 2025 the Scavenger Hunt introduced in 2024 as part of the safari has continued. This has been well received, adding another aspect to this already popular event.

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Data collecting surveys for Citizen Science projects are part of the safaris. Other data collected is very useful to organisations such as the Natural History Museum, Marine Conservation Society and Shark Trust. New collaboration is with local landowners the National Trust to carry out seashore surveys, which CHCC volunteers were involved with.

Social media: - The Centre's social media accounts are now a key part in reaching the wider public, locally, domestically, and internationally. Facebook, Twitter/X, Instagram, and Bluesky have played a large role in updating the public about upcoming events, as well as changes in exhibits and alerting visitors to changes in beach conditions. Several successful campaigns have been run highlighting various activities and events. Accounts continue to grow, with daily posts and open inboxes for enquiries, reaching over 17,200 followers in total.

Reaching over 174,500 visitors the CHCC website is a vital window into what the Centre has to offer. The website provides up to date information on exhibits as they change, on the palaeontology and geology of Charmouth and the Jurassic Coast, as well as safety information and details of the fossil collecting codes. The website is the primary means for booking onto fossil hunting walks and seashore safaris, accounting for over 95% of total bookings in 2024. The online gift shop is also routinely updated with new lines. Online sales in 2025 were down approximately 20% on 2024 but still accounted for almost £5,200.

5.4. Science, knowledge and safety at the Charmouth Heritage Coast Centre

In addition to the requirement to welcome and inform visitors about the geology (especially fossils), biology and geomorphology of the area, the staff of the CHCC are tasked with recording scientifically important fossils found within the local area. Throughout the year numbers of fossils are found by the managers, local collectors, volunteers, and visitors to the Centre. Following preparation many of these recent finds are displayed in the Centre, for visitors to examine, learn and be enthused. Subsequently many of these fossils will join internationally important collections at localities such as the Natural History Museum.

Fossil Collecting Code of Conduct: These Codes have been developed by several agencies including the Jurassic Coast Trust, National Trust, Charmouth Parish Council, Natural England, Charmouth Heritage Coast Centre (Manager Phil Davidson), researchers, and local fossil collectors. It is a pioneering scheme endorsed by UNESCO. It encourages the recording and reporting of scientifically important fossil finds and the acquisition of these specimens by recognised museums. Since the demise of the Jurassic Coast Trust in early 2025 Natural England provides a grant of £5K to CHCC towards the maintenance and development of these codes. Funding was secured for a collaborative project with Birmingham University to create a new website for the fossil collecting codes, making records of scientifically important finds more accessible to the public and academics. Lots of time has been spent cleansing the data and reviewing historic records ready to upload to the new site. In 2025 a Fossil Warden was not employed as this was previously managed by the Jurassic Coast Trust. The Fossil Warden helps manage the crowds in the busy school holidays and offers advice to visitors. Everyone is allowed to collect loose material on the beaches, but landowners' permission must be obtained before digging into the cliffs or the foreshore. Hazards arise from both the sea and the cliffs, particularly in the form of patches of deep mud found behind landslips or in mudflows. Emergency services are regularly called out along this part of the Jurassic Coast. Advice from the staff at the Centre, and the many warning notices, make visitors aware of the problems and substantially reduce the risk and

consequential costs any rescue operations entail. The lack of Fossil Warden increased the workload of the CHCC Managers and Parish Council employees.

West Dorset Fossil Collecting Code - A total of 576 specimens of scientific importance have been registered for this code.

Undercliffs NNR Collecting Code – a total of 53 specimens have been recorded.

6) Visitor Numbers and activities

Visitor numbers for 2025 were 103,894 and 107,327 including all schools (zoom, beach etc.). **Table 1** shows a comparison of visitor numbers from 2020 – 2025. Numbers decreased considerable during 2020 and 2021 when the Centre had limited visitors allowed in due to Coved-19 restriction and was also closed for several months. Measures introduced following the pandemic continue with public walks, including the brief introductory talk, taking place outside, with smaller numbers of participants. The use of the one-way system is encouraged during busy periods to ease the flow of visitors through the exhibits. This helps to ensure a better experience for all visitors. Numbers of total visitors remains considerably lower than the record year in 2018 of 150,044.

Table 1. Visitor numbers in 2025 compared with 2020-2024.

	2020	2021	2022	2023	2024	2025
Visitor numbers	21,232	55,364	83,775	104,830	111,978	103,894
Visitor numbers including schools and outreach	21,524	56,477	86,080	107,833	115,073	107,327

7) Finance

- A breakdown of the financial activities is given in **Table 2**. Presentation of the data in this fashion gives a clear picture of the financial activities and financial health of the CHCC.

Table 2. Main elements of Financial Record for CHCC 2024, and a comparison with previous years.

Period	2021	2022	2023	2024	2025
Income	£160.8k	£201.7k	£250.4k	£261.1k	£282K
Grants	£42.0k	£11.0k	£24.2k	£14.8k	£22.7K
Activities*	£28.9k	£73.1k	£85.2k	£96.5k	£95.5K
Sales**	£68.1k	£80.4k	£98.9k	£104.3k	£105.2K
Others***	£19.0k	£28.2k	£26.1k	£26.8k	£40.4K
Gift Aid	£2.8k	£8.9k	£14.5k	£18.9k	£18.2K
Expenditure	£162.2k	£227.8	£233.3k	£253.5k	£250.7K
Purchases#	£31.6k	£47.5k	£54.5k	£55.4k	£54.7K

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Salaries##	£96.2k	£139.7k	£134.3k	£144.3k	£150.0K
Rent & water	£9.7k	£10.4k	£12.9k	£11.1k	£11.2K
Running costs^	£14.6k	£19.9k	£23.0k	£24.4k	£22.4K
VAT	£1.4k	£2.5.k	£2.6k	£3k	£5.7K
Fees for accounting	£0.6k	£0.3k	£0.5k	£0.5k	£0.7K
Refurbishment	£7.9k	£7.1k	£5.6k	£14.8k	£6.2K
Balance	-£1.3k	-£26.1k	+£17.1k	£7.6k	+£31.3K
Current Assets	£53.1k	£28.9k	£55.5k	£61.5k	£90.8K
Reserves	£101.4k	£101.6k	£101.9k	£102.9k	£106.3K

* Schools, Groups, Film show & talks, Theatre, Fossil hunting walk, Fossil Festival weekends, Seashore safaris, Art & Craft Exhibition

**Fossil Loan Box receipts, Ammonites slice polishing, Website advertising, Room hire, Shop sales, Drinks machine, Pin badge sales, Fossil Code agreement, Insurance claims.

***Donations, Bank interest, Miscellaneous

#Purchases + existing stock minus closing stock held, Costs for Fossil Roadshow, Fossil Code and Drinks machine ##Staff salaries, Pensions, Employer NI.

^Recruitment, Staff training, Clothing, Electricity & heating, Repair & maintenance, Staff Travel, Subsistence, Telephone, Printing & stationery, Copying, Postage, Advertising, Web hosting, Cleaning, Office expenses, Bank charges, Credit Card Charges, Subscriptions, Computing.

As can be seen from **Table 2** the balance between income and expenditure at the end of the year was positive at + **£31,313**. Analysis of the finances indicates that: -

Income.

1. The CHCC receives grants from Dorset Council (£5,000), Natural England (£5,000 for the Fossil Code) and £5,000 from Stonebarrow Trust. These are gratefully acknowledged. The grant of £5,000 from Dorset Council is payable for the next 2 years.
2. These sources of income are complemented by donations (entrance to the Centre is free) which for 2025 included a generous £10,000 legacy, fees from visitors, including schools that bring children on educational visits as shown in **Table 3**. It is very pleasing and immensely reassuring to note that in most income categories, 2025 has exceeded 2024, particularly in the donations and shop sales.

Table 3. Summary of total income (not profit) from visitor and school activities

Department	2021	2022	2023	2024	2025
Fossils Walks	£21.8k	£60.9k	£70.2k	£79.1k	£76.8K
Schools	£6.4k	£10.2k	£11.2k	£11.3k	£10.5K
Theatre	n/a	£1.0k	£2.3k	£2.5k	£3.2K

Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

Marine Events	£0.0	£0.2k	£0.1k	£1.4k	1.5K
Shop Sales	£66.5k	£80.4k	£98.9k	£104.3k	£100.8K
Donations	£17.3k	£26.9k	£25.3k	£22.9k	£39.1K

Table 3 shows the following for 2025:

3. Shop sales figures are strongly correlated to visitor numbers. In 2024 there were 115,073 visitors (including schools) creating a turnover of £104.3k in the shop. In 2025 the footfall was 107,327 (including schools) and the shop turnover was £105.2k. Manager Alison Ferris works tirelessly to manage the shop, despite ongoing supply issues in 2025 with rearrangements of displays to encourage more sales.
4. During 2025 the VAT return incurred a loss of £4,802.36, but the next VAT return will show a profit and in general the balance remains within acceptable bounds.
5. Fossil walk income in 2025 was £76,834. We have continued to limit the numbers on our fossil walks, to give a better experience but prices have increased. This is very welcome as earnings from fossil walks are such an important part of our income. We have almost reached capacity for this revenue source, because of the scheduling limitations of the tides.
6. In 2025 donations were a record £39,152, including a legacy of £10,000.
7. The theatre income in 2025 of £3,246, is an improvement on 2024. Income from school bookings is stable. We have continued our zoom lessons with schools' visits reduced, and zoom lessons are now bringing in much needed income.
8. In 2024 gift aid received was £18,196. Gift Aid is ably administered by our Finance Officer.

Reserves

At the end of 2025 Reserves amounted to £197,054 in accounts with the Coop and the Nationwide. We have a working account with the Co-op of £90,831. This figure is higher than last year reflecting the profit made over the year. Allocation of £106,223 to Reserves is in accord with advice from the Charity Commission and essential for a sound financial base for the CHCC.

Expenditure

1. The decision to operate with 4 full time staff rather than employing seasonal staff was again vindicated by the success of 2025 – a profit of £31,313. Salaries totalled, with oncosts, £150,025 well within the normal parameters of between 50/60% of Turnover (53.2%). As always, remuneration is a matter of concern for Trustees, as it is essential in retaining excellent staff.
2. Purchases of £54,751 increased from £54,458 in 2024. Running costs, as expected were higher in 2025 than 2024, due to increased success of the shop.
3. Working party expenditure increased in 2025 due to the installation of a brand-new boiler but this was reflected in much better running costs for 2025.
4. The rent paid by CHCC to the Parish Council in 2025 was £11,226.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

Summary and explanation for finances for 2025

After the record-breaking years of 2023 and 2024, it has been very encouraging to see the success continuing into 2025. The Centre's total income was just over £282,000 for the first time ever and both shop's turnover and donations income totals were new records, £105,246 and £39,152 respectively.

Overview

- Grant funding from Dorset Council is to continue for another year at the rate of £5,000 p.a.
- **Charity Reserves Policy.** This allows for the payments of outgoings for 6 months and salary payments for 9 months in the event of no income being available.
- As part of the Business Plan, we continue to consider additional non-tidal income sources. Booklets of local interest and Post Cards have been an additional source of income during 2025, as has the continued development of an on-line shop. The substantial increase in donations is to be applauded with congratulations to those volunteers who welcome our visitors at the door. Evidence suggests this positive welcome has contributed to the increase in donations.

8) Trustees and Friends

- The Trustees' key role is to ensure the success of the Centre with respect to its objectives, its staff and volunteers, and its finances. Trustees make appointments and report to the Charity Commission annually. The officers of the Trustees do most of the work.
- At the end of 2025 there were 167 Friends, adults, families, couples and life members. There was a total of 67 volunteers working in roles at the desk, welcoming visitors, in the maintenance working party and on fossil walks. Some volunteers undertake more than one activity.
- The Friends of CHCC are indispensable to the continuing success of the Centre. The Committee, chaired by Penny Rose, ensures that volunteers support the managers by staffing the desk, welcoming visitors, and aiding on outdoor activities. Activities organised by the Friends' Committee, again, included a cream tea, summer BBQ and winter lectures. In 2025 talks included Cindy Howell, of the Museum of Wales, on an historic resident of Charmouth and fossil collector, James Frederick Jackson.



In May a visit was arranged to Ham Hill Country Park. The Geology of Ham Hill is interesting with much quarrying over the centuries producing building stone for many houses. Ham stone is a well cemented medium to coarse limestone, characterised by marked bedding planes of clay inclusions. It is Jurassic limestone from the upper lias. Ed Chilcott, a seasonal warden at the CHCC in 2020 led the walks and activities for the day.

Manager Alison Ferris issued 3 editions of Coast News in 2025, the CHCC Friends' Association newsletters to keep Friends and volunteers in touch with the Centre

3. Visitor Feedback

It is a pleasure to end this section with some comments from the visitors in 2025.

Must See place to visit

Jul 2025 • Couples

Brilliant! Small but packed with information presented in a lively and interesting way. Great for children to find out about fossils.

Can't believe it is free but please do leave a donation to keep this important centre open. Get's hardly a mention in the 'What to do in Dorset' magazine. Shame on you local tourist board!

Guided fossil hunt

Aug 2025

I booked a guided fossil hunting trip for family and was worth it! The guide was hugely knowledgeable, informative, but also (given the number of children) incredibly patient. If you're just starting out with fossil hunting then I would recommend this, perfect for learning the ropes. They do groups up to 30 but it isn't problematic, the guide and 3 assistance were all helpful.

Small museum but packs lots in!

Jul 2025

We have been to this museum several times over the past few summers and there's always something different to look at. Great for children of all ages with knowledgeable and friendly staff.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

Fantastic, inclusive and educational sessions for all children

Sept 2025

I run a charity supporting autistic and socially anxious children and their families, and over the years we have booked several private sessions with the Charmouth Heritage Coast Centre – from rockpool exploration to fossil hunting and seashore safaris.

Anna and her team are simply wonderful. They are always incredibly supportive, patient and kind, taking great care to understand and accommodate the children's needs. The Centre provides a really helpful social story beforehand, which makes such a difference in helping the children prepare and feel comfortable about what to expect.

The sessions themselves are engaging, fun and full of fascinating discoveries. Whether it's sunny, windy or rainy, we always come away with smiles, new knowledge and happy memories. The staff's enthusiasm and sensitivity make Charmouth beach a welcoming and exciting place for everyone. I can't recommend the Heritage Coast Centre highly enough – it's a very special place with an outstanding team.

Fantastic displays, welcoming staff and brilliant experience

Oct 2025

A lovely museum with great displays, lots of fantastic interpretation and some gorgeous objects. We met with several staff members/volunteers and they were all great- knowledgeable, friendly and welcoming. It is a free to enter site- please give a donation! It is working hard to educate people on the significance of the Jurassic Coast and its heritage, and it is incredible that they aren't charging any money for this. Well worth 45 mins of your time- plenty for kids to look and and enjoy and a great way of learning more about what you're looking for on the beach before you go down to search out your own fossils!

4. Acknowledgements

In many ways this is the most important category, because without the activities, help and support from so many, the Heritage Coast Centre would not operate. It is my pleasure to acknowledge these here:

- The **Managers**, Phil Davidson, Alison Ferris, Anna Woolcott and Grant Field.
- **Finance Officer** Charlotte Cragg
- The **Friends of the Charmouth Heritage Coast Centre**, and the **Friends' Committee**, chaired by Penny Rose. The **FCHCC**, is not only vital in the volunteering tasks undertaken but allocates funds each year for various useful and relevant items for the **CHCC** for educational purposes, and we thank them for their contribution.
- The **Working Party** led by Barry Coleman for carrying out the refurbishment and maintenance of the Centre's interior and some aspects of the exterior.
- **Volunteers** working behind the scenes to plan, create displays, providing information videos to enhance the experience of the visitors, wrap fossils for the 'lucky dip', make items to be sold in the shop and many other unseen aspects

Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

- **Dorset Council**, for financial support.
- **Stonebarrow Trust** for financial support
- **Natural England** for financial support towards the Fossil Collecting Codes maintained by CHCC.
- **Charmouth Parish Council** for a positive working relationship as landlord of CHCC and on other matters concerning the running of the Centre and its infrastructure.
- Last, but not least the **Trustees of the Charmouth Heritage Coast Centre**.

On behalf of the Trustees Jan Coleman, Chair:
14.05.26

Jan Coleman

APPENDIX 2

Achievements of the Maintenance Party for 2025.

Interior – general maintenance – sand down, wash clean and paint all surfaces where appropriate – ceilings, walls, doors, and architraves.

- Front Desk – build new unit to hold twin drinks machines and as added storage.
- Porch – have two new windows fitted. Rubber gaskets fitted.
- Front Sliding Door – New track and wheels fitted. I have also organised an annual maintenance programme to avoid a repeat of problems.
- Liaising with Parish Council to have a new back door fitted.
- Sand Tray – organise new tray slightly deeper than original.
- Variety of work around Centre – refurbish Megalosaurus Donation Unit, fit secondary glazing on window by Duty Desk, Move thermostat by front desk and paint ammonite puzzle in the area for Children.
- Assist with filling and emptying the aquarium.



Transformation by the volunteer working party of the
Education Room. 2015 – 2025.
Photos courtesy of Bill Burn

Patrons: Prof. Mike Benton, Dr. Paul Davis, Dr. Sibyl King, Dr. Dave Martill, Prof. Greg Price,
Prof. Jim Rose, Prof. Danielle Schreve, Prof. Iain Stewart.

Charmouth Heritage Coast Centre 05149333
(A Company Limited By Guarantee) Trustees
Independent Examiner's Report

To the Trustees of Charmouth Heritage Coast Centre

I have satisfied myself that the Charity is not subject to audit under Company law and is eligible for independent examination.

Respective responsibilities of Trustees and Examiner

The Trustees, who are also the Directors of Charmouth Heritage Coast Centre for the purpose of Company law, are responsible for the preparation of the Accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act and the an independent examination is needed.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 considering 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 of the accounts no matters have 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 386 of the Companies Act 2006; and

* to prepare Accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

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



May 2026

Robert Hughes ACMA
Thurlestone
Westcliffe Road
Charmouth
Dorset
DT6 6BG

Charmouth Heritage Coast Centre
(A Company Limited By Guarantee) Trustees

Statement of Financial Activities Including Income and Expenditure
for the Year Ended 31 December 2025

	INCOME FUNDS:		TOTAL FUND	TOTAL FUND 2024
	Unrestricted Funds	RESTRICTED		
Incoming Resources				
Donations	39,152	0	39,152	22,928
Activities for generating Funds	217,184	0	217,184	219,861
Grants	22,700	0	22,700	14,767
Tax Repayments	921	0	921	1,959
Investment Income:				
Interest	2,005	0	2,005	1,882
Charitable Trading Activities:	0	0	0	0
Total Incoming Resources	281,962	0	281,962	261,397
Cost of generating Funds				
Fundraising trading: Cost of Goods Sold	250,650	0	250,650	253,452
	250,650	0	250,650	253,452
Net Incoming Resources Available	31,312	0	31,312	7,945
Governance Costs	0	0	0	0
Net Income/Expenditure	31,312	0	31,312	7,945
Net Income/(Expenditure) for the Year	31,312	0	31,312	7,945
Net Movement in Funds				
Total Funds at 1 January 2025	193,526	0	193,526	184,990
Increase in Current Assets	2,706		2,706	591
Total Funds Carried Forward	227,544	0	227,544	193,526

*None of the Trustees(or any person connected with them) received any remuneration during the year and there were no auditing costs.

Statement of Net Income for the Year to 31 December 2025

Gross Income as Above		
General Purpose Funds	281,962	
Restricted Funds	<u>0</u>	281,962
Total Expenditure as Above		
General Purpose Funds	250,650	
Restricted Funds	<u>0</u>	
Depreciation Fixed Assets	<u>0</u>	
		<u>250,650</u>
NET INCOME FOR THE YEAR		<u>31,312</u>

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure

BALANCE SHEET

	2025	2024
Fixed Assets		
Tangible Fixed Assets -		
Cost	473,516	473,516
Depreciation	(473,516)	(473,516)
	0	0
Current Assets		
Stock	30,490	
Debtors	0	27,784
Cash at Bank and in Hand	197,054	165,742
	227,544	193,526
	227,544	193,526
Liabilities		
Creditors	0	0
NET ASSETS	227,544	193,526
FUNDS		
Restricted	0	0
Unrestricted	227,544	193,526
	227,544	193,526

For the financial year in question the company was entitled to exemption under section 447 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 15.05.26

and signed on its behalf by

JR Goman

Chair of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSET SCHEDULE

	Land & Buildings	<u>Equipment</u>	<u>Total</u>
COST			
At 1 January 20 25	414,600	58,916	473,516
Additions	0	0	0
Disposals	0	0	0
At 31 December 2025	<u>414,600</u>	<u>58,916</u>	<u>473,516</u>
DEPRECIATION			
At 1 January 2025	414,600	58,916	473,516
Charge for year	0	0	0
Disposals	0	0	0
At 31 December 2025	<u>414,600</u>	<u>58,916</u>	<u>473,516</u>
NET BOOK VALUE			
At 1 January 2025	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2025	<u>0</u>	<u>0</u>	<u>0</u>

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

1. The name of the Charitable Incorporated Organisation is the Charmouth Heritage Coast Centre, hereinafter called the Centre.
2. Centre address is Lower Sea Lane, Charmouth, Dorset, DT6 6LR, UK.
3. The objects of the Centre are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth and to maintain the Centre at Charmouth for education and information to encourage management of coast and adjacent area.
4. The Trustees shall be responsible for the general management of the Centre. There is a requirement for Trustees to provide names, address and d o b for identification purposes. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
5. The Trustees have overall responsibility for the Friends of the CHCC, an autonomous, affiliated group, working for the benefit of the Heritage Coast Centre. The Committee, for this autonomous group, elected at the AGM of the Friends of the CHCC, is led by a Chair, who is automatically a Trustee.
6. The Trustees shall have power to raise money, to own or lease property, to buy and sell goods and equipment, to employ and remunerate such staff as are necessary for carrying out the work of the Centre, to co-opt persons to assist them in the management of the Centre and to do anything necessary to further the objectives of the Centre.
7. The income and property of the Centre must be applied solely towards the promotion of the objectives. The Centre shall be administrated as a non-profit making organisation. Any funds accumulated are to be held on trust for the benefit of the Centre. Funds may be invested at the Trustees' discretion
8. No Trustee may receive any goods, services or financial benefit from the Centre. A Trustee is entitled to be reimbursed for reasonable expenses incurred by him or her when acting on behalf of the Centre.
9. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed or existing transaction or arrangement with the Centre, and should not participate in any discussions or vote of the Trustees in which a possible conflict of interest may arise. However, the Trustee may remain at the meeting and may only answer questions relating to facts.
10. In the event of the Centre being wound up, the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. Any funds remaining after payment of debts and expenses shall be passed to the Dorset Wildlife Trust for use in the Charmouth area, or in default, any other charity having similar aims for the use in Charmouth area.
11. The Trustees shall manage the affairs of the Centre. It is the duty of the Trustees to exercise their powers and perform their functions to further the purposes of the Centre. In exercising those functions, they

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

should apply such care and skills as is reasonable in the circumstances having regard to their special knowledge or experience.

12. The Centre is to be administered by up to 14 Trustees to include the Chair of the Friends of CHCC and, to assist in fulfilling the charity's educational remit at least one Trustee should have a professional background in education which may be the head teacher of the local Primary School. Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. In selecting individuals for appointment, the Trustees must have regard for the skills, knowledge and experience needed for the effective administration of the Centre. It is expected that Trustees should regularly attend meetings. Should a Trustee not attend for three consecutive occasions, without good reason, they would cease to be a Trustee.
13. Each new Trustee be proposed by an existing Trustee. Prior to having the opportunity to introduce themselves at a meeting, the Chair will have an in-depth conversation with the prospective Trustee giving both parties time to gain understanding of each other. Approval of their appointment must be agreed by the current Trustees at the next full meeting. The new Trustee, on appointment, will receive a copy of the Constitution and the latest Annual Report and statement of accounts.
14. A Trustee ceases to hold office if they retire, notifying the Chair in writing, or is absent without permission of the charity Trustees from all the meetings held within a period of one year and the Trustees resolve that the office be vacated.
15. Decisions may be taken by a simple majority agreement of the Trustees at a meeting of the Trustees, by resolution in writing or in an electronic form. In the event of an equal number of votes, the Chair will cast a further casting vote. In the event of the discussion being in an electronic form, other than a virtual meeting, prior to the vote being counted, the Secretary shall distribute comments received from a Trustee about the resolution to all other Trustees. Written agreement/disagreement must be recorded in the minutes regarding any resolution.
16. The Trustees may delegate any of their powers or functions to an Executive committee, and if they do, they shall determine the terms and conditions of that committee at the AGM. (Appendix) A committee may consist of two or more persons, but at least one member must be a Trustee. Any actions of the Executive Committee and the Board of Trustees must be brought to the attention of the Trustees as a whole as soon as possible. These arrangements should be reviewed annually. Trustees may also work in small teams on specific areas, reporting regularly, at least annually, to the Executive committee. Nothing in this clause shall undermine clause 21.
17. The Chair to be elected annually at the Annual General Meeting. A Vice Chair to be appointed to cover the duties of the Chair as necessary. The Trustees shall meet as necessary but at least three times a year (nominally June, October and January), seven days' written notice in writing being given to all Trustees. Any three Trustees may call a special meeting at any time giving seven days' notice of the matters to be discussed. Four Trustees shall form a quorum to take decisions.

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

18. The Trustees may invite, being mindful of any conflicts of interest or confidentiality issues, non-voting associate members who bring appropriate expertise to support the Centre (known traditionally as Visitors). These could be representatives of Dorset Council, Charmouth Parish Council, local Fossil Collectors and representatives of the wider community. Associate members may attend the AGM meetings regularly but are not Trustees. They may be invited to attend other meetings if their expertise is relevant to an agenda item.
19. The Trustees have the power to amend this Constitution provided that such amendment shall not prejudice the charitable status of the Centre and that no amendment shall be made to Clauses 3 and 10
20. An Annual General Meeting for Trustees must be held annually.
21. Execution of documents. A document is validly executed by signature if it is signed by at least two of the Trustees.
22. The Centre and Trustees must comply with its obligations under the General Regulations of the Charity Commission in relation to keeping of, and provision of access to, a register of Trustees.
23. Minutes must be kept of all appointments of officers made by the Trustees; proceedings of Trustee meetings, including the names of the Trustees present, decisions made at the meeting and where appropriate, the reasons for those decisions and any decisions made by Trustees not at a meeting.
24. The Trustees must comply with the requirements of the Charities Act 2011 with regard to keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commissions and Companies House, regardless of the income of the Centre, within 10 months of the financial year end. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
25. All funds pertaining to the Centre to be retained in appropriate accounts at a nominated bank. Records to be maintained of all income and expenditure. Records reviewed by Treasurer and Chair monthly. These records to be independently examined annually by an appropriately qualified person. Signatories for cheques to include Chair of the Trustees, Treasurer, Secretary, nominated Warden and one other nominated Trustee. Two signatories required on all cheques.
26. As provided by the Dissolution Regulations, the Centre may be dissolved by the Trustees. This would have to be agreed by a resolution passed by decision taken without a vote and without expression of dissent in response to the question put to the Trustees. Subject to the payment of all the Centre's debts, any resolution for the winding up of the Centre must contain the provision directing how the remaining assets should be used as stated in 10. If the Centre is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

 Date sig

Chair

Date signed: 14.05.26

ry:  Secretary

Constitution September 2000. Updated with respect to the model constitution of the Charity Commission 2012. Agreed: January 2015. Addition to point 12 May 2016.

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021 Revised January 2026

(Appendix)

Terms of Reference for the Executive Committee

The Executive Committee will make proposals and recommendations to the Board of Trustees. Reports will be submitted to all Trustees before full Trustee meetings. Financial decisions may be made before a scheduled Trustee meeting should the need arise. Trustees will be informed of these decisions.

Membership of the Executive Committee shall consist of 4 Trustees, 2 of who will be the Chair and Vice-Chair of Trustees. Members will be elected at the Trustees' Annual General Meeting. Staff or individuals with specific expertise may be consulted.

A quorum of 3 is required to conduct valid business.

Meetings will be held at least 3 times a year. Minutes will be taken.

Terms of Reference will be reviewed at the Annual General Meeting of Trustees.

Accounts



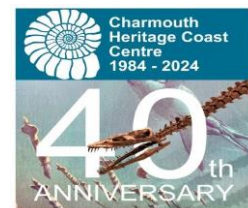
CHARMOUTHHERITAGECOASTCENTRE & Fine Foundation Education Centre

Registered Charity Number: 1105386
Company Registration Number 5149333 (England and Wales)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2024



**The Queen's Award
for Voluntary Service**



Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price,
Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (January 2024)

Richard Bovill		appointed: 25.01.2024
Barry Coleman	Treasurer	reappointed: 09.05.2023
Jan Coleman	Chair	reappointed: 09.05.2023
Laura Cornish		reappointed: 09.05.2023
Jonathan Field		appointed: 12.05.2022
Jane Gregory		appointed: 12.05.2022
Paul Harvey		appointed: 09.01.2023
Andrew Littler		appointed: 09.01.2023
Penny Rose		appointed: 12.05.2022
Roger Sansom		appointed: 12.05.2022
Debby Snook		reappointed: 09.05.2023
Eden Thomson	Secretary	reappointed: 09.05.2023
Penny Whaling		appointed: 25.01.2024

Charity Number: 1105386

Company Number: 5149333

Principal Address: Lower Sea Lane
Charmouth
Dorset
DT6 6LR, UK

Registered Office: Lower Sea Lane
Charmouth
Dorset, DT6 6LR, UK

Independent Examiner: Robert Hughes (ACMA)
Thurlestone, Westcliff Road,
Charmouth, Dorset, DT6 6BG, UK

The accounts have been prepared in accordance with the accounting policies set out in Note 1 of the accounts and comply with the Charity's Governing Document, the Companies Act 2006 and the Statement of Recommended Practice (Accounting and Reporting by Charities), issued in March 2005.

Structure, governance and management

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 27th April 2014. It is a Registered Charity with the Charity Commission. Anyone over the age of 18 can become a member of the company. Each member agrees to contribute a sum not exceeding £10 in the event of the charity winding up.

The names of the Trustees, who are also the directors for the purpose of company law, and who served during the year are given at the head of this report.

None of the Trustees has any beneficial interest in the company.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price,
Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

New Trustees are informed of their duties and know Employees of the Centre and other Trustees.

The Board of Trustees, which shall not be less than three, administers the Charity, according to the Constitution

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to foreseeable risks.

In order to fulfil their duties more effectively each Trustee (as of 31st December 2024) provides authority in an area of expertise as indicated below:

Trustee Name	Area of Expertise
Richard Bovill	Health and Safety/ Working Party
Barry Coleman	Treasurer , leader of 'Working Party', Friends' Committee member
Jan Coleman	Chair , Friends' Committee member
Jonathan Field	IT specialist
Jane Gregory	Fund raising, Education
Paul Harvey	Vice Chair IT Consultant
Andy Littler	Geologist
Jay Owens	Head of Charmouth Primary School
Penny Rose	Chair of Friends
Roger Sansom	Community/IT
Debby Snook	Member of Friends, publicity
Eden Thomson	Secretary , Marine
Penny Whailing	Geologist/Secretary Friends

In addition, the Trustees are joined by 'Visitors' who represent activities/ organisations associated with the CHCC.

The Trustees meet on three occasions each year (January, May and October, or thereabouts) with an Annual General Meeting held prior to the meeting taking place in the middle of the year. In addition to the formal meetings, the Executive Committee comprising the Chair, Vice-Chair, Treasurer, Secretary meet regularly. In addition, the Chair, Vice-Chair and Secretary have informal, and relaxed Team Meetings, with the Managers and Finance Officer to discuss matters of current, future or on-going interest and concern.

1. Objectives and activities

- To advance the education of the public in geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth, and to maintain a centre at Charmouth for education and information, in order to encourage understanding and management of the coast and adjacent areas.

The Trustees have paid due regard to guidance by the Charity Commission in deciding what activities the Charity should undertake.

2) The Constitution for the Charmouth Heritage Coast Centre was revised and approved as of 13.05.21 and is given in **Appendix 1**. In 2024 no changes were made to the Constitution, following the major changes in 2021. The changes made then are working well and are a welcome improvement to Trustee procedure.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

3) Archive

- Records are archived electronically and in paper (where appropriate) at The Charmouth Heritage Coast Centre, Lower Sea Lane, Charmouth, Dorset, DT6 6LR, UK

4) Staff employed to manage and run the Charmouth Heritage Coast Centre

- Manager: Phil Davidson (from May 1st 2009)
- Manager: Alison Ferris (from April 1st 2015)
- Manager: Anna Woolcott (from 1st November 2018)
- Manager: Grant Field (from November 2023)
- Charlotte Cragg: Finance Officer (from 2013)

5) Review of the year - 2024

5.1 Overview. 2024 proved to be a very rewarding year with numbers of visitors continuing to increase back to pre-pandemic numbers, reaching 115,073 including members of the public, schools and outreach. The charity is now on a sound financial basis, achieved with the hard work by the Managers, Volunteers and Trustees. Visitors continue to be encouraged, at busy times, to move through the centre using the one-way system. This provides them with the best experience, ensuring displays and information are not missed. This leads to visitors exiting through the shop, profit from which has become the largest income stream, after the public walks.

5.2 Employment of four full-time Managers, although increasing costs, has allowed for the maximisation of income streams allowing for a small profit of £7,618 at the end of 2024. Finances remain at record levels, despite the wider economy, with a turnover for 2024 of £261,070. A small revenue grant of £5,000 from Dorset Council was received for 2024. This was supplemented over 2023/24 by a grant of £8,361 from Royal Society for Chemistry was obtained for specific outreach work. Popularity of public walks and other events, donations and Gift Aid are indicators of public satisfaction of the experience they receive when engaging with the CHCC. Managers and Volunteers are to be congratulated in creating this positivity.

Beach status. In April there was another large landslide on Stonebarrow, next to the fall that happened in April the year before. This landslide produced lots of pyrite ammonites and during the summer months, when area was safe and stable, we took our fossil walks to this area. Our usual area on West Beach for fossil hunting was productive for the first half of the year, but a large fall in May made part of this section dangerous. Unusually, areas of the foreshore on West Beach were stripped of shingle exposing the soft shale bedrock underneath. This made the area very slippery later on in the year and we deemed it unsafe to take large groups to this area. Several ichthyosaurs were revealed by the scouring seas and a complete *Hybodus* shark.

2024 CHCC employed 4 full time managers.

Phil Davidson, Manager for Geology and Palaeontology, and to exercise general oversight of the day-to-day management of the Centre.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

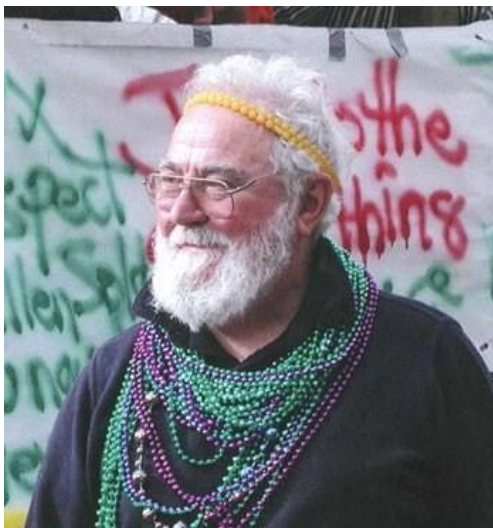
Alison Ferris, Manager for Marine and Environmental interpretation, management of the shop, Friends, and some administrative tasks.

Anna Holbrook, Manager for Outreach and Education.

Grant Field, Manager for Media and Engagement with additional responsibilities supporting Education Outreach and Palaeontology.

Charlotte Cragg continues as part time Finance Officer. A part time cleaner works for 1.5 hrs three mornings each week

The Heritage Coast Centre has a number of Patrons who bring expertise and distinction to the charity. These follow in the footsteps of a number of distinguished predecessors Prof. Muriel Aber (Jurassic Geologist), and John Fowles (author). Currently the Patrons are Sybil King (Fine Foundation), Dr. Paul Davis (palaeontologist), Prof. Mike Benton, (palaeontologist from Bristol University), Dr. Dave Martill (palaeontologist from Portsmouth University), Prof. Greg Price (geologist from Plymouth University), Prof. Iain Stewart, (Geoscientist and media celebrity from Plymouth University) and Prof. Danielle Schreve (Quaternary Science from Bristol University). Pro. Jim Rose, (Emeritus professor Geography at the university of London) has recently accepted the invitation to become a Patron, replacing Patron Prof. Denys Brunsden OBE (geomorphologist and a founder of the Jurassic World Heritage Site), who sadly died early in 2024.



A special event was held at the CHCC, in July 2024 to remember the work of Denys Brunsden who was a founding father of the accreditation of the Jurassic Coast as a World Heritage Site. Elizabeth Brunsden, several Patrons and other guests enjoyed some refreshments and reminiscing on the pivotal part that Prof. Denys Brunsden had played in the development of the CHCC as it is now.

Attenborough's Sea Dragon was retained for most of 2024, following its arrival as an exhibit in 2018. This exhibit was joined by 'Raffles' the plesiosaur, also on loan to us by Chris Moore, a local collector. Found in 2007, it had taken a team of experts 16

years of painstaking and intricate preparation to be able to finally mount and display this unique three-dimensional specimen of the plesiosaur. This specimen is 70% complete. The missing bones have been cast and modelled from the other existing bones of the skeleton. Named after Raffle, Tracey's dog, who sat on the first exposed bone which led her to the discovery. The plesiosaur was preserved within the famous ammonite pavement of Monmouth beach, Lyme Regis. The site was monitored over the next year. Natural erosion revealed more articulated vertebrae. Tracey and her partner Chris Moore then got permission from Natural England to extract this very rare skeleton.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.



'Attenborough's Sea Dragon'
and 'Raffles' displayed together.
Both on loan from Chris Moore.

The exhibits of both 'Attenborough's Sea Dragon' and 'Raffles' have now been returned to Chris Moore and new displays, also of fossils on loan from Chris Moore and other collectors, are being developed. All involved with CHCC are exceedingly grateful to collectors for their continued loan of exquisite fossils to enable the refreshing of displays, maintaining public interest.

Future of the premises

In December 2021 the Future of the Premises Working Party held its first meeting, and continued to meet on a regular basis during 2022. In 2023 this group has met less frequently. The trigger for the inception of the working party was "We know that at some indeterminate time our premises will be damaged. The damage may be short term and fixable or catastrophic resulting in our premises and possibly the whole building becoming permanently unusable". The valuable work done by this group has had major significance as we became part of the 'community engagement' in spending the promised Coastal Transitional Accelerator Programme funding for Charmouth. CHCC members were able to take the lead in bringing local community groups together for discussion. This CTAP public engagement concluded in 2024 with all suggested developments included in the submitted Business Plan to the relevant authorities. The Plan was approved and funds allocated. 2025 will see further community engagement.

If an emergency evacuation of our premises is needed, Charmouth Primary School has agreed to house the staff and fossil exhibits on a temporary basis. Over 2024 this procedure has been under ongoing consultation again as the school governance has changed. Our charity is fortunate in that some activities, e.g. fossil walks, can take place without needing the use of premises thus enabling us to function and earn income, albeit in a restricted way. Knowledge of climate change continues to evolve and we endeavour to keep pace with it. It was decided that we should be the last tenant of our premises on the upper storey of the Old Cement Factory. Our present location is an irreplaceable part of what our charity is. For short term damage we have identified a number of potential part time solutions depending on the length of time we may be unable to use the building. Various relocation options have been considered, mostly of a temporary, possibly mobile, semi-permanent nature. It will be

more problematical if we need to locate to a different building on a permanent basis. These concerns have become part of CTAP proposals.

The 25-year lease of our premises was due for renewal on 1 April 2023. The Parish Council drew up a draft lease for our perusal, for the next 25 years, with caveats regarding damage to the building including the building ceasing to be viable. Following discussion of outstanding issues with Charmouth Parish Council, the Dorset Council coastal engineer, the coastal area planner and guidance from a solicitor employed by the CHCC, a new lease has been agreed.

Jurassic Coast Trust CEO Lucy Culkin left her position late in 2024 to be replaced by Luke Rake. Manager Phil Davidson continues to have meetings with the JCT team to discuss any topics relevant to the work of the CHCC, mostly regarding the Fossil Collectors Code.

The Centre is normally open from 10.30 am to 4.30 pm every day from early spring until after the October half term. One volunteer works on the desk in the morning 10.30 – 1.30 and another in the afternoon 1.30 until 4.30. Another volunteer is in the lobby area at the top of the steps and greets the visitors and provides relevant information. In the main school summer holiday period, the Centre opens from 10 until 5, at the discretion of the Managers. During the winter months the Centre is open from Friday to Monday, Tuesdays to Thursdays are set aside for renovation and maintenance, display renewals, and working on school programmes.

5.2. Charmouth Heritage Centre Infrastructure – Maintenance and Volunteers.

Over the quieter period in the winter, a group of volunteers, under the leadership of Barry Coleman, continues to maintain and improve the quality of the infrastructure. Large numbers of visitors pass through the Centre and regular maintenance and improvements are necessary and ongoing. In 2024 the Tuesday working party met on a regular basis during the winter months. Please see **Appendix 3** at the end of this report for achievements of the working party, which includes the installation of the landslip display.



5.3. Core activities of Charmouth Heritage Coast Centre.

Working within the infrastructure described above, the managers, along with the Friends of the CHCC, carried out the activities set out in the objectives of the Charity.

The key activities can be summarised as:

Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

- i) *maintaining and explaining the displays housed within the Centre.*
- ii) *providing expert knowledge for all visitors both within the Centre Building and as part of visits to the coastline.*

Recent finds for 2024 displayed in the Centre include



Ammonites Galore! Found by Chris East in April 2024. It has taken Chris 50 hours to prepare this specimen and reveal all of the ammonites.

Partial Ichthyosaur Jaw found by Phil Davidson in April in a loose pebble on the beach. The rest of the 8 metre reptile was destroyed by the sea.



Volunteers who are Friends of the CHCC, help the visitors from behind the desk, and deal with purchases from the shop. Other Friends meet and greet visitors at the door, explaining, what visitors can see, answer any simple questions, direct them to where additional information can be found and explain about the charity. When difficult geological questions arise, volunteers call upon one of the Managers on duty to help. There is circumstantial evidence that this volunteer role does enhance the visitor experience.

Volunteers have also represented the Coast Centre away from the Centre.

- Regularly, through the summer months, the Chair of the Friends and other volunteers have visited Newlands Holiday Park to inform their visitors what is available at the Coast Centre.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

- On other occasions volunteers represented the Centre at different events in the Village and Community Halls. Booklets were available for purchase, fossils and posters provided information about the work of the Centre.
- Volunteer support has been provided at both the Lyme Regis Fossil Festival and the Sidmouth Science week.

Fossil Hunting Walks and Rockpool Rambles

Our main income stream comes from our very popular fossil walks and, as such, more walks have been organised in 2024. These are booked by the public, schools and occasionally private groups. Timing is restricted by the tides. Normally, no more than one walk is scheduled per day. The safety of the public is paramount, and walks are cancelled if the weather is inclement following agreed criteria. Volunteers from the Friends accompany the managers, who carefully direct the group towards fossil yielding areas and endeavour to answer questions arising from finds and observations made during the walk.

Booking in advance is nearly always essential. Numbers for public walks has been restricted to a maximum of 55 to 60 to ensure paying visitors get an enhanced experience. We have continued with a programme of private fossil walks, which generally is restricted to 6 persons, but, with more flexibility at the discretion of the Managers. This proved very popular and booking uptake was high. We could also offer these walks at times the Centre was closed.

Manager Anna Holbrook continues to manage the Centre's Educational Programme. The Centre was able to obtain a grant for £8,361 from the Royal Society for Chemistry. £6,688.08 paid in 2023 with the rest on completion of the evaluation of the project in 2024. The grant was to provide funding for the chemistry aspect of the education work, giving opportunities for 18 lessons to be provided to local schools at a much-reduced cost. The outreach lessons have been well received. With positive evaluation and requests from schools for future outreach. No additional funding was requested in 2024 but this will be re-evaluated in 2025.

A training session for teachers, held at the Centre, was introduced in 2023 and again provided in 2024, to provide tips on teaching about rocks and fossils in the classroom. This links well with the availability of Loan boxes which can be couriered all over the country. Below is the Managers' data including the number of visiting children, whether they received information on the beach or virtually, and the resulting income.

Schools

Year (Jan-Dec)	2019	2022	2023	2024
Number of children	3023	2781 (2305 in person 476 virtual)	3127 (2735 in person, 392 virtual) + 643 for free Centre visits	2709 (2381 in person, 328 virtual) + 386 adults + 1519 into Centre either as part of a session or independent.
Income	£11,399	£8,921	£13,160	£11,808.50

2024 numbers and income are slightly down on 2023. However, in 2023 we included £2028 worth of U3A and cruise bookings. Once that is removed, we have actually made a £700

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Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

increase in 2024. 83 sessions were delivered in 2024, with a mixture of beach sessions, virtual and classroom outreach. This is the highest yearly total post pandemic. Aside from the Royal Society of Chemistry subsidised ones, 3 more at full price were delivered in the autumn.

Equality Diversity and Inclusion (IED)

5 EDI sessions were run in 2024, with 3 different groups. ASCape, a group for Autistic children and their families in West Dorset. Love Her Wild, a charity encouraging women in outdoor pursuits. Somerset Council's Community Inclusion group. Work continues with the Dorset Blind Association (DBA) and Dorset County Museum (DCM).

Marine Tank: - In our marine tank we held a wide variety of marine animals this year, including fish, mullet, blennies, goby and 5 bearded rocklings. There were 3 different species of crab, prawns, snails, anemones and sea urchins. The tank was emptied as usual at the end of October. We should get the mullet back next year, fed and fattened up by Lyme Regis Aquarium over the winter. The tank is used during the winter period to display types of plastic found on our beaches during Beach cleans.

Festivals: - Lyme Regis Fossil Festival (June): Another successful year with volunteers helping on the school's day and over two public days. A busy weekend where the CHCC stall proved very popular. CHCC members were involved on the Saturday, for the first time, in the Sidmouth Science Festival. Planning our stall and sorting paperwork with the organisers. Alison Ferris and volunteers ran events on the day. Examples of fossils were on display with children's activities available to engage younger visitors.

Beach Cleans: - 12 beach cleans have taken place in 2024 with a very busy last quarter of the year with the Great British Beach Clean, Great Global Nurdle Hunt, our 40th Beach Clean with Scavenger Hunt and the Xmas beach clean. Lots of partnerships have been formed because of the partnerships formed.

Seashore Safaris: - in 2024 a Scavenger Hunt was introduced as part of the safari. This has been well received and adds another aspect to this already popular event. Data collecting surveys for Citizen Science projects are part of the safaris. Other data collected is very useful to organisations such as the Natural History Museum, Marine Conservation Society and Shark Trust.

Social media: - The Centre's social media accounts are a key part in reaching the wider public, locally, domestically and internationally. Facebook, Twitter/X and Instagram have played a large role in updating the public about upcoming events, as well as changes in exhibits and alerting visitors to changes in beach conditions, i.e. tide times, recent cliff falls and storms. Promotion of the 40th Anniversary event in 2024 via a targeted social media campaign was well received, highlighting various activities and traders involved. As of November 2024, the Centre has also started running a Bluesky account in tandem with pre-existing accounts. Accounts continue to grow, with daily posts and open inboxes for enquiries, reaching over 13,300 followers in total.

Reaching over 165,000 visitors the CHCC website is a vital window into what the Centre has to offer. The website provides up to date information on exhibits as they change, on the palaeontology and geology of Charmouth and the Jurassic Coast, as well as safety information and details of the fossil collecting codes. The website is the primary means for

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booking onto fossil hunting walks and seashore safaris, accounting for over 95% of total bookings in 2024. The online gift shop is also routinely updated with new lines and accounts for approximately 7% of total shop sales for 2024. As of February 2024, a beach webcam has been installed with a live feed on the website which has proven popular with 84,000 views to date.

40th Anniversary celebrations were arranged for October 2024, to mark the inception, in 1984 with a simple table with fossils run by volunteers on the foreshore, of the Coast Centre as we now know it. Over the weekend, the first day, Charmouth was filled with visitors enjoying events in both halls, with in excess of 700 people visiting the Community Hall and over 900 visiting the Centre. Roaming 'dinosaurs' and 'Mary Anning' played their part in encouraging visitors to enjoy the History display, kindly set up and stewarded by the Charmouth Local History Society, the box making activity, craft, fossil stalls and refreshments. In the evening Paul Davis, a Patron, gave a talk on the 'Charmouth crocodile' and a celebratory glass of wine was enjoyed. On Sunday events at the beach and Centre were well supported with 'mermaids' promoting the beach clean and activities for children. Many positive comments have been received from the local and wider community about the weekend. Celebrations for the 40th Anniversary were a good example of the CHCC community working together.



5.4. Science, knowledge and safety at the Charmouth Heritage Coast Centre

In addition to the requirement to welcome and inform visitors about the geology (especially fossils), biology and geomorphology of the area, the staff of the CHCC are tasked with recording scientifically important fossils found within the local area. Throughout the year numbers of fossils are found by the managers, local collectors, volunteers and visitors to the Centre. Following preparation many of these recent finds are displayed in the Centre, for visitors to examine, learn and be enthused. Subsequently many of these fossils will join internationally important collections at localities such as the Natural History Museum.

Fossil Collecting Code of Conduct: These Codes have been developed by a number of agencies including the Jurassic Coast Trust, National Trust, Charmouth Parish Council, Natural England, Charmouth Heritage Coast Centre (Manager Phil Davidson), researchers

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and local fossil collectors. It is a pioneering scheme endorsed by UNESCO. It encourages the recording and reporting of scientifically important fossil finds and the acquisition of these specimens by recognised museums. Each year the Jurassic Coast Trust donates £3750 to CHCC towards the maintenance and development of these codes. The Jurassic Coast Trust also manages the Fossil Warden, who helps manage the crowds in the busy school holidays and offers advice to visitors. Everyone is allowed to collect loose material on the beaches, but landowners' permission must be obtained before digging into the cliffs or the foreshore. Hazards arise from both the sea and the cliffs, particularly in the form of patches of deep mud found behind landslips or in mudflows. Emergency services are regularly called out along this part of the Jurassic Coast. Advice from the staff at the Centre, and the many warning notices, make visitors aware of the problems and substantially reduce the risk and consequential costs any rescue operations entail.

West Dorset Fossil Collecting Code - A total of 565 specimens of scientific importance have been registered for this code, 128 of which are recorded as Category 1 specimens. Since the last report 21 specimens have been recorded.

Undercliffs NNR Collecting Code – a total of 50 specimens have been recorded to date, 6 of which are Category 1 specimens. Since the last report 39 specimens have been recorded.

A copy of the Fossil Code Collecting Report 2024 is in **Appendix 2**

6) Visitor Numbers and activities

Visitor numbers for 2024 were 111,978 and 115,073 including all schools (zoom, beach etc.). **Table 1** shows a comparison of visitor numbers from 2020 – 2024. Numbers decreased considerable during 2020 and 2021 when the Centre had limited visitors allowed in due to Coved-19 restriction and was also closed for several months. In 2022, we had an expected rise in visitor numbers, as we slowly emerged into the unknown post pandemic world. In 2024 we see a pleasing recovery of numbers visiting. We continue with some measures introduced during the pandemic. Public walks, including the brief introductory talk, take place outside, with smaller numbers of participants. The use of the one-way system is encouraged during busy periods to ease the flow of visitors through the exhibits. This helps to ensure a better experience for all visitors. Numbers of total visitors remains considerably lower than the record year in 2018 of 150,044.

Table 1. Visitor numbers in 2024 compared with 2020-2023.

	2020	2021	2022	2023	2024
Visitor numbers	21,232	55,364	83,775	104,830	111,978
Visitor numbers including schools and outreach	21,524	56,477	86,080	107,833	115,073

7) Finance

- A breakdown of the financial activities is given in **Table 2**. Presentation of the data in this fashion gives a clear picture of the financial activities and financial health of the CHCC.

Table 2. Main elements of Financial Record for CHCC 2024, and a comparison with previous years.

Period	2020	2021	2022	2023	2024
Income	£176.4	£160.8k	£201.7k	£250.4k	£261.1k
Grants	£94.4k	£42.0k	£11.0k	£24.2k	£14.8k
Activities*	£18.8k	£28.9k	£73.1k	£85.2k	£96.5k
Sales**	£32.2k	£68.1k	£80.4k	£98.9k	£104.3k
Others***	13.1k	£19.0k	£28.2k	£26.1k	£26.8k
Gift Aid	£17.9k	£2.8k	£8.9k	£14.5k	£18.9k
Expenditure	£169.9k	£162.2k	£227.8	£233.3k	£253.5k
Purchases#	£14.3k	£31.6k	£47.5k	£54.5k	£55.4k
Salaries##	£116.8k	£96.2k	£139.7k	£134.3k	£144.3k
Rent & water	£10.0k	£9.7k	£10.4k	£12.9k	£11.1k
Running costs^	£13.6k	£14.6k	£19.9k	£23.0k	£24.4k
VAT	£1.4k	£1.4k	£2.5k	£2.6k	£3k
Fees for accounting	£0.6k	£0.6k	£0.3k	£0.5k	£0.5k
Refurbishment	£12.5k	£7.9k	£7.1k	£5.6k	£14.8k
Balance	£+6.4k	-£1.3k	-£26.1k	+£17.1k	£7.6k
Current Assets	£181.0k	£53.1k	£28.9k	£55.5k	£61.5k
Reserves	£101.4k	£101.4k	£101.6k	£101.9k	£102.9k

* Schools, Groups, Film show & talks, Theatre, Fossil hunting walk, Fossil Festival weekends, Seashore safaris, Art & Craft Exhibition

**Fossil Loan Box receipts, Ammonites slice polishing, Website advertising, Room hire, Shop sales, Drinks machine, Pin badge sales, Fossil Code agreement, Insurance claims.

***Donations, Bank interest, Miscellaneous

#Purchases + existing stock minus closing stock held, Costs for Fossil Roadshow, Fossil Code and Drinks machine

##Staff salaries, Pensions, Employer NI.

^Recruitment, Staff training, Clothing, Electricity & heating, Repair & maintenance, Staff Travel, Subsistence, Telephone, Printing & stationery, Copying, Postage, Advertising, Web hosting, Cleaning, Office expenses, Bank charges, Credit Card Charges, Subscriptions, Computing.

As can be seen from **Table 2** the balance between income and expenditure at the end of the year was positive at + **£7,618**. Analysis of the finances indicates that: -

Income.

- The CHCC receives grants from Dorset Council (£5,000) and also the Jurassic Coast Trust (£3,750 for the Fossil Code) and these are gratefully acknowledged. The reduced rate of grant of £5,000 from Dorset Council is payable for the next 2 years.

2. These sources of income are complemented by donations (entrance to the Centre is free) and fees from visitors, including schools that bring children on educational visits as shown in **Table 3**. It is very pleasing and immensely reassuring to note that in most income categories, 2024 has exceeded 2023, particularly in the fossil walks and shop sales.

Table 3. Summary of total income (not profit) from visitor and school activities

Department	2020	2021	2022	2023	2024
Fossils Walks	£13.4k	£21.8k	£60.9k	£70.2k	£79.1k
Schools	£4.3k	£6.4k	£10.2k	£11.2k	£11.3k
Theatre	£0.2k	n/a	£1.0k	£2.3k	£2.5k
Marine Events	£0.0	£0.0	£0.2k	£0.1k	£1.4k
Shop Sales	£31.2k	£66.5k	£80.4k	£98.9k	£104.3k
Donations	£10.0k	£17.3k	£26.9k	£25.3k	£22.9k

Table 3 shows the following for 2024:

- Shop sales figures are strongly correlated to visitor numbers. In 2024 there were 115,073 visitors (including schools) creating a turnover of £104.3k in the shop. In 2023 the footfall was 107,833 (including schools) and the shop turnover was £98.9k. Manager Alison Ferris works tirelessly to manage the shop, despite ongoing supply issues in 2024 with rearrangements of displays to encourage more sales, and to accommodate the one-way system.
- During 2024 the VAT return incurred a loss of £1,005.62, but the next VAT return will show a profit and in general the balance remains fiscally neutral.
- Fossil walk income in 2024 was a record at £79,066. Since Covid we have also limited the numbers on our fossil walks, but prices have increased. This is very welcome as earnings from fossil walks are such an important part of our income. We have almost reached capacity for this revenue source, because of the scheduling limitations of the tides.
- In 2024 donations were £22,928.
- The theatre income in 2024 of £2,476, is an improvement on 2023. Income from school bookings has increased, and we have continued our zoom lessons with schools' visits reduced, and zoom lessons are now bringing in much needed income.
- In 2024 gift aid received was £18,929. This is a considerable increase from the 2023 figure of £14,000. Gift Aid is ably administered by our Finance Officer.

Reserves

At the end of 2024 Reserves amounted to £102,852 in accounts with the Coop and the Nationwide. We have a working account with the Co-op of £61,524. This figure is higher than last year reflecting the profit made over the year. Allocation of £102,852 to Reserves is in accord with advice from the Charity Commission and essential for a sound financial base for the CHCC.

Expenditure

1. The decision to operate with 4 full time staff rather than employing seasonal staff was vindicated by the success of 2024 – a profit of £7,618. Salaries totalled, with oncosts, £144,342 well within the normal parameters of between 50/60% of Turnover (55%). As always, remuneration is a matter of concern for Trustees, as it is essential in retaining excellent staff.
2. Purchases of £55,364 increased from £54,458 in 2023. Running costs, as expected were higher in 2024 than 2023, due to increased success of the shop.
3. Working party expenditure increased in 2024 due to the installation of a brand-new boiler and also a new geological display in the Education Room.
4. The rent paid by CHCC to the Parish Council in 2024 was £11,149.

▪ **Summary and explanation for finances for 2024**

After the record-breaking year of 2023, it has been very encouraging to see the success continuing into 2024. The Centre's total income was just over £260,000 for the first time ever and both shop's profit and fossil walks income totals were new records, £79,066 and £48,958 respectively.

Overview

- Grant funding from Dorset Council is to continue for another two years at the rate of £5,000 p.a.
- **Charity Reserves Policy.** This allows for the payments of outgoings for 6 months and salary payments for 9 months in the event of no income being available.
- As part of the Business Plan, we continue to consider additional non-tidal income sources such as the further development of the Outreach Programme. Booklets of local interest and Post Cards have been an additional source of income during 2024, as has the continued development of an on-line shop. The substantial increase in donations is to be applauded with congratulations to those volunteers who welcome our visitors at the door. Evidence suggests this positive welcome has contributed to the increase in donations.

8) Trustees and Friends

- The Trustees' key role is to ensure the success of the Centre with respect to its objectives, its staff and volunteers, and its finances. Trustees make appointments and report to the Charity Commission annually. The officers of the Trustees do most of the work.
- Two Trustees joined the board in 2024. Richard Bovill with expertise in Health and Safety and risk assessment. Penny Whalling a geologist.
- At the end of 2024 there were 158 Friends, adults, families, couples and life members. There was a total of 67 volunteers working in roles at the desk, welcoming visitors, in the maintenance working party and on fossil walks. Some volunteers undertake more than one activity.
- The Friends of CHCC are indispensable to the continuing success of the Centre. The Committee, chaired by Penny Rose, ensures that volunteers support the managers by staffing the desk, welcoming visitors and aiding on outdoor activities. Activities organised by the Friends' Committee, again, included a cream tea and winter lectures. In 2024 the three talks included a talk by Steve Belasco showing

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photographs 'Along the Jurassic Coast'; a lecture, in October as part of the 40th Anniversary celebration, by Patron Paul Davis on 'the Charmouth Crocodile'. This evening also included some reminiscences of the beginning of the Coast Centre. In November Peter Glanvill spoke on 'The Cave system of the Jurassic Coast'. Two museum trips to the Beaminster Museum and to the Etches Museum at Kimmeridge followed by a visit to the Sealife Centre were arranged, as were visits to develop links to the Lyme Regis Museum and National Trust. Manager Alison Ferris issues about 4 editions of *Coast News* annually, the CHCC Friends' Association newsletters to keep Friends and volunteers in touch with the Centre.

3. Visitor Feedback

It is a pleasure to end this section with some comments from the visitors in 2024.

- *Sept 2024 • Couples*

A superb volunteer-run exhibition of all things Jurassic. As 70-year-olds we were fascinated by the richness and clarity of the scientific information, and we saw children as young as 5 entranced by the size of the genuine fossils on display, the hands-on discovery, and pictures, diagrams and videos. Lots of information on how to hunt for fossils on the beach, and beach safety. We loved it, and are going back very soon.

- *Aug 2024 • Family*

I took a large fossil to the Charmouth Heritage Coast Centre to report finding it the previous day at Seatown and all the staff (Anna, Phil, and James the guide!) couldn't have been more helpful in explaining the process, as well as being really interested in what I had found, and advising me on how to care for it. The museum was great too, with many fascinating local fossil finds. We all enjoyed our visit and would love to return again soon.

- *May 2024 • Family*

Staff very helpful and willing to identify finds from the beach. The people we encountered were very good at engaging with children and getting them to say what they thought they had found. Exhibitions were very helpful for contextualising the history.

- *Apr 2024 • Family*

A lovely little museum with all you could need to know about fossils on the Jurassic coast. The volunteers were so kind and engaging with the kids, they were delighted to spend time looking at the fossils our kids found on the beach and bringing millions of years of history to life to explain what they had found.

- *Jan 2024 • Solo*

Amazing! First time fossil hunting and I am so, so happy I chose to come to this centre and beach for it. So much information, and everyone was so friendly. The displays were awesome and inspiring. I went down to the beach after for a solo fossil hunt and it was truly exceptional. Could easily hunt for hours. Found a few cuties and went back to the centre for more information about my finds. Would love to come back, again and again and again.

4. Acknowledgements

In many ways this is the most important category, because without the activities, help and support from so many, the Heritage Coast Centre would not operate. It is my pleasure to acknowledge these here:

- The **Managers**, Phil Davidson, Alison Ferris, Anna Woolcott and Grant Field.
- Charlotte Cragg – **Finance Officer**
- The **Friends of the Charmouth Heritage Coast Centre**, and the **Friends' Committee**, chaired by Penny Rose. The **FCHCC**, is not only vital in the volunteering tasks undertaken but allocates funds each year for various useful and relevant items for the **CHCC** for educational purposes, and we thank them for their contribution.
- The **Working Party** led by Barry Coleman for carrying out the refurbishment of part of the Centre's interior.
- **Volunteer William Burn**, working behind the scenes to plan and create displays, providing information videos to enhance the experience of the visitors.
- **Dorset Council**, for financial support.
- **Jurassic Coast Trust** for financial support towards the Fossil Collecting Codes maintained by CHCC.
- **Charmouth Parish Council** for a positive working relationship as landlord of CHCC and on other matters concerning the running of the Centre and its infrastructure.
- Last, but not least the **Trustees of the Charmouth Heritage Coast Centre**.

On behalf of the Trustees Jan Coleman, Chair: 15.05.25

APPENDIX 1 – Constitution of Charmouth Heritage Coast Centre



CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

1. The name of the Charitable Incorporated Organisation is the Charmouth Heritage Coast Centre, hereinafter called the Centre.
2. Centre address is Lower Sea Lane, Charmouth, Dorset, DT6 6LR, UK.
3. The objects of the Centre are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth and to maintain the Centre at Charmouth for education and information to encourage management of coast and adjacent area.
4. The Trustees shall be responsible for the general management of the Centre. There is a requirement for Trustees to provide names, address and d o b for identification purposes. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
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6. The Trustees shall have power to raise money, to own or lease property, to buy and sell goods and equipment, to employ and remunerate such staff as are necessary for carrying out the work of the Centre, to co-opt persons to assist them in the management of the Centre and to do anything necessary to further the objectives of the Centre.
7. The income and property of the Centre must be applied solely towards the promotion of the objectives. The Centre shall be administrated as a non-profit making organisation. Any funds accumulated are to be held on trust for the benefit of the Centre. Funds may be invested at the Trustees' discretion
8. No Trustee may receive any goods, services or financial benefit from the Centre. A Trustee is entitled to be reimbursed for reasonable expenses incurred by him or her when acting on behalf of the Centre.
9. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed or existing transaction or arrangement with the Centre, and should not participate in any discussions or vote of the Trustees in which a possible conflict of interest may arise. However, the Trustee may remain at the meeting and may only answer questions relating to facts.
10. In the event of the Centre being wound up, the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. Any funds remaining

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after payment of debts and expenses shall be passed to the Dorset Wildlife Trust for use in the Charmouth area, or in default, any other charity having similar aims for the use in Charmouth area.

11. The Trustees shall manage the affairs of the Centre. It is the duty of the Trustees to exercise their powers and perform their functions to further the purposes of the Centre. In exercising those functions, they should apply such care and skills as is reasonable in the circumstances having regard to their special knowledge or experience.
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17. The Chair to be elected annually at the Annual General Meeting. A Vice Chair to be appointed to cover the duties of the Chair as necessary. The Trustees shall meet as necessary but at least three times a year (nominally June, October and January), seven days' written notice in writing being given to all Trustees. Any three Trustees may call a special meeting at any time giving

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23. Minutes must be kept of all appointments of officers made by the Trustees; proceedings of Trustee meetings, including the names of the Trustees present, decisions made at the meeting and where appropriate, the reasons for those decisions and any decisions made by Trustees not at a meeting.
24. The Trustees must comply with the requirements of the Charities Act 2011 with regard to keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commissions and Companies House, regardless of the income of the Centre, within 10 months of the financial year end. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
25. All funds pertaining to the Centre to be retained in appropriate accounts at a nominated bank. Records to be maintained of all income and expenditure. Records reviewed by Treasurer and Chair monthly. These records to be independently examined annually by an appropriately qualified person. Signatories for cheques to include Chair of the Trustees, Treasurer, Secretary, nominated Warden and one other nominated Trustee. Two signatories required on all cheques.
26. As provided by the Dissolution Regulations, the Centre may be dissolved by the Trustees. This would have to be agreed by a resolution passed by decision taken without a vote and without expression of dissent in response to the question put to the Trustees. Subject to the payment of all the Centre's debts, any resolution for the winding up of the Centre must contain the provision directing how the remaining assets should be used as stated in 10. If the Centre is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

Patrons: Prof. Mike Benton, Dr. Paul Davis, Sybil Fine, Dr. Dave Martill, Prof. Greg Price, Prof. Jim Rose, Prof Danielle Schreve, Prof. Iain Stewart.

 Date sig Chair: Date signed: 09.05.24

ary:  Secretary:

Constitution September 2000. Updated with respect to the model constitution of the Charity Commission 2012. Agreed: January 2015. Addition to point 12 May 2016.

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021

(Appendix)

Terms of Reference for the Executive Committee

The Executive Committee will make proposals and recommendations to the Board of Trustees. Reports will be submitted to all Trustees before full Trustee meetings. Financial decisions may be made before a scheduled Trustee meeting should the need arise. Trustees will be informed of these decisions.

Membership of the Executive Committee shall consist of 4 Trustees, 2 of who will be the Chair and Vice-Chair of Trustees. Members will be elected at the Trustees' Annual General Meeting. Staff or individuals with specific expertise may be consulted.

A quorum of 3 is required to conduct valid business.

Meetings will be held at least 3 times a year. Minutes will be taken.

Terms of reference will be reviewed annually at the AGM.

APPENDIX 2

Fossil Code Report 2024

West Dorset Fossil Collecting Code - A total of 565 specimens of scientific importance have been registered for this code, 128 of which are recorded as Category 1 specimens. Since the last report 21 specimens have been recorded.

Undercliffs NNR Collecting Code – a total of 50 specimens have been recorded to date, 6 of which are Category 1 specimens. Since the last report 39 specimens have been recorded.

Highlights

Chris Moore has retrospectively recorded many specimens in his private collection which have been collected over several decades. Chris' collection is full of spectacular fossils and he has allowed us to display many of these for the public at our Centre. The records include several category 1 fossils and many of the fish, crustaceans and cephalopods have good stratigraphic provenance and is an interesting contrast to many of the specimens in historic public collections. This is a great example of the importance of working with collectors and the significance of modern private collections. All of these specimens have been painstakingly prepared using cutting edge techniques.

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Specimen 32 from Chris Moore's private collection.

Management

I have spent lots of my time this year communicating the various changes to both collecting codes in regard to the changes with insurance.

A review meeting for the Undercliffs Fossil Code was hosted here at the Centre in October and looked at various ways to proactively engage with the collecting community.

We continue to rotate our displays of fossils that we have on loan from the public and the fossil collecting community. Of particular note is the crocodile snout and scute (Ref 385) in our 'Fossil Code' cabinet.

APPENDIX 3

Achievements of the Maintenance Part for 2024.

Main work completed was the installation of a new oil boiler, re-modelling of the 'Duty Warden' desk and the Geological installation representing 'Black Ven', which included additional storage.

General work carried out included: -

- Service of window catches
- Repair of electric boxes covering lids
- Checking on stability of the toilet floor after a leak was repaired
- Repair to handrails, lights and microscope
- Clearing storage space, including disposing of old computer hardware
- Repair of 'Megasaurus' and 'Helter Skelter' donation boxes.
- Retouching surround for 'Sea Dragon' exhibit
- Repair of Ammonite Jigsaw Puzzle
- New displays in the Education Room
- Improve front entrance door for ease of opening

Charmouth Heritage Coast Centre 05149333
(A Company Limited By Guarantee) Trustees
Independent Examiner's Report

To the Trustees of Charmouth Heritage Coast Centre

I have satisfied myself that the Charity is not subject to audit under Company law and is eligible for independent examination.

Respective responsibilities of Trustees and Examiner

The Trustees, who are also the Directors of Charmouth Heritage Coast Centre for the purpose of Company law, are responsible for the preparation of the Accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act and the an independent examination is needed.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 considering 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 of the accounts no matters have 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 386 of the Companies Act 2006; and

* to prepare Accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

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



May 2025

Robert Hughes ACMA
Thurlestone
Westcliffe Road
Charmouth
Dorset
DT6 6BG

Charmouth Heritage Coast Centre
(A Company Limited By Guarantee) Trustees

Statement of Financial Activities Including Income and Expenditure
for the Year Ended 31 December 2024

	<u>INCOME FUNDS:</u>		<u>TOTAL</u> <u>FUND</u>	<u>TOTAL</u> <u>FUND</u> <u>2023</u>
	<u>Unrestricted</u> <u>Funds</u>	<u>RESTRICTED</u>		
Incoming Resources				
Donations	22,928	0	22,928	25,304
Activities for generating Funds	219,861	0	219,861	205,324
Grants	14,767	0	14,767	24,187
Tax Repayments	1,959	0	1,959	1,556
Investment Income:				
Interest	1,882	0	1,882	763
Charitable Trading Activities:	0	0	0	0
Total Incoming Resources	261,397	0	261,397	257,134
Cost of generating Funds				
Fundraising trading: Cost of Goods Sold	253,452	0	253,452	225,712
	253,452	0	253,452	225,712
Net Incoming Resources Available	7,945	0	7,945	31,422)
Governance Costs	0	0	0	(23,921)
Net Income/Expenditure	7,945	0	7,945	7,501
Net Income/(Expenditure) for the Year	7,945	0	7,945	7,501
Net Movement in Funds				
Total Funds at 1 January 2024	184,990	0	184,990	177,489
Increase in Current Assets	591		591	
Total Funds Carried Forward	193,526	0	193,526	184,990

*None of the Trustees(or any person connected with them) received any remuneration during the year and there were no auditing costs.

Statement of Net Income for the Year to 31 December 2024

Gross Income as Above		
General Purpose Funds	261,397	
Restricted Funds	<u>0</u>	261,397
Total Expenditure as Above		
General Purpose Funds	253,452	
Restricted Funds	<u>0</u>	
Depreciation Fixed Assets	<u>0</u>	
		<u>253,452</u>
NET INCOME FOR THE YEAR		<u>7,945</u>

Charmouth Heritage Coast Centre
Statement of Financial Activities Including Income and Expenditure
BALANCE SHEET

	<u>2024</u>		<u>2023</u>	
Fixed Assets				
Tangible Fixed Assets -				
Cost	473,516		473,516	
Depreciation	(473,516)		(473,516)	
	0	0	0	0
Current Assets				
Stock	27,784			
Debtors	0		27,193	
Cash at Bank and in Hand	165,742		157,797	
	<u>193,526</u>		<u>184,990</u>	
		193,526		184,990
Liabilities				
Creditors	0	0	0	0
NET ASSETS		<u>193,526</u>		<u>184,990</u>
FUNDS				
Restricted		0		0
Unrestricted		<u>193,526</u>		<u>184,990</u>
		<u>193,526</u>		<u>184,990</u>

For the financial year in question the company was entitled to exemption under section 447 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 15.05.25

and signed on its behalf by

JR. Gorman

Chair of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSET SCHEDULE

	Land & Buildings	<u>Equipment</u>	<u>Total</u>
COST			
At 1 January 20 24	414,600	58,916	473,516
Additions	0	0	0
Disposals	0	0	0
At 31 December 2023	<u>414,600</u>	<u>58,916</u>	<u>473,516</u>
DEPRECIATION			
At 1 January 2024	414,600	58,916	473,516
Charge for year	0	0	0
Disposals	0	0	0
At 31 December 2023	<u>414,600</u>	<u>58,916</u>	<u>473,516</u>
NET BOOK VALUE			
At 1 January 2024	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2024	<u>0</u>	<u>0</u>	<u>0</u>



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

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Chair:  Date signed: 09.05.24

Secretary: 

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Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

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The Executive Committee will make proposals and recommendations to the Board of Trustees. Reports will be submitted to all Trustees before full Trustee meetings. Financial decisions may be made before a scheduled Trustee meeting should the need arise. Trustees will be informed of these decisions.

Membership of the Executive Committee shall consist of 4 Trustees, 2 of who will be the Chair and Vice-Chair of Trustees. Members will be elected at the Trustees' Annual General Meeting. Staff or individuals with specific expertise may be consulted.

A quorum of 3 is required to conduct valid business.

Meetings will be held at least 3 times a year. Minutes will be taken.

Terms of Reference will be reviewed at the Annual General Meeting of Trustees.

Accounts



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre

Registered Charity Number: 1105386

Company Registration Number 5149333 (England and Wales)

**TRUSTEES' REPORT AND AUDITED ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2023**



**The Queen's Award
for Voluntary Service**



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (1 January 2023)

Barry Coleman	Treasurer	reappointed: 16.05.2020
Jan Coleman	Secretary	reappointed: 16.05.2020
Laura Cornish		reappointed: 16.15.2020
Jonathan Field		appointed: 12.05.2022
Jane Gregory		appointed: 12.05.2022
Melanie Harvey		reappointed: 16.05.2020
Paul Harvey		appointed: 29.01.2020
Andrew Littler		appointed: 29.01.2020
Penny Rose		appointed: 12.05.2022
Heather Salmon		appointed: 05.10.2021
Roger Sansom		appointed: 12.05.2022
Debby Snook	Chair	reappointed: 16.05.2020
Eden Thomson	Deputy Chair	reappointed: 16.05.2020

Charity Number: 1105386

Company Number: 5149333

Principal Address: Lower Sea Lane
Charmouth
Dorset
DT6 6LR, UK

Registered Office: Lower Sea Lane
Charmouth
Dorset, DT6 6LR, UK

Independent Examiner: Robert Hughes (ACMA)
Thurlestone, Westcliff Road,
Charmouth, Dorset, DT6 6BG, UK

The accounts have been prepared in accordance with the accounting policies set out in The Charities (Annual Return) Regulations 2022 that were made on 20th December 2022 and enacted on 1st January 2023. The Independent Examiner's Report is included as **Appendix 3** at the end of this document.

Structure, governance and management

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 27th April 2014. It is a Registered Charity with the Charity Commission. Anyone over the age of 18 can become a member of the company. Each member agrees to contribute a sum not exceeding £10 in the event of the Charity winding up. The names of the Trustees, who are also the directors for the purpose of company law, and who were serving at the start of the year 2023 are given at the head of this report.

None of the Trustees has any beneficial interest in the company.

New Trustees are informed of their duties and get to know employees of the Centre and other Trustees.

The Board of Trustees, which shall not be less than three, administers the Charity, according to the Constitution.

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to foreseeable risks.

In order to fulfil their duties more effectively each Trustee (as of 31st December 2023) provides authority in an area of expertise as indicated below:

Trustee Name	Area of Expertise
Barry Coleman	Treasurer , leader of 'Working Party', Friends' Committee member
Jan Coleman	Chair , from May, Friends' Committee member
Laura Cornish	Head , Charmouth Primary School
Jonathan Field	IT specialist
Jane Gregory	Fund raising, Education
Paul Harvey	IT Consultant
Andy Littler	Geologist
Penny Rose	Chair of Friends
Roger Sansom	Community/IT
Debby Snook	Member of Friends, publicity
Eden Thomson	Secretary , Marine

In addition, the Trustees are joined by 'Visitors' who represent activities/ organisations associated with the CHCC.

Belinda Bawden	Dorset Council
David Sole	Collector

The Trustees meet on three occasions each year (January, May and October, or thereabouts) with an Annual General Meeting held prior to the meeting taking place in the middle of the year. In addition to the formal meetings, the Executive Committee comprising the Chair, Treasurer, Secretary and one other Trustee meet regularly. In addition, the Chair and Secretary have informal, and relaxed Team Meetings, with the Managers and administrator to discuss matters of current, future or on-going interest and concern.

1. Objectives and activities

- To advance the education of the public in geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth, and to maintain a Centre at Charmouth for education and information, in order to encourage understanding and management of the coast and adjacent areas.
- The Trustees have paid due regard to guidance by the Charity Commission in deciding what activities the Charity should undertake.

2) The Constitution for the Charmouth Heritage Coast Centre was revised and approved as of 13.05.21 and is given in **Appendix 4**. In 2022 no changes were made to the Constitution, following the major changes in 2021. The changes made then are working well and are a welcome improvement to Trustee procedure.

3) Archive

- Records are archived electronically and on paper (where appropriate) at The Charmouth Heritage Coast Centre, Lower Sea Lane, Charmouth, Dorset, DT6 6LR UK

4) Staff employed to manage and run the Charmouth Heritage Coast Centre

- Manager: Phil Davidson (from May 1st 2009)
- Manager: Alison Ferris (from April 1st 2015)
- Manager: Anna Holbrook (from 1st November 2018)
- Manager: Grant Field (from November 2023)

All staff undergo an annual appraisal along with two Trustees as part of their career monitoring process and career development. Appraisals took place in November 2023.

5) Review of the year – 2023

5.1 Overview and selected Highlights 2023. 2023 proved to be a record-breaking year in financial terms.

5.2 Visitor numbers in 2023 were 104,830, totalling 107,833 including all schools. Visitors continue to be encouraged to use the one-way system introduced during the pandemic during busy times. Moving through the Centre in this way provides the visitor with a better experience, ensuring displays and information are not missed. This also leads visitors to the shop before exiting. Income streams during 2023 have all exceeded expectation. The finances are at record levels with a total turnover for 2023 in excess of £250,000. About £40,00 of that total is made up of Donations and Gift Aid, reflecting the importance of the service and experience that the visitors receive when visiting the Centre. The two other main income streams are the Activities, including the walks, and Shop sales. Having recorded a loss in income for the first time in 2022 it is reassuring to report these record levels. A small revenue grant of £5,000 has been secured from Dorset Council for the coming three years. Employment of four, experienced, full-time Managers, although increasing costs, enables income streams to be maximised.

Beach Status in 2023

We had our usual battering from winter storms at the start of the year. In April there was an enormous landslide on Stonebarrow beach, probably the biggest one in 40 years (**Figure 1**). The bulk of it came down on a Monday afternoon and several people were cut off on the far side and needed the Coastguard to rescue them. Over the year the rough seas washed away most of the landslide and revealed many thousands of perfect pyrite ammonites. During the summer months the calm seas brought the sand which covered our usual fossil

hunting spot on the approach to Black Ven. We took our groups further round the headland in the summer holidays and found lots more fossils in this new area.

Over the winter period, we had 3 full-time Managers.

Phil Davidson, Manager for Geology and Palaeontology, and to exercise general oversight of the day-to-day management of the Centre.

Alison Ferris, Manager for Marine and Environmental interpretation, management of the shop, Friends, and some administrative tasks.

Anna Holbrook, Manager for Outreach and Education.

Grant Field took up the post of seasonal warden in February and was appointed a full-time Manager in November. His responsibilities include supporting Education Outreach and Palaeontology.

Charlotte Cragg continues as part-time Finance Officer. A part time cleaner works for 1.5 hrs three mornings each week

The Trustees' objective is to ensure the success of the Centre. From January to May Jan Coleman as Secretary of the Trustees, Barry Coleman as Treasurer, Eden Thomson as Deputy Chair, and Debby Snook as Chair were helped and advised by the full body of Trustees, either individually, or at the three meetings of Trustees that took place during the year. At the Annual General Meeting in May Debby Snook stood down as Chair having held the post for five of the most difficult years for the Centre. Following a unanimous vote, Eden Thomson became Secretary, Jan Coleman Chair and Barry Coleman continued as Treasurer. These three Trustees, with another Trustee invited to provide expertise on topics for discussion, also form the Executive Committee, which meets several times a year to discuss subjects that need decisions in between the 3 main Trustee meetings.



Figure 1

Landslip following winter storms making East Beach inaccessible.

The Heritage Coast Centre has a number of Patrons who bring expertise and distinction to the Charity. These follow in the footsteps of a number of distinguished predecessors Prof. Muriel Aber (Jurassic Geologist), and John Fowles (author). Currently the Patrons are Prof. Denys Brunsten OBE (geomorphologist and a founder of the Jurassic World Heritage Site), Sybil King (Fine Foundation), Dr. Paul Davis (palaeontologist), Prof. Mike Benton, (palaeontologist from Bristol University), Dr. Dave Martill (palaeontologist from Portsmouth University), Prof. Greg Price (geologist from Plymouth University), Prof. Iain Stewart, (Geoscientist and media celebrity from Plymouth University) and Prof. Danielle Schreve (Quaternary mammal expert from Royal Holloway University of London).

Attenborough's Sea Dragon has been retained for a further year, following its arrival as an exhibit in 2018. This exhibit has now been joined by 'Raffles' the plesiosaur, also on loan to us by Chris Moore, a local collector. Found in 2007, it has taken a team of experts 16 years of painstaking and intricate preparation to be able to finally mount and display this unique three-dimensional specimen. This specimen is 70% complete. The missing bones have been cast and modelled from the other existing bones of the skeleton. Named after Raffles, Tracey's dog, who was sat on the first exposed bone which led her to the discovery. The plesiosaur was preserved within the famous ammonite pavement of Monmouth beach, Lyme Regis. The site was monitored over the next year. Natural erosion revealed more articulated vertebrae. Tracey and her partner Chris Moore then got permission from Natural England to extract this very rare skeleton (**Figure 2**).



Figure 2

'Raffles' is prepared for display by Chris Moore, a local collector who has kindly loaned the plesiosaur for display.



Figure 3

The Miles family became the 100,000 visitors to the CHCC in November.



Figure 4

"We know that at some indeterminate time our premises will be damaged. The damage may be short term and fixable or catastrophic resulting in our premises and possibly the whole building becoming permanently unusable".

The 'Future of the Premises' working party has continued to meet regularly, creating a wealth of background information for future use.



Figure 5

'Attenborough's Sea Dragon' and 'Raffles' displayed together. Both on loan from Chris Moore.

Return to 'normal' after the pandemic

2023, having been identified as a 'make or break' year, saw the business of the Coast Centre returned to pre-Covid levels and by the end of 2023 we were able to celebrate having the most successful year in our history. We continued to encourage the use of a one-way

system during busy times, with one volunteer on the desk and the other in the lobby to act as the welcoming volunteer. As well as managing the flow of visitors through the exhibits, this system enhances the visitor experience, providing an opportunity to give appropriate guidance when being welcomed and in viewing the exhibits. The four Managers, each with a particular responsibility, as well as that of running the Centre, have developed their managerial roles during 2023. They attend Trustee meetings, providing reports on their responsibilities and occasions when work has been completed with Trustees.

The Executive Committee met eleven times during 2023. Trustee roles and responsibilities have been reviewed, with each Trustee and Manager designated to have a responsibility relevant to their expertise.

Future of the Premises

In December 2021 the Future of the Premises Working Party held its first meeting, and continued to meet on a regular basis during 2022. In 2023 this group has met less frequently. The trigger for the inception of the working party was “We know that at some indeterminate time our premises will be damaged. The damage may be short-term and fixable or catastrophic resulting in our premises and possibly the whole building becoming permanently unusable” (**Figure 4**). The valuable work done by this group will have major significance as we become part of the ‘community engagement’ in spending the promised Coastal Transitional Accelerator Programme funding for Charmouth.

If an emergency evacuation of our premises was needed, Charmouth Primary School agreed to house the staff and fossil exhibits on a temporary basis. Our charity is fortunate in that some activities, e.g. fossil walks, can take place without needing the use of premises thus enabling us to function and earn income, albeit in a restricted way. Knowledge of climate change continues to evolve and we endeavour to keep pace with it. It was decided that we should be the last tenant of our premises on the upper storey of the Old Cement Factory. Our present location is an irreplaceable part of what our charity is. For short-term damage we have identified a number of potential part-time solutions depending on the length of time we may be unable to use the building. Various relocation options have been considered, mostly of a temporary, possibly mobile, semi-permanent nature. It will be more problematical if we need to locate to a different building on a permanent basis.

The 25-year lease of our premises was due for renewal on 1st April 2023. The Parish Council drew up a draft lease for our perusal, for the next 25 years, with caveats regarding damage to the building including the building ceasing to be viable. Following discussion of outstanding issues with Charmouth Parish Council, the Dorset Council coastal engineer, the coastal area planner and guidance from a solicitor employed by the CHCC, a new lease has been agreed.



Figure 6

The winter working party made up of volunteers prepares for a new display.

Jurassic Coast Trust. In January 2023 Lucy Culkin (CEO of JCT) was invited to make a presentation to Trustees on the JCT 5-year Partnership Plan. We heard about the proposed museum, that has been in the Partnership Plan since the inception of the JCT and that funding would be found for a feasibility study. We also received clarification on the Fossil grant, paid by the JCT, to support the management of the Fossil Collecting Code. Manager Phil Davidson is on the Jurassic Coast Collection Working Group and assisting with their independent feasibility study for a new museum on the Jurassic coast.

The Centre is normally open from 10.30 am to 4.30 pm every day from late spring until after the October half term. One volunteer staffs the desk in the morning 10.30 am – 1.30 pm and another in the afternoon 1.30 pm until 4.30 pm. Another volunteer is in the lobby area at the top of the steps and greets the visitors and provides relevant information. In the main school summer holiday period, the Centre opens from 10 am until 5 pm, at the discretion of the Managers. During the winter months the Centre is open from Friday to Monday; Tuesdays to Thursdays are set aside for renovation and maintenance, display renewals, and working on school programmes.

5.2. Charmouth Heritage Coast Centre Infrastructure – Maintenance and Volunteers.

Over the quieter period in the winter, a group of volunteers, under the leadership of Barry Coleman, continues to maintain and improve the quality of the infrastructure. Large numbers of visitors pass through the Centre and regular and ongoing maintenance and improvements are necessary. In 2023 the Tuesday working party returned to normality and met on a regular basis during the winter months. Please see **Appendix 1** at the end of this report for achievements of the working party, which includes the installation of 'Raffles' the plesiosaur above the 'Attenborough Sea Dragon' (**Figure 6**).

5.3. Core activities of Charmouth Heritage Coast Centre – Working within the infrastructure described above, the Managers, along with the Friends of the CHCC, carried out the activities set out in the objectives of the Charity.

The key activities can be summarised as:

i) ***maintaining and explaining the displays housed within the Centre.***

ii) ***providing expert knowledge for all visitors both within the Centre Building and as part of visits to the coastline.***

New displays at the CHCC in 2023 include:-

- 'Raffles' the plesiosaur was installed in March. One of the best examples of a plesiosaur found on the coast and it was 3D domically mounted and hung from the ceiling above 'Attenborough's Sea Dragon'.
- *Asteroceras* ammonite – found by Tony Gill in July
- Partial ichthyosaur skull – found by Lizzie Hingley
- Fossil Fish – found by Chris East
- Bed of ammonites – found by Bill Cutter and prepared by James Carroll



Figure 7

'Treasure trove' found on Charmouth beach by volunteer James Schular. Hours of preparation needed.



Figure 8

Jumbled together chunk of bones from an ichthyosaur skull found by Jo Padley in October.



Figure 9

Large dragon head created for the 'Dragon River Festival' now on display above the aquarium in the Education Room.

Volunteers who are Friends of the CHCC, help the visitors from behind the desk, and deal with purchases from the shop. When difficult geological questions arise, they call upon one of the Managers on duty to help.

Volunteers have also represented the Coast Centre away from the Centre.

- In spring 2023 the River Char Group organised the 'Dragon River Festival', so called because the Centre houses the 'Attenborough Sea Dragon' and also due to the mist emulating above the river into the sea which many locals call 'the sea dragon'. Friends of the CHCC had a display of items on the foreshore, ran a competition and were available to talk to any visitors. This proved worthwhile and supported the 'Dragon River Festival'. A large dragon (**Figure 9**) had been created for the event which was paraded through Charmouth. It is now on display in the Centre.
- On two other occasions volunteers represented the Centre at different events in the Village and Community Halls. Booklets were available for purchase, fossils and posters provided information about the work of the Centre.

Our main income stream comes from our very popular fossil walks and, as such, more walks have been organised in 2023. These are booked by the public, schools and occasionally private groups. Timing is restricted by the tides. Normally, no more than one walk is scheduled per day. The safety of the public is paramount, and walks are cancelled if the weather is bad following agreed criteria. Volunteers from the Friends accompany the Managers, who carefully direct the group towards fossil yielding areas and endeavour to answer questions arising from finds and observations made during the walk.

Booking in advance is nearly always essential. Numbers for public walks has been restricted to a maximum of 55 to 60 to ensure paying visitors get an enhanced experience. We have continued with a programme of private fossil walks, which are generally restricted to 6 persons, but, with more flexibility at the discretion of the Managers. This proved very popular and booking uptake was high. We could also offer these walks at times the Centre was closed.

Manager Anna Holbrook continues to manage the Centre's Educational Programme. The Centre was able to obtain a grant for £8,361 from the Royal Society of Chemistry. £6,688.08 was paid in 2023 with the rest on completion of the evaluation of the project. The grant was to provide funding for the chemistry aspect of the education work, giving opportunities for 18 lessons to be provided to local schools at a much-reduced cost. The outreach lessons have been well received. With positive evaluation and requests from schools for future outreach, it is anticipated further funding might be obtainable from the Royal Society of Chemistry.



Figure 10. Children from a local school enjoying an outreach session funded by the Royal Society of Chemistry.



A training session for teachers, held at the Centre, was introduced in 2023 to provide tips on teaching about rocks and fossils in the classroom. This links well with the availability of Loan Boxes which can be couriered all over the country. Below is the Managers' data including the number of visiting children, whether they received information on the beach or virtually, and the resulting income.

Year (Jan to Dec)	2019	2021	2022	2023
Number Of Children	3,023	2297 (1,113 on beach 1,184 virtual)	2781 (2,305 on beach 476 virtual)	3127 (2735 in person, 392 virtual)
Income	£11,399	£6,400	£10,180	£13,160

There were marginally fewer Zoom sessions in 2023 than in 2022 because of our return to post pandemic 'normality' and a shift towards the chemistry outreach programme in the autumn. Zoom sessions continue to reach schools that would not normally arrange a school trip to CHCC because they are too far away, situated in a deprived area or both. Classroom

outreach sessions in the autumn were more popular than in any previous year thanks to the grant from the Royal Society of Chemistry. Loan Boxes (**Figure 10**) continue to be popular. We continue to welcome more Home Education Groups and U3A. Feedback from schools continues to be positive for 2023. Indoor lunch space for schools is encouraging more winter bookings. We welcomed future teachers to the CHCC for the day to give them tips for teaching rocks and fossils in the classroom.

Equality Diversity and Inclusivity (EDI)

There was a successful project in 2023 held in conjunction with the Dorset County Museum and the Dorset Blind Association. CHCC's contribution was to welcome 8 visually impaired visitors with their guides in November. Our visually impaired visitors handled fossils in our dig trays, casts of ichthyosaurs and a scelidosaur, as well as seaweeds and other items from the strandline. 15 staff and volunteers are now trained by the Dorset Blind Association and have experience of working with the visually impaired. Building on the success of this venture, Managers are now training to work with AScape, a charity working with children with autism. Resources prepared for work with Dorset Blind Association will be equally relevant to working with those who have autism. Frequently, schools who visit will have an autistic pupil in the class or parents visit with their autistic children, so additional training for Managers, cascading to volunteers, will enhance the experience of visiting the Centre.

Marine Tank: - In our marine tank we held a wide variety of marine animals this year, including fish, mullet, blennies, goby and 5 bearded rockling. There were 3 different species of crab, prawns, snails, anemones and sea urchins. The tank was emptied as usual at the end of October. We should get the mullet back next year, fed and fattened up by Lyme Regis Aquarium over the winter. The tank is used during the winter period to display types of plastic found on our beaches during beach cleans.

Fossil Festival:- The Lyme Regis Fossil Festival, organised at the last minute by Lyme Regis Museum, was held over 3 days in May. The first day is a school's day when local schools visit for short talks from various providers.

Beach Cleans:- We held 6 beach cleans and nurdle hunts in 2023. We are aiming to collect another 60,000 nurdles, which will be recycled into mobile phone cases.

Seashore Safaris:- We scheduled 2 Seashore Safaris this year, one had to be cancelled due to bad weather but the other was fully booked. We carry out data collecting surveys for Citizen Science projects. Other data collected is very useful to organisations such as the Natural History Museum, Marine Conservation Society and Shark Trust.



Figure 11. On the 'Seashore Safari' in August 36 crabs were recorded for the Citizen Science Crab Watch Survey.

Figure 12.

Dorset beach tops list of world's best winter visits.



Digital Initiative

In 2022 Trustee Heather Salmon outlined her ideas about a digital initiative for CHCC. The overarching intention of this project would be to facilitate access to the work of CHCC for those who are not in Charmouth or at times when the Centre is not open. At the Trustees January meeting she reported on the development of postcards showing fossils. These cards would have a QR code on the back enabling the purchaser to obtain further information about our charity. Other booklets and information are to be provided through the use of a QR code. The ambition for this digital initiative has now been reduced in the Business Plan as Heather Salmon is no longer a Trustee and other priorities have superseded this plan.

5.4. Science, knowledge and safety at the Charmouth Heritage Coast Centre.

In addition to the requirement to welcome and inform visitors about the geology (especially fossils), biology and geomorphology of the area, the staff of the CHCC are tasked with recording scientifically important fossils found within the local area. Throughout the year numbers of fossils are found by the Managers, local collectors, volunteers and visitors to the Centre. Following cleaning and preparation many of the recent finds are displayed in a cabinet at the Centre, for visitors to examine, learn and be enthused. Subsequently many of these fossils will join internationally important collections at localities such as the Natural History Museum.

Fossil Collecting Code of Conduct: This Code has been developed by a number of agencies including the Jurassic Coast Trust, National Trust, Charmouth Parish Council, Charmouth Heritage Coast Centre (Manager Phil Davidson) and local fossil collectors. It is a pioneering scheme endorsed by UNESCO. It encourages the recording and reporting of important fossil finds and the acquisition of scientifically valuable fossils by recognised museums. Each year the Jurassic Coast Trust donates £3,000 to CHCC towards the maintenance and development of this Code. The Jurassic Coast Trust also manages the Fossil Warden, who is a vital element in the implementation of the Fossil Code of Conduct. Broadly speaking, so that fossil collecting can be carried out in such a way as to satisfy all those with an interest in our fossil heritage, the Code advises, particularly for inexperienced collectors and educational groups, that all fossil collecting should be restricted to the beaches alone. Hazards arise from both the sea and the cliffs, particularly in the form of patches of deep mud found behind landslips or in mudflows. Emergency services are regularly called out along this part of the Jurassic Coast. Advice from the staff at the Centre, and the many warning notices, make visitors aware of the problems and substantially reduce the risk and consequential costs any rescue operations entail. All fossils found legally belong to the relevant landowners, but they have agreed to adopt the Codes, which means fossils can be legally collected in good faith – provided finders have followed the Fossil Collecting Code of Conduct.

West Dorset Fossil Collecting Code - A total of 544 specimens of scientific importance have been registered for this Code, 125 of which are recorded as Category 1 specimens. Since the last report 124 specimens have been recorded.

Undercliffs NNR Collecting Code – a total of 11 specimens have been recorded to date, 2 of which are Category 1 specimens. Since the last report 1 specimen has been recorded.

Undercliffs NNR Collecting Code – We approached the JCT in 2022 to investigate if they could increase the funding for the Centre to administer the Fossil Recording Codes. We ascertained that the £3,000 annual grant the Centre receives from the JCT had not changed since 1999. In light of increased workload for the administration of the Code and the addition of the Undercliffs NNR Code, we had a series of meetings with the JCT and Natural England. Manager Phil Davidson worked with Chris Reedman (JCT) to produce a detailed proposal to increase the funding for CHCC. There was disappointment when only a modest increase of £750 was allocated to us. We will be revisiting this funding again in the coming years.

A copy of the Fossil Code Collecting Report 2023 is in **Appendix 2**

6. Visitor Numbers and activities

Visitor numbers for 2023 were 104,830 and 107,833 including all schools (Zoom, beach etc.). **Table 1** shows a comparison of visitor numbers from 2019 – 2023. Numbers decreased considerably during 2020 and 2021 when the Centre had limited visitors allowed in due to Covid-19 restrictions and was also closed for several months. In 2022, we had an expected rise in visitor numbers, as we slowly emerged into the unknown post-pandemic world. In 2023 we see a pleasing recovery of numbers visiting. We continue with some measures introduced during the pandemic. Public walks, including the brief introductory talk, take place outside, with smaller numbers of participants. The use of the one-way system is encouraged during busy periods to ease the flow of visitors through the exhibits. This helps to ensure a better experience for all visitors.

Table 1. Visitor numbers in 2023 compared with 2019-2022.

	2019	2020	2021	2022	2023
Visitor numbers	133,855	21,232	55,364	83,775	104,830
Visitor numbers including schools and outreach	137,526	21,524	56,477	86,080	107,833

7. Finance

- A breakdown of the financial activities is given in **Table 2**. Presentation of the data in this fashion gives a clear picture of the financial activities and financial health of the CHCC.

Table 2. Main elements of Financial Record for CHCC 2023, and a comparison with previous years.

Period	2019	2020	2021	2022	2023
Income	£228.01k	£176.4k	£160.8k	£201.7k	£257.1k
Grants	£22.4k	£94.4k	£42.0k	£11.0k	£24.2k
Activities*	£86.6k	£18.8k	£28.9k	£73.1k	£91.9k
Sales**	£81.2k	£32.2k	£68.1k	£80.4k	£98.9k
Others***	£23.91k	13.1k	£19.0k	£28.2k	£27.6k
Gift Aid	£13.9k	£17.9k	£2.8k	£8.9k	£14.5k
Expenditure	£224.1k	£169.9k	£162.2k	£227.8k	£225.7k
Purchases#	£53.8k	£14.3k	£31.6k	£47.5k	£54.5k
Salaries##	£126.5k	£116.8k	£96.2k	£139.7k	£126.7k
Rent & water	£10.1k	£10.0k	£9.7k	£10.4k	£12.9k
Running costs^	£18.9k	£13.6k	£14.6k	£19.9k	£23.0k
VAT	£2.1k	£1.4k	£1.4k	£2.5k	£2.6k
Fees for accounting	£0.3k	£0.6k	£0.6k	£0.3k	£0.5k
Refurbishment	£11.4k	£12.5k	£7.9k	£7.1k	£5.6k
Balance	+£3.8k	£+6.4k	-£1.3k	-£26.1k	+£31.4k
Current Assets	£182.2k	£181.0k	£53.1k	£28.9k	£55.5k
Reserves	£125.7k	£101.4k	£101.4k	£101.6k	£101.9k

* Schools, Groups, Film show & talks, Theatre, Fossil hunting walks, Fossil Fantastic weekends, Seashore safaris, Art & Craft Exhibition.

***Fossil Loan Box receipts, Ammonites slice polishing, Website advertising, Room hire, Shop sales, Drinks machine, Pin badge sales, Fossil Code agreement, Insurance claims.*

****Donations, Bank interest, Miscellaneous.*

#Purchases + existing stock minus closing stock held, Costs for Fossil Roadshow, Fossil Code and Drinks machine.

##Staff salaries, Seasonal Warden salaries, Pensions, Employer NI.

^Recruitment, Staff training, Clothing, Electricity & heating, Repair & maintenance, Staff Travel, Subsistence, Telephone, Printing & stationery, Copying, Postage, Advertising, Web hosting, Cleaning, Office expenses, Bank charges, Credit Card charges, Subscriptions, Computing.

As can be seen from **Table 2** the balance between income and expenditure at the end of the year was positive at + **£31,422**. Analysis of the finances indicates that:-

Income.

1. The CHCC receives grants from Dorset Council (£5,000) and also the Jurassic Coast Trust (£3,750 for the Fossil Code) and these are gratefully acknowledged. We also received a grant from the Royal Society for Chemistry for £7,439 to develop an education package for 18 schools at reduced cost to the school. The reduced rate of grant of £5,000 from Dorset Council is payable for the next 3 years.
2. These sources of income are complemented by donations (entrance to the Centre is free) and fees from visitors, including schools that bring children on educational visits as shown in **Table 3**. It is very pleasing and immensely reassuring to note that in all income categories, 2023 has exceeded 2022, particularly in the fossil walks and shop sales.

Table 3. *Summary of total income (not profit) from visitor and school activities*

Department	2019	2020	2021	2022	2023
Fossils Walks	£69.7k	£13.4k	£21.8k	£60.9k	£78.3k
Schools	£11.3k	£4.3k	£6.4k	£10.2k	£11.2k
Theatre	£2.0k	£0.2k	n/a	£1.0k	£2.3k
Marine Events	£0.3k	£0.0	£0.0	£0.2k	£0.1k
Shop Sales	£81.2k	£31.2k	£66.5k	£80.4k	£98.9k
Donations	£18.2k	£10.0k	£17.3k	£26.9k	£25.3k

Table 3 shows the following for 2023:

- Shop sales figures are strongly correlated to visitor numbers. In 2023 there were 107,833 visitors (including schools) creating a turnover of £98.9k in the shop. In 2022 the footfall was 86,080 (including schools) and the shop turnover was £80.4k. Manager Ali Ferris works tirelessly to manage the shop, despite ongoing supply issues in 2023 with rearrangements of displays to encourage more sales, and to accommodate the one-way system.
- During 2023 the VAT return incurred a loss of £1,078.17, but the next VAT return will show a profit and in general the balance remains fiscally neutral.
- Fossil walk income in 2023 was a record at £78,300. Since Covid we have also limited the numbers on our fossil walks, but prices have increased. This

is very welcome as earnings from fossil walks are such an important part of our income. We have almost reached capacity for this revenue source, because of the scheduling limitations of the tides.

- In 2023 donations were £25,304.
- The theatre income in 2023 of £2,292, is the second highest ever. Income from school bookings has increased, and we have continued our Zoom meetings with schools' visits reduced, and Zoom meetings are now bringing in much needed income.
- In 2023 Gift Aid received was £14,472. This is a considerable increase from the 2022 figure of £8,900. Gift Aid is ably administered by our Finance Officer.

Reserves

At the end of 2023, Reserves amounted to £101,937 in accounts with the Co-op and the Nationwide. We have a working account with the Co-op of £55,462. This figure is higher than last year reflecting the profit made over the year. Allocation of £101,937 to Reserves is in accord with advice from the Charity Commission and essential for a sound financial base for the CHCC.

Expenditure

1. The decision to operate with 4 full-time staff rather than employing seasonal staff was vindicated by the success of 2023 – a profit of £17,081. Salaries totalled, with oncosts, £126,683 well within the normal parameters of between 50/60% of Turnover (53%). As always, remuneration is a matter of concern for Trustees, as it is essential in retaining excellent staff.
2. Purchases of £54,458 in 2023 increased from £47,565 in 2022. Running costs, as expected were higher in 2023 than 2022, due to increased success of the shop.
3. Working party expenditure was roughly the same as in 2022, but less than in previous years. Until it is clear that we are on a firm footing after our negative balance in 2022, economies have been made in our refurbishment budget.
4. The rent paid by CHCC in 2023 was £12,892.

▪ Summary and explanation for finances for 2023

After the not unexpected difficult first year back from the pandemic of 2021/22 the recovery during the past year has been nothing short of record breaking. The Centre's total income was just over £250,000 for the first time ever and both shop's profit and fossil walks income totals were new records, £78,300 and £48,544 respectively.

Overview

1. Grant funding from Dorset Council is to continue for another term of three years at the rate of £5,000 p.a.

2. **Charity Reserves Policy.** This allows for the payments of outgoings for 6 months and salary payments for 9 months in the event of no income being available.
3. As part of the Business Plan, we continue to consider additional non-tidal income sources such as the further development of the Outreach Programme. Booklets of local interest and postcards have been an additional source of income during 2023, as has the continued development of an on-line shop. The substantial increase in donations is to be applauded with congratulations to those volunteers who welcome our visitors at the door. Evidence suggests this positive welcome has contributed to the increase in donations.

8. Trustees and Friends

- The Trustees' key role is to ensure the success of the Centre with respect to its objectives, its staff and volunteers, and its finances. Trustees make appointments and report to the Charity Commission annually. The officers of the Trustees do most of the work.
- Two Trustees resigned in 2023. Melanie Harvey who had been a Trustee for 8 years with a focus on Education and Heather Salmon a Trustee for 2 years, with expertise in palaeontology.
- Two new Trustees will be appointed in 2024.
- At the end of 2023 there were 159 Friends, adults, families, couples and life members. There was a total of 60 volunteers working in roles at the desk, welcoming visitors, in the maintenance working party and on fossil walks. Some volunteers undertake more than one activity.
- The Friends of CHCC are indispensable to the continuing success of the Centre. The Committee, chaired by Penny Rose, ensures that volunteers support the Managers by staffing the desk, welcoming visitors and aiding on outdoor activities. Activities organised by the Friends' Committee include a cream tea and also winter lectures. In 2023 the talks included a lecture, in September, by Professor Denys Brunsden on 'Jurassic Coast Explained' and in November Professor Danielle Schreve spoke on 'Life on the Edge, Mammals from the last Ice Age in the SW'. Both these speakers are Patrons of CHCC. Manager Ali Ferris issues about 4 editions of *Coast News* annually, the CHCC Friends' Association newsletters to keep Friends and volunteers in touch with the Centre.

9. Visitor Feedback

- It is a pleasure to end this section with some comments from the visitors in 2023.

Aug 2023 • Family

Had a really enjoyable fossil walk organised by the Charmouth heritage centre. We found a number of ammonites which my daughter was super proud of! Information given will allow us to

look for ourselves and we came away knowing a lot more about the Jurassic coast. Would highly recommend!

Jul 2023

Thoroughly enjoyed our visit here, really great little and modern museum. All the interpretations are very clear, interesting and updated. Best to get the all day parking and do the walk as well.

Apr 2023 •

Excellent fossil hunting with Anna and Grant. The session is booked through the equally excellent Heritage Centre.

Feb 2023

Fantastic place with finds to rival a large museum. Full of interesting information and wonderful for kids and adults alike. We also went on one of their fossil walks which was just brilliant and so helpful in finding the best spots and knowing what to look for when fossil hunting.

Acknowledgements

In many ways this is the most important category, because without the activities, help and support from so many, the Heritage Coast Centre would not operate. It is my pleasure to acknowledge these here:

- The **Managers**, Phil Davidson, Ali Ferris, Anna Holbrook and Grant Field.
- The **Friends of the Charmouth Heritage Coast Centre**, and the **Friends' Committee**, chaired by Penny Rose. The **FCHCC** allocates funds each year for various useful and relevant items for the **CHCC** for educational purposes, and we thank them for their contribution.
- The **Working Party** led by Barry Coleman for carrying out the refurbishment of part of the Centre's interior.
- **Prof. Jim Rose and William Burn** for support in many ways but particularly for the completion of the task, started by Prof. Denys Brunsden, to produce a series of 5 booklets on Landscape, Landforms and Geology of the Jurassic Coast. Printing costs were covered by a grant from the Curry Fund obtained by Prof. Jim Rose.
- **Dorset Council**, for financial support.
- **Jurassic Coast Trust** for financial support towards the Fossil Collecting Codes maintained by CHCC.
- **Charmouth Parish Council** for a positive working relationship as landlord of CHCC and on other matters concerning the running of the Centre and its infrastructure.
- Last, but not least the **Trustees of the Charmouth Heritage Coast Centre**.



On behalf of the Trustees: Jan Coleman, Chair: 11-05-24

Appendix 1

Achievements of the Maintenance Working Party for 2023.

Please note, in the past 5 years £40,000 has been spent on maintenance and refurbishment at the Centre. It will be sometime before we can spend this amount again.

CHCC Working Party 2023

- Front porch has been painted, new desk purchased and adapted to include advertising signs. New advertising sign at bottom of the stairs.
- Plumber has fixed new adjustable thermostats to radiator valves.
- Children's area to be re-opened at the beginning of March with some adaptations.
- Electrical work completed including new power socket in the porch, improved lighting in the office and PAT testing throughout the Centre.
- New plesiosaur hung above the 'Attenborough Sea Dragon', necessitating alteration to the glass barrier.
- Deep clean of the floor. Dinosaur footprints replaced with other signage.
- General maintenance of paintwork, cleaning exterior stairs and ramp access.
- Commencement of the new 'landslip' display.
- Displays of the Friends and Volunteers, and Awards, moved to a new location near the Duty desk.
- All perspex screens removed.

Appendix 2

Fossil Code Report 2023

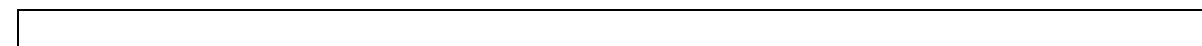
West Dorset Fossil Collecting Code – A total of 544 specimens of scientific importance have been registered for this code, 125 of which are recorded as Category 1 specimens. Since the last report 124 specimens have been recorded.

Undercliffs NNR Collecting Code – A total of 11 specimens have been recorded to date, 2 of which are Category 1 specimens. Since the last report 1 specimen has been recorded.

Highlights – We have had a busy year at the Centre recording over 120 fossils for the West Dorset Fossil Collecting Code. Over 100 of these records are from Chris Moore's private collection which have been collected over several decades. Chris' collection is full of spectacular fossils and he has allowed us to display many of these for the public at our Centre. The records include 33 category 1 fossils and many of the fish, crustaceans and cephalopods have good stratigraphic provenance and is an interesting contrast to many of the specimens in historic public collections. This is a great example of the importance of working with collectors and the significance of modern private collections. Hopefully, when retrospective recording and associated ownership is confirmed for the Undercliffs NNR Code, we will see a similar uptake in the recording of specimens for this Code.



The specimens which Chris Moore has recorded have all been painstakingly prepared using cutting-edge techniques. Again, the preparation and stratigraphic provenance of these specimens makes it of great scientific and aesthetic value.



Management and future projects

Following a meeting last year with several of the landowners, changes and updates have been made to the West Dorset Fossil Collecting Code primarily concerning the need for collectors to have public liability insurance when carrying out in-situ excavations. We communicated this with the collecting community via emails and social media. On the whole the need for insurance has been understood by all and since the announcement several extractions have taken place, which has been an opportunity to put these new updates into practice.

Phil Davidson has spent lots of time this year communicating and reassuring fossil collectors about the various changes to the Code.

After several discussions about increasing the funding for the maintenance of the fossil collecting codes, a modest increase of £750 was made. As our Centre struggles to recover after the pandemic we will have to reassess how administering the Code fits into our charity's aims and needs. We hope that this contribution can be looked at again in the future, especially in light of the fact that we have recorded the equivalent of a decade's worth of scientifically important fossils in 2023. The extra work this year has impacted the Centre and taken two members of staff to collate.

There is still the ambition to digitise the recording schemes to make it more accessible to all stakeholders, but this will be dependent on external funding for this specific project.

Phil Davidson has worked closely with various partners supplying data and checking data for the NERC grant that Birmingham University spent. A proposal submitted in June to NERC on 'Building a quantitative framework to measure the "scientific value" of fossils' has been funded by NERC under their pilot 'Exploring the Frontiers' scheme. This project is being led by Birmingham University

and CHCC and the JCT are project partners along with Jonathan Larwood from Natural England. It will focus on developing a new holistic method focused on quantifying the relative scientific value (SV) of specimens across key groups within a fossil ecosystem and compare the 'value' held in public and private collections. We will use this new approach to identify the currently unknown potential of private collections to inform our understanding of evolutionary history, palaeoecology, taphonomy and taxonomy.

We have put a number of scientifically-important fossils on public display this year, including a special display about fossilized wood. We have included specimens that have been recorded for the West Dorset Fossil Collecting Code and have helped raise the public awareness of this generally underappreciated type of fossil.



We designed several of our display cases with reinforced slatwall attachments so that it is easy to change displays over.



Charmouth Heritage Coast Centre 05149333

**(A Company Limited By Guarantee) Trustees
Independent Examiner's Report**

To the Trustees of Charmouth Heritage Coast Centre

I have satisfied myself that the Charity is not subject to audit under Company law and is eligible for independent **examination**.

Respective responsibilities of Trustees and Examiner

The Trustees, who are also the Directors of Charmouth Heritage Coast Centre for the purpose of Company law, are responsible for the preparation of the Accounts. The Trustees consider that an audit is not required

for this year under section 144(2) of the Charities Act 2011, the 2011 Act and the an independent examination is needed.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 considering 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 of the accounts no matters have 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 386 of the Companies Act 2006; and

* to prepare Accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

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



May 2024

Robert Hughes ACMA

Thurlestone, West Cliffe Road

Charmouth, Dorset . DT6 6BG

Charmouth Heritage Coast Centre

(A Company Limited By Guarantee) Trustees

Statement of Financial Activities Including Income and Expenditure
for the Year Ended 31 December 2023

	<u>INCOME FUNDS:</u>		<u>TOTAL FUND</u>	<u>TOTAL FUND 2022</u>
	<u>Unrestricted Funds</u>	<u>RESTRICTED</u>		
Incoming Resources				
Donations	25,304	0	25,304	26,957
Activities for generating Funds	205,324	0	205,324	162,512
Grants	24,187	0	24,187	11,000
Tax Repayments	1,556	0	1,556	1,171
Investment Income:				
Interest	763	0	763	76
Charitable Trading Activities:	0	0	0	0
Total Incoming Resources	257,134	0	257,134	201,716
Cost of generating Funds				
Fundraising trading: Cost of Goods Sold	225,712	0	225,712	225,918
	225,712	0	225,712	225,918
Net Incoming Resources Available	31,422	0	31,422	(24,202)
Governance Costs	(2,249)	(21,672)	(23,921)	(24,552)
Net Income/Expenditure	29,173	(21,672)	7,501	(48,754)
Net Income/(Expenditure) for the Year	29,173	(21,672)	7,501	(48,754)
Net Movement in Funds				
Total Funds at 1 January 2021	155,817	21,672	177,489	223,920
Increase in Current Assets				2,323
Total Funds Carried Forward	184,990	0	184,990	177,489

*None of the Trustees(or any person connected with them) received any remuneration during the year and there were no auditing costs.

Statement of Net Income for the Year to 31 December 2023

Gross Income as Above

General Purpose Funds	257,134	
Restricted Funds	<u>0</u>	257,134

Total Expenditure as Above

General Purpose Funds	225,712	
Restricted Funds	<u>21,672</u>	
Depreciation Fixed Assets	<u>2,249</u>	<u>249,633</u>
		7,501

NET INCOME FOR THE YEAR

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure

BALANCE SHEET

	<u>2023</u>		<u>2022</u>	
Fixed Assets				
Tangible Fixed Assets -				
Cost	473,516		473,516	
Depreciation	(473,516)			
	0	0	23,921	23,921
Current Assets				
Stock	27,193			
Debtors	0		23,100	
Cash at Bank and in Hand	157,797		130,468	
	<u>184,990</u>		<u>153,568</u>	
		184,990		153,568
				<u>177,489</u>
Liabilities				
Creditors	0	0	0	0
NET ASSETS		<u>184,990</u>		<u>177,489</u>
FUNDS				
Restricted		0		21,672
Unrestricted		<u>184,990</u>		<u>155,817</u>
		<u>184,990</u>		<u>177,489</u>

For the financial year in question the company was entitled to exemption under section 447 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 09.05.24

and signed on its behalf by

J R Coleman

J R Coleman - Chair of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSET SCHEDULE

	Land & Buildings	<u>Equipment</u>	<u>Total</u>
COST			
At 1 January 2023	414,600	58,916	473,516
Additions	0	0	0
Disposals	0	<u>0</u>	<u>0</u>
At 31 December 2022	414,600	58,916	473,516

DEPRECIATION

At 1 January 2023	392,928	56,667	449,595
Charge for year	21,672	2,249	23,921
Disposals	0	0	0
At 31 December 2023	414,600	58,916	473,516

NET BOOK VALUE

At 1 January 2023	21,672	2,249	23,921
At 31 December 2023	0	0	0

CONSTITUTION

1. The name of the Charitable Incorporated Organisation is the Charmouth Heritage Coast Centre, hereinafter called the Centre.
2. Centre address is Lower Sea Lane, Charmouth, Dorset, DT6 6LR, UK.
3. The objects of the Centre are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth and to maintain the Centre at Charmouth for education and information to encourage management of coast and adjacent area.
4. The Trustees shall be responsible for the general management of the Centre. There is a requirement for Trustees to provide names, address and d o b for identification purposes. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
5. The Trustees have overall responsibility for the Friends of the CHCC, an autonomous, affiliated group, working for the benefit of the Heritage Coast Centre. The Committee, for this autonomous group, elected at the AGM of the Friends of the CHCC, is led by a Chair, who is automatically a Trustee.
6. The Trustees shall have power to raise money, to own or lease property, to buy and sell goods and equipment, to employ and remunerate such staff as are necessary for carrying out the work of the Centre, to co-opt persons to assist them in the management of the Centre and to do anything necessary to further the objectives of the Centre.
7. The income and property of the Centre must be applied solely towards the promotion of the objectives. The Centre shall be administrated as a non-profit making organisation. Any funds accumulated are to be held on trust for the benefit of the Centre. Funds may be invested at the Trustees' discretion
8. No Trustee may receive any goods, services or financial benefit from the Centre. A Trustee is entitled to be reimbursed for reasonable expenses incurred by him or her when acting on behalf of the Centre.
9. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed or existing transaction or arrangement with the Centre, and should not participate in any discussions or vote of the Trustees in which a possible conflict of interest may arise. However, the Trustee may remain at the meeting and may only answer questions relating to facts.
10. In the event of the Centre being wound up, the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. Any funds remaining after payment of debts and expenses shall be passed to the Dorset Wildlife Trust for use in the Charmouth area, or in default, any other charity having similar aims for the use in Charmouth area.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

11. The Trustees shall manage the affairs of the Centre. It is the duty of the Trustees to exercise their powers and perform their functions to further the purposes of the Centre. In exercising those functions, they should apply such care and skills as is reasonable in the circumstances having regard to their special knowledge or experience.
12. The Centre is to be administered by up to 14 Trustees to include the Chair of the Friends of CHCC and, to assist in fulfilling the charities education remit, the Headteacher of the local Primary School. Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. In selecting individuals for appointment, the Trustees must have regard for the skills, knowledge and experience needed for the effective administration of the Centre. It is expected that Trustees should regularly attend meetings. Should a Trustee not attend for three consecutive occasions, without good reason, they would cease to be a Trustee.
13. Each new Trustee be proposed by an existing Trustee. Prior to having the opportunity to introduce themselves at a meeting, the Chair will have an in-depth conversation with the prospective Trustee giving both parties time to gain understanding of each other. Approval of their appointment must be agreed by the current Trustees at the next full meeting. The new Trustee, on appointment, will receive a copy of the Constitution and the latest Annual Report and statement of accounts.
14. A Trustee ceases to hold office if they retire, notifying the Chair in writing, or is absent without permission of the charity Trustees from all the meetings held within a period of one year and the Trustees resolve that the office be vacated.
15. Decisions may be taken by a simple majority agreement of the Trustees at a meeting of the Trustees, by resolution in writing or in an electronic form. In the event of an equal number of votes, the Chair will cast a further casting vote. In the event of the discussion being in an electronic form, other than a virtual meeting, prior to the vote being counted, the Secretary shall distribute comments received from a Trustee about the resolution to all other Trustees. Written agreement/disagreement must be recorded in the minutes regarding any resolution.
16. The Trustees may delegate any of their powers or functions to an Executive committee, and if they do, they shall determine the terms and conditions of that committee at the AGM.
(Appendix) A committee may consist of two or more persons, but at least one member must be a Trustee. Any actions of the Executive Committee and the Board of Trustees must be brought to the attention of the Trustees as a whole as soon as possible. These arrangements should be reviewed annually. Trustees may also work in small teams on specific areas, reporting regularly, at least annually, to the Executive committee. Nothing in this clause shall undermine clause 21.
17. The Chair to be elected annually at the Annual General Meeting. A Vice Chair to be appointed to cover the duties of the Chair as necessary. The Trustees shall meet as necessary but at least three times a year (nominally June, October and January), seven days' written notice in writing being given to all Trustees. Any three Trustees may call a special meeting at any time giving seven days' notice of the matters to be discussed. Four Trustees shall form a quorum to take decisions.

Patrons: Prof Mike Benton, Prof. Denys Brunsdon OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

18. The Trustees may invite, being mindful of any conflicts of interest or confidentiality issues, non-voting associate members who bring appropriate expertise to support the Centre (known traditionally as Visitors). These could be representatives of Dorset Council, Charmouth Parish Council, local Fossil Collectors and representatives of the wider community. Associate members may attend the AGM meetings regularly but are not Trustees. They may be invited to attend other meetings if their expertise is relevant to an agenda item.
19. The Trustees have the power to amend this Constitution provided that such amendment shall not prejudice the charitable status of the Centre and that no amendment shall be made to Clauses 3 and 10
20. An Annual General Meeting for Trustees must be held annually.
21. Execution of documents. A document is validly executed by signature if it is signed by at least two of the Trustees.
22. The Centre and Trustees must comply with its obligations under the General Regulations of the Charity Commission in relation to keeping of, and provision of access to, a register of Trustees.
23. Minutes must be kept of all appointments of officers made by the Trustees; proceedings of Trustee meetings, including the names of the Trustees present, decisions made at the meeting and where appropriate, the reasons for those decisions and any decisions made by Trustees not at a meeting.
24. The Trustees must comply with the requirements of the Charities Act 2011 with regard to keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commissions and Companies House, regardless of the income of the Centre, within 10 months of the financial year end. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
25. All funds pertaining to the Centre to be retained in appropriate accounts at a nominated bank. Records to be maintained of all income and expenditure. Records reviewed by Treasurer and Chair monthly. These records to be independently examined annually by an appropriately qualified person. Signatories for cheques to include Chair of the Trustees, Treasurer, Secretary, nominated Warden and one other nominated Trustee. Two signatories required on all cheques.
26. As provided by the Dissolution Regulations, the Centre may be dissolved by the Trustees. This would have to be agreed by a resolution passed by decision taken without a vote and without expression of dissent in response to the question put to the Trustees. Subject to the payment of all the Centre's debts, any resolution for the winding up of the Centre must contain the provision directing how the remaining assets should be used as stated in 10. If the Centre is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

Patrons: Prof Mike Benton, Prof. Denys Brunsdon OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

 Date sig Chair: Date signed: 09.05.24
 ary:  Secretary: Date signed :09.05.24

Constitution September 2000. Updated with respect to the model constitution of the Charity Commission 2012. Agreed: January 2015. Addition to point 12 May 2016.

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021

(Appendix)

Terms of Reference for the Executive Committee

The Executive Committee will make proposals and recommendations to the Board of Trustees. Reports will be submitted to all Trustees before full Trustee meetings. Financial decisions may be made before a scheduled Trustee meeting should the need arise. Trustees will be informed of these decisions.

Membership of the Executive Committee shall consist of 4 Trustees, 2 of who will be the Chair and Vice-Chair of Trustees. Members will be elected at the Trustees' Annual General Meeting. Staff or individuals with specific expertise may be consulted.

A quorum of 3 is required to conduct valid business.

Meetings will be held at least 3 times a year. Minutes will be taken.

Terms of Reference will be reviewed at the Annual General Meeting of Trustees.

Patrons: Prof Mike Benton, Prof. Denys Brunsdon OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

Accounts



CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Registered Charity Number: 1105386

Company Registration Number 5149333 (England and Wales)

**TRUSTEES' REPORT AND AUDITED ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2022**



**The Queen's Award
for Voluntary Service**



Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (1 January 2022)

Rosalind Cole		reappointed: 16-05-2020
Barry Coleman	Treasurer	reappointed: 16-05-2020
Jan Coleman	Secretary	reappointed: 16-05-2020
Laura Cornish		reappointed: 16-15-2020
Melanie Harvey		reappointed: 16-05-2020
Paul Harvey		appointed: 29-01-2020
Andrew Littler		appointed: 29-01-2020
Richard Salisbury MBE		reappointed: 16-05-2020
Judith Sheppard		reappointed: 16-05-2020
Debby Snook	Chair	reappointed: 16-05-2020
Eden Thomson	Deputy Chair	reappointed: 16-05-2020

Charity Number: 1105386

Company Number: 5149333

Principal Address: Lower Sea Lane
Charmouth
Dorset
DT6 6LL, UK

Registered Office: Lower Sea Lane
Charmouth
Dorset, DT6 6LL, UK

Independent Examiner: Robert Hughes (ACMA)
Thurlestone, Westcliff Road,
Charmouth, Dorset, DT6 6BG, UK

The accounts have been prepared in accordance with the accounting policies set out in The Charities (Annual Return) Regulations 2022 that were made on 20th December 2022 and enacted on 1st January 2023. The Independent Examiner's Report is included as **Appendix 1** at the end of this document.

Structure, governance and management

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 27th April 2014. It is a Registered Charity with the Charity Commission. Anyone over the age of 18 can become a member of the company. Each member agrees to contribute a sum not exceeding £10 in the event of the charity winding up.

The names of the Trustees, who are also the directors for the purpose of company law, and who were serving at the start of the year 2022 are given at the head of this report.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

None of the Trustees has any beneficial interest in the company.

New Trustees are informed of their duties and get to know employees of the Centre and other Trustees.

The Board of Trustees, which shall not be less than three, administers the Charity, according to the Constitution.

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to foreseeable risks.

In order to fulfil their duties more effectively each Trustee (as of 31st December 2022) provides authority in an area of expertise as indicated below:

Trustee Name	Area of Expertise
Barry Coleman	Treasurer , leader of 'Working Party', Friends' Committee member
Jan Coleman	Secretary , Friends' Committee member
Laura Cornish	Head , Charmouth Primary School
Jonathan Field	IT specialist
Jane Gregory	Fund raising, Education
Melanie Harvey	Youth Training
Paul Harvey	IT Consultant
Andy Littler	Geologist
Penny Rose	Chair of Friends
Heather Salmon	Geologist/fossil collector
Roger Sansom	Community/IT
Debby Snook	Chair/Member of Friends
Eden Thomson	Deputy Chair , Friends' Committee Member, Marine

In addition, the Trustees are joined by 'Visitors' who represent activities/ organisations associated with the CHCC.

Belinda Bawden	Dorset Council
David Sole	Collector

The Trustees meet on three occasions each year (January, May and October, or thereabouts) with an Annual General Meeting held prior to the meeting taking place in the middle of the year. In addition to the formal meetings, the Chair (Deputy Chair if appropriate) and Secretary have informal, and relaxed Team Meetings, with the managers and administrator to discuss matters of current, future or on-going interest and concern.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

1. Objectives and activities

- To advance the education of the public in geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth, and to maintain a Centre at Charmouth for education and information, in order to encourage understanding and management of the coast and adjacent areas.
- The Trustees have paid due regard to guidance by the Charity Commission in deciding what activities the Charity should undertake.

2) The Constitution for the Charmouth Heritage Coast Centre was revised and approved as of 13.05.21 and is given in **Appendix 2**. In 2022 no changes were made to the Constitution, following the major changes in 2021. The changes made then are working well and are a welcome improvement to Trustee procedure.

3) Archive

- Records are archived electronically and on paper (where appropriate) at The Charmouth Heritage Coast Centre, Lower Sea Lane, Charmouth, Dorset, DT6 6LL UK

4) Staff employed to manage and run the Charmouth Heritage Coast Centre

- Manager: Phil Davidson (from May 1st 2009)
- Manager: Alison Ferris (from April 1st 2015)
- Manager: Anna Holbrook (from 1st November 2018)

All staff undergo an annual appraisal along with two Trustees (usually the Chair and Secretary) as part of their career monitoring process and career development. Appraisals took place in November 2022, with appraisals for the two seasonal wardens Grant Field and Huw Davies taking place in October.

5) Review of the year – 2022

5.1 Overview and selected Highlights 2022. This was our first “normal” year since the pandemic, but we did not expect to return to the same number of visitors that we had in 2019.

5.2 Visitor numbers in 2022 were 83,775, totalling 86,556 including all schools. In 2021 the total figure including schools was 57,661. August visitor numbers were over 1,700 in 2021 rising to 2,104 in 2022. The one way system introduced in 2020 continued to operate in 2022. This led visitors to the shop before exiting. There was a more relaxed attitude this year towards the number of visitors in the Centre at any one time from the strict maximum of 30 visitors allowed during 2021. Special government Covid grants ceased in 2022, and there was an expected decrease in income streams compared to 2019. The balance for the year was a loss of £26,066. This is the first serious loss the Centre has ever recorded in its history and is due to a combination of factors – a serious loss of grant revenue from Dorset Council, increased staffing cost and the cost of living rise which led to a reduction in visitor numbers.

Beach Status in 2022

Wild weather at the beginning of February half term resulted in some cancelled fossil walks. There were 3 storms over the week, leaving happy visitors with good fossil finds. In late spring and early summer both East and West beaches became very sandy which meant poor conditions for fossil collecting. **(Figure 1)** The hot dry weather of summer meant the sandy conditions continued. Extreme heat in July caused new cracks to open up and there was a small fall on Black Ven. There were larger falls on East beach in August, and the 2 summer beach wardens were busy keeping the public away from the dry cliffs. After the long hot summer, autumn saw storms rolling in and visitors found many small fossils during October half term. November saw the beaches become rather slippery with a coastguard rescue for a fossil collector with a broken ankle.

Over the winter period, we had 3 full time managers.

Phil Davidson, Manager for Geology and Palaeontology, and to exercise general oversight of the day to day management of the Centre.

Alison Ferris, Manager for Marine and Environmental interpretation, management of the shop, Friends, and some administrative tasks.

Anna Holbrook, Manager for Outreach and Education.

Charlotte Hughes continues as part time finance officer and Shelley Ivory as part time cleaner.

The Trustees' objective is to ensure the success of the Centre. Jan Coleman as Secretary of the Trustees, Barry Coleman as Treasurer, Eden Thomson as Deputy Chair, and Debby Snook as Chair were helped and advised by the full body of Trustees, either individually, or at the three meetings of Trustees that took place during the year. These four Trustees also form the Executive Committee, which meets several times a year to discuss subjects that need decisions in between the 3 main Trustee meetings.



Figure 1

East Beach became very sandy in late spring and early summer. This meant poor conditions for fossil collecting.

The Heritage Coast Centre has a number of Patrons who bring expertise and distinction to the charity. These follow in the footsteps of a number of distinguished predecessors Prof. Muriel Aber (Jurassic Geologist), John Fowles (author). Currently the Patrons are Prof. Denys Brunsden OBE (geomorphologist and a founder of the Jurassic World Heritage Site), Sybil King (Fine Foundation), Dr. Paul Davis (palaeontologist), Prof. Mike Benton, (palaeontologist from Bristol University), Dr. Dave Martill (palaeontologist from Portsmouth University), Prof. Greg Price (geologist from Plymouth University), Prof. Iain Stewart, (Geoscientist and media celebrity from Plymouth University) and Prof. Danielle Schreve (Quaternary mammal expert from Royal Holloway University of London).

We were fortunate to retain Attenborough's Sea Dragon for a further year, following its arrival as an exhibit in 2018. Since 2019 visitors can now listen to the speech given by Sir David Attenborough when he unveiled the ichthyosaur in January 2018 (**Figure 2**).

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.



Figure 2

Attenborough's Sea Dragon is retained during 2022.

It took 1000 hours to prepare the ichthyosaur for display.

Visitors can now listen to the speech given by Sir David Attenborough when he unveiled the fossil.



Figure 3

Blue dinosaur footprints now guide visitors around the one way system. These are great fun for children and adults alike, as well as leading them safely round the displays and onto our well stocked shop.



Figure 4

"We know that at some indeterminate time our premises will be damaged. The damage may be short term and fixable or catastrophic resulting in our premises and possibly the whole building becoming permanently unusable"

The above analysis was the trigger for the inception of the Future of the Premises Working Party.



Figure 5

Unveiled in May 2022, after 5 years of campaigning, the statue of Mary Anning with her dog Tray overlooks Church Cliffs in Lyme Regis. She is looking directly at Charmouth Heritage Coast Centre!

Covid Update 2022

In 2022 we were open for the first full normal year since 2019. We continued to maintain the one way system clearly marked with dinosaur footprints (**Figure 3**) with one volunteer on the desk and the other in the lobby to act as the welcoming volunteer, as well as to monitor the visitor flow and queue in busier times. This year has given us time to settle in and test the changes in working practices devised in 2021. These included the equalising of responsibilities of the 3 full time managers who are now invited to attend Trustee meetings.

The newly formed Executive Committee met 8 times during 2022 and some of the newly formed Teams of Trustees and Managers have reported to Trustee meetings when necessary.

Future of the Premises

In December 2021 the Future of the Premises Working Party held its first meeting, and continued to meet on a regular basis during 2022. The trigger for the inception of the working party was "We know that at some indeterminate time our premises will be damaged. The damage may be short term and fixable or catastrophic resulting in our premises and possibly the whole building becoming permanently unusable". (**Figure 4**). Topics discussed have included the lack of repair of sea defences after 2025 and the implication for insurance of the contents of our premises.

If an emergency evacuation of our premises was needed Charmouth Primary School agreed to house the staff and fossil exhibits on a temporary basis. Our charity is fortunate in that some activities, eg fossil walks, can take place without needing the use of premises thus enabling us to function and earn income, albeit in a restricted way. Knowledge of climate change continues to evolve and we endeavour to keep pace with it. It was decided that we should be the last tenant of our premises on the upper storey of the Old Cement Factory. Our present location is an irreplaceable part of what our charity is. For short term damage we have identified a number of potential part time solutions depending on the length of time we may be unable to use the building. Various relocation options have been considered, mostly of a temporary, possibly mobile, semi-permanent nature. It will be more problematical if we need to locate to a different building on a permanent basis.

The 25 year lease of our premises is due for renewal on 1 April 2023. A productive meeting took place with our landlords, Charmouth Parish Council this year, where it was agreed that the Parish Council would draw up a draft lease for our perusal, for the next 25 years, with caveats regarding damage to the building including the building ceasing to be viable. Peter Noel, Chair of Charmouth Parish Council said "We will do all we can to assist". Outstanding issues are discussions with the Dorset Council coastal engineer and the coastal area planner.



Figure 6

The working party purchased, assembled and adapted a new desk for the front porch area where the welcoming volunteer meets our visitors.

The **Neighbourhood Plan** is now complete and went to Referendum on Thursday 10 February 2022. It was passed with a majority of just under 91%, with 289 votes in favour and 29 votes against. As from that date the Plan has full weight in decision making. It is considered alongside the Local Plan for Dorset. It is being well used, we have been told, and is much appreciated by Charmouth Parish Council in its decision making.

Jurassic Coast Trust. There have been no meetings between the Jurassic Coast Trust and the Trustees of CHCC since May 2021. During 2022 we helped the JCT with displays and videos as part of the 20th anniversary celebrations of the start of the World Heritage Site in 2001 (postponed from 2021 due to the pandemic). Manager Phil Davidson has joined the Jurassic Coast Collection Working Group at the invitation of JCT. Their aim is to protect the palaeontological heritage of the WHS and the Jurassic Coast Collection Programme. In 2022 a feasibility study to ascertain the viability of a world class museum in Dorset was started (either real or virtual). JCT will set out to achieve whatever the scoping exercise recommends.

In May 2022 after 5 years of campaigning the new Mary Anning statue was finally unveiled in Lyme Regis and has been situated overlooking Church Cliffs. Mary just happens to be looking directly towards the Charmouth Heritage Coast Centre! **(Figure 5)**

The Centre is normally open from 10.30 am to 4.30 pm every day from late spring until after the October half term. One volunteer staffs the desk in the morning and afternoon from 10.30 until 1.30 and 1.30 until 4.30. Another volunteer sits in the lobby area at the top of the steps and greets the visitors and provides relevant information. In the main school summer holiday period, the Centre opens from 10 until 5, at the discretion of the Managers. In normal times, during the winter months the Centre is open from Friday to Monday, Tuesdays to Thursdays are set aside for renovation and maintenance, display renewals, and working on school programmes.

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5.2. Charmouth Heritage Coast Centre Infrastructure – Maintenance and Volunteers.

Over the quieter period in the winter, a group of volunteers, under the leadership of Barry Coleman, continues to maintain and improve the quality of the infrastructure. Large numbers of visitors pass through the Centre and regular maintenance and improvements are necessary and ongoing. In 2022 the Tuesday working party returned to normality and met on a regular basis during the winter months. Please see Appendix 3 at the end of this report for achievements of the working party, which includes the installation of dinosaur footprints as part of the one way system, and also the painting of the front porch area and the purchasing, assembling and adapting the new desk. **(Figure 6)**

5.3. Core activities of Charmouth Heritage Coast Centre. Working within the infrastructure described above, the managers, along with the Friends of the CHCC, carried out the activities set out in the objectives of the Charity.

The key activities can be summarised as:

- i) ***maintaining and explaining the displays housed within the Centre.***
- ii) ***providing expert knowledge for all visitors both within the Centre Building and as part of visits to the coastline.***

New displays at the CHCC in 2022 include:-

- Complete ichthyosaur found by Mark Linne **(Figure 7)**
- Ichthyosaur jaw found by Jo Kaye and Chris Moore **(Figure 8)**
- Coprolite found by Adam Jenkins **(Figure 9)**
- *Asteroceras* ammonite found by Dan Bonter and Robert Trice
- Fossil Wood display in large cabinet in the Education room **(Figure 10)**
- Update of the 'Collector's Corner' display

Amongst our displays for 2022 we have the Boxing Day ichthyosaur. Found by Alan Saxon on Boxing Day 2013 it made national newspaper headlines. It took 8 hours to remove the slab from the bedrock and has taken Alan years to prepare. Identified by experts as *Ichthyosaurus breviceps* – a rare species with a short snout, it was put on display in a new cabinet in the Education Room.



Figure 7

Mark Linne found this Ichthyosaur in January 2021. It was prepared by Rob Moore and Craig Chivers and is on loan to CHCC for a year, from October 2022.



Figure 8

Chris Moore and Jo Kaye found this ichthyosaur jaw on Monmouth Beach in Lyme Regis. It took Alex Moore 80 hours to prepare it. It comes from a juvenile *Temnodontosaurus risor*.

It is now on display in the recent finds cabinet



Figure 9

Coprolite found by Adam Jenkins which contains the bones of an Ichthyosaur. As this is a large specimen of coprolite, it must have come from a giant reptile.



Figure 10

Rare fossilised wood is displayed in the large cabinet in the Education Room.

The display includes burnt wood found by Mike Harrison in February 2020.

Volunteers who are Friends of the CHCC, help the visitors from behind the desk, and deal with purchases from the shop. When difficult geological questions arise, they call upon one of the Manager team to help.

One of our main income streams comes from our very popular fossil walks. These are booked by the public, schools and occasionally private groups. Timing is restricted by the tides. Normally, no more than one walk is scheduled per day. The safety of the public is paramount, and walks are cancelled if the weather is bad. Volunteers from the Friends accompany the managers, who carefully direct the group towards fossil yielding areas and endeavour to answer questions arising from finds and observations made during the walk.

During school holidays, booking in advance is essential. Maximum numbers for public walks used to be 100, but has been restricted to a maximum of 55 to 60 since the pandemic. We have continued with a programme of private fossil walks, which restricted numbers to 6 persons in 2021, with more flexibility in 2022. This proved very popular and booking uptake was high. We could also offer these walks at times the Centre was closed.



Figure 11

Loan boxes proved very popular with schools during 2021. More were introduced during this time to satisfy demand.



Figure 12

Our Equality, Diversity and Inclusivity contribution in 2022 was to welcome 8 visually impaired visitors and their guides from the Dorset Blind Association in November. CHCC now has 15 staff and volunteers who have been trained by the Dorset Blind Association.

Permission from DBA has been given to use this photograph.

Manager Anna Holbrook continues to manage the Centre's Educational Programme. Below is Anna's data including the number of visiting children, whether they received information on the beach or virtually, and the resulting income.

Year (Jan to Dec)	2019	2021	2022
Number Of Children	3,023	2297 (1,113 on beach 1,184 virtual)	2781 (2,305 on beach 476 virtual)
Income	£11,399	£6,400	£10,180

There were less zoom sessions in 2022 than in 2021 because of our return to post pandemic 'normality'. Zoom sessions continue to reach schools that would not normally arrange a school trip to CHCC because they are too far away, situated in a deprived area or both. Loan boxes continue to be popular and a short video has been made to introduce loan boxes to schools. **(Figure 11)**. We are welcoming more Home Education Groups which is a new venture. Feedback from schools is positive for 2022 and there have been no complaints about the increase in price. Indoor lunch space for schools is encouraging more winter bookings. We welcomed future teachers to the CHCC for the day to give them tips for teaching rocks and fossils in the classroom.

Equality Diversity and Inclusivity (EDI)

There was a successful project in 2022 held in conjunction with the Dorset County Museum and the Dorset Blind Association. **(Figure 12)**. CHCC's contribution was to welcome 8 visually impaired visitors with their guides in November. Our visually impaired visitors handled fossils in our dig trays, casts of ichthyosaurs and a scelidosaur, as well as seaweeds and other items from the strandline. 15 staff and volunteers are now trained by the Dorset Blind Association and have experience of working with the visually impaired.

Marine Tank:- In our marine tank we held a wide variety marine animals this year, including fish, mullet, blennies, goby and 5 bearded rockling. There were 3 different species of crab, prawns, snails, anemones and sea urchins. The tank was emptied as usual at the end of October. We should get the mullet back next year, fed and fattened up by Lyme Regis Aquarium over the winter.

Fossil Festival:- The Lyme Regis Fossil Festival was held over 3 days in May for the first time since 2018. The first day for schools was disorganised, but the following 2 days were

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successful. Many visitors followed up with trips to the CHCC and made use of the shuttle bus between the two venues.

Beach Cleans:- We held 6 beach cleans and nurdle hunts in 2022. We are aiming to reach another 60,000 nurdles, which will be recycled into mobile phone cases. We did a beach clean in September in conjunction with a pupil from Charmouth Primary School. Over 70 to 80 people attended and it was one of our most successful beach cleans.

Seashore Safaris:- We scheduled 5 Seashore Safaris this year, one had to be cancelled due to bad weather but the others were fully booked. We carry out Citizen Science on these events which include recording crabs for the Crab Watch Survey. Other data collected is very useful to organisations such as the Natural History Museum, Marine Conservation Society and Shark Trust.

Digital Initiative

At the Trustees October meeting Trustee Heather Salmon outlined her ideas about a digital initiative for CHCC. The overarching intention of this project would be to facilitate access to the work of CHCC for those who are not in Charmouth or at times when the Centre is not open.

The digital initiative was split into several parts

1. PDF publications to be purchased from anywhere in the world from our website.
2. QR codes to be accessed from the foot of the stairs of our building.
3. Creation of our own postcards with our web address and QR codes and also a donate button. **(Figure 13)**.
4. Use of a 3D scanner to enable pictures of fossils and other items to be available on our website. Thus we could slowly build up a digital collection of high quality from various sources, such as collectors and museums.
5. We can stay open on line if our premises are temporarily or permanently closed with a shop window available for all to see.



Figure 13

Example of the back of a postcard with a QR code, designed in 2022 ready for sale at Easter 2023.

5.4. Science, knowledge and safety at the Charmouth Heritage Coast Centre.

In addition to the requirement to welcome and inform visitors about the geology (especially fossils), biology and geomorphology of the area, the staff of the CHCC are tasked with recording scientifically important fossils found within the local area. Throughout the year numbers of fossils are found by the managers, local collectors, volunteers and visitors to the Centre. Following cleaning and preparation many of the recent finds are displayed in a cabinet at the Centre, for visitors to examine, learn and be enthused. Subsequently many of these fossils will join internationally important collections at localities such as the Natural History Museum.

Fossil Collecting Code of Conduct: This Code has been developed by a number of agencies including the Jurassic Coast Trust, National Trust, Charmouth Parish Council, Charmouth Heritage Coast Centre (Manager Phil Davidson) and local fossil collectors. It is a pioneering scheme endorsed by UNESCO. It encourages the recording and reporting of important fossil finds and the acquisition of scientifically valuable fossils by recognised museums. Each year the Jurassic Coast Trust donates £3000 to CHCC towards the maintenance and development of this code. The Jurassic Coast Trust also manages the Fossil Warden, who is a vital element in the implementation of the Fossil Code of Conduct. Broadly speaking, so that fossil collecting can be carried out in such a way as to satisfy all those with an interest in our fossil heritage, the Code advises, particularly for inexperienced collectors and educational groups, that all fossil collecting should be restricted to the beaches alone. Hazards arise from both the sea and the cliffs, particularly in the form of patches of deep mud found behind landslips or in mudflows. Emergency services are regularly called out along this part of the Jurassic Coast. Advice from the staff at the Centre, and the many warning notices, make visitors aware of the problems and substantially reduce the risk and consequential costs any rescue operations entail. All fossils found legally belong to the relevant landowners, but they have agreed to adopt the Codes, which means fossils

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can be legally collected in good faith – provided finders have followed the Fossil Collecting Code of Conduct.

West Dorset Fossil Collecting Code - A total of 420 specimens of scientific importance have been registered for this code, 92 of which are recorded as Category 1 specimens. Since the last report in 2021, 13 specimens have been recorded all being Category 2.

Undercliffs NNR Collecting Code – a total of 10 specimens have been recorded to date, 2 of which are Category 1 specimens. Since the last report 1 specimen has been recorded.

We approached the JCT this year to investigate if they could increase the funding for the Centre to administer the Fossil Recording Codes. We ascertained that the £3,000 annual grant the Centre receives from the JCT had not changed since 1999. In light of increased workload for the administration of the Code and the addition of the Undercliffs NNR Code we had a series of meetings with the JCT and Natural England. Manager Phil Davidson worked with Chris Reedman (JCT) to produce a detailed proposal to increase the funding for CHCC. There was disappointment when only a modest increase of £750 was allocated to us. We will be revisiting this funding again in the coming years.

A copy of the Fossil Code Collecting Report 2022 is in **Appendix 4**

Sightings and Findings

Trustee Heather Salmon found a bony fish on Black Ven in the winter of 2020/21. It shows disarticulated bones, gill plates, head armour and scales. Heather worked out that the species was *Furo* sp. It took a long time to clean using a fine dental descaling tool.

(Figure 14)

Matt Cape found twin Jurassic nautilus within a limestone block on Monmouth Beach in Lyme Regis in March 2021. It was professionally prepared by Nic Reast who first carefully exposed the fossils and then ground the outer shell away to reveal the calcite crystal preserved underneath. **(Figure 15)**

Manager Ali Ferris found a tiny sea urchin on a walk in June 2022. It comes from the greensand chert and is approximately 100 million years old (Cretaceous). It could be a rare species called *Discoidea*. Details have been sent to Tim Ewin from the Natural History Museum, to ascertain if it is rare and needs to be recorded in the West Dorset Fossil Collecting Code. **(Figure 16)**

CHCC Volunteer Jo Kaye found a great piece of fossil wood under Black Ven. There is a preserved knot in the wood.

Local collector Chris East found a *Lytoceras* ammonite, with two smaller ammonites and a tiny crinoid star on it. It was found on Stonebarrow during the summer of 2022 after some fresh erosion.

Dan Bonter, Robert Trice and Phil Davidson found a calcite ammonite in November 2022. One well placed blow from a hammer and chisel split the stone in the right place to reveal this 200 million year old fossil. It took Chris Moore 2 hours to clean around the ammonite. **(Figure 17)**

Manager Phil Davidson found a hazelnut, nibbled by an ice age rodent, along the river bank where ice age deposits had been exposed during bad weather.

In November, Charmouth fossil collector Chris East found a large shark fin spine. It took Chris about 4 hours to prepare the fossil. The spine is from the Jurassic *Hybodus* shark.

Also on display is a fossil leaf found in soft shale under Golden Cap by Callum Elder in 2018 and identified as *Nilssonia* sp. **(Figure 18)**



Figure 14

Trustee Heather Salmon found this bony fish on Black Ven in the winter of 2020/21.

It was identified as *Furo* sp. A fine dental descaling tool was used to clean it.



Figure 15

A twin Jurassic nautilus was found on Monmouth Beach in Lyme Regis by Matt Cape in March 2021. It was professionally prepared by Nic Reast.

□



Figure 16

Manager Ali Ferris found this tiny sea urchin in greensand chert (from the Cretaceous period) in June 2022.

The Natural History Museum has the details, and if found to be from a rare species it will be recorded in the Fossil Collecting Code.



Figure 17

This calcite ammonite was found by Manager Phil Davidson, Robert Trice and Dan Bonter in November 2022.



Figure 18

This fossil leaf was found in soft shale under Golden Cap by Callum Elder. It has been identified as *Nilssonia sp* and is now on display.

6) Visitor Numbers and activities

Visitor numbers for 2022 were 83,775, (86,080 including schools) and 86,556 including all schools (zoom, beach etc.). **Table 1** shows a decrease in numbers in 2019 after an exceptional 2018, followed by a huge decrease in 2020, and a pleasing increase in 2021, considering that Covid-19 restrictions were still in place and we opened on 17 May 2021. In 2022, we had an expected rise in visitor numbers, as we slowly emerged into the unknown post pandemic world. Next year, 2023, will be the second (normal) year post Covid and will be an important indicator regarding the recovery of CHCC capacity. August which is the key month of the year had over 17,000 visitors in 2021 and 21,049 in 2022. There were 36,000 visitors in 2019. An important observation to note is that a lower footfall, with less crowding particularly in the summer holidays, leads to an improved visitor experience. This is probably one of the reasons why our donations have increased.

Table 1. Visitor numbers in 2019 compared with 2011-2015 average, 2016, 2017 and 2018

Visitor numbers	2018	2019	2020	2021	2022
Visitor numbers	146,231	133,855	21,323	55,364	83,775
Visitor numbers incl schools	150,044	137,526	21,524	56,577	86,080
Visitors including all schools (zoom, beach etc)				57,661	86,556

7) Finance

- A breakdown of the financial activities is given in **Table 2**. Presentation of the data in this fashion gives a clear picture of the financial activities and financial health of the CHCC.

Table 2. Main elements of Financial Record for CHCC 2021, and a comparison with previous years.

Period	2018	2019	2020	2021	2022
Income	£240.4k	£228.01	£176.4	£160.8k	£201.7k
Grants	£21.6k	£22.4k	£94.4k	£42.0k	£11.0k
Activities*	£84.0k	£86.6k	£18.8k	£28.9k	£73.1k
Sales**	£105.9k	£81.2k	£32.2k	£68.1k	£80.4k
Others***	£19.3k	£23.91k	13.1k	£19.0k	£28.2k
Gift Aid	£9.3k	£13.9k	£17.9k	£2.8k	£8.9k
Expenditure	£235.0k	£224.1k	£169.9k	£162.2k	£227.8
Purchases#	£59.1k	£53.8k	£14.3k	£31.6k	£47.5k
Salaries##	£120.5k	£126.5k	£116.8k	£96.2k	£139.7k
Rent & water	£9.7k	£10.1k	£10.0k	£9.7k	£10.4k
Running costs^	£15.4k	£18.9k	£13.6k	£14.6k	£19.9k
VAT	£0.0k	£2.1k	£1.4k	£1.4k	£2.5k
Fees for accounting	£0.3k	£0.3k	£0.6k	£0.6k	£0.3k
Refurbishment	£26.6k	£11.4k	£12.5k	£7.9k	£7.1k
Balance	+£5.4k	+£3.8k	£+6.4k	-£1.3k	-£26.1k
Current Assets	£173.1k	£182.2k	£181.0k	£53.1k	£28.9k
Reserves	£122.1k	£125.7k	£101.4k	£101.4k	£101.6k

* Schools, Groups, Film show & talks, Theatre, Fossil hunting walk, Fossil Fantastic weekends, Rockpooling, Art & Craft Exhibition

**Fossil Loan Box receipts, Ammonites slice polishing, Website advertising, Room hire, Shop sales, Drinks machine, Pin badge sales, Fossil Code agreement, Insurance claims.

***Donations, Bank interest, Miscellaneous

#Purchases + existing stock minus closing stock held, Costs for Fossil Roadshow, Fossil Code and Drinks machine

##Staff salaries, Seasonal Warden salaries, Pensions, Employer NI.

^Recruitment, Staff training, Clothing, Electricity & heating, Repair & maintenance, Staff Travel, Subsistence, Telephone, Printing & stationery, Copying, Postage, Advertising, Web hosting, Cleaning, Office expenses, Bank charges, Credit Card Charges, Subscriptions, Computing.

As can be seen from **Table 2** the balance between income and expenditure at the end of the year was negative at - **£26065.91**. Analysis of the finances indicates that:

•
Income.

1. The CHCC receives grants from Dorset Council (£5,000) and also the Jurassic Coast Trust (£3000 for the Fossil Code) and these are gratefully acknowledged. In 2022 we received 2 payments of £3000 from the Jurassic Coast Trust, one was a late payment for 2021. The reduced rate of grant of £5,000 from Dorset Council is payable for the next year. The Trustees and Managers are addressing this reduction in the Dorset Council grant, and planning strategies for the future.
2. These sources of income are complemented by donations (entrance to the Centre is free) and fees from visitors, including schools that bring children on educational visits as shown in **Table 3**. It is very pleasing and immensely reassuring to note that in all income categories, 2022 has exceeded 2021, particularly in the fossil walks, shop sales and donation categories

Table 3. Summary of total income (not profit) from visitor and school activities

Department	2018	2019	2020	2021	2022
Fossil Walks	£64.3k	£69.7k	£13.4k	£21.8k	£60.9k
Schools	£12.6k	£11.3k	£4.3k	£6.4k	£10.2k
Theatre	£2.3k	£2.0k	£0.2k	n/a	£1.0k
Marine Events	£0.2	£0.3	£0.0	£0.0	£0.02k
Shop Sales	£100.6k	£81.2k	£31.2k	£66.5k	£80.4k
Donations	£19.0k	£18.2k	£10.0k	£17.3k	£26.9k

Table 3 shows the following for 2022:

- Shop sales figures are strongly correlated to visitor numbers. In 2022 there were 86,080 visitors (including schools) creating a turnover of £76,241 in the shop. In 2021 the footfall was 56,477 (including schools) and the shop turnover was £66,549. The amount of spend per visitor was £0.91 this year, compared to £1.20 in 2021. Manager Ali Ferris works tirelessly to manage the shop, despite ongoing supply issues in 2022 with rearrangements of displays to encourage more sales, and to accommodate the one way system.
- During 2022 the VAT return incurred a loss of £1,410, but the next VAT return will show a profit and in general the balance remains fiscally neutral.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

- Fossil walk income in 2022 was almost 3 times as much as in 2021, and is almost comparable to earnings in 2017 and 2018. Since Covid we have also limited the numbers on our fossil walks, but prices have increased. This is very welcome as earnings from fossil walks are such an important part of our income. We have almost reached capacity for this revenue source, because of the scheduling limitations of the tides.
- In 2021 donations were £17,359, but we achieved a sizeable increase in 2022 when donations were £26,956 which is a record for the Centre. Average donations per person in 2022 were 32p, up from 31p in 2021, but the large increase is due to greater visitor numbers.
- The theatre has been open this year, but income of £984 is a reduction of pre pandemic earnings. Income from school bookings has increased, and we have continued our zoom meetings with schools' visits reduced, and zoom meetings are now bringing in much needed income.
- In 2022 gift aid received was £8,899.89. This is a considerable increase from the 2021 figure of £2,866.25. In 2023 this figure will increase. Gift Aid is ably administered by Charlotte Hughes.

Reserves

At the end of 2022 Reserves amounted to £101,572 in accounts with the Coop and the Nationwide. We have a working account with the Coop of £28,896. This figure is lower than last year and reflects our loss of £26,065.91 in 2022. Allocation of £101,572 to Reserves is in accord with advice from the Charity Commission and essential for a sound financial base for the CHCC.

• Expenditure

1. Salaries were the main expenditure in 2022 and were particularly high because we employed 2 seasonal workers from March to October alongside our 3 permanent managers, compared with no seasonal employees in 2021. The Centre was responsible for paying Charlotte Hughes, the administrator, and Shelley Ivory, the cleaner who are retained on a self-employed basis. All national insurance and pension payments for the managers were also paid by the Centre. Remuneration is a matter of concern for the Trustees, as it is essential to retain excellent staff, and this matter is addressed in closed session at the end of most Trustees' meetings.
2. Purchases of £47,564.78 in 2022 increased from £31,600.60 in 2021. Running costs, as expected were higher in 2022 than 2021.
3. Working party expenditure was roughly the same as in 2021, but less than in previous years. Until it is clear that we are on a firm footing after our negative balance in 2022, economies have been made in our refurbishment budget.
4. The rent paid by CHCC in 2022 was £10,444.68. The next rent review by our landlords, Charmouth Parish Council will be in May 2024.

- **Summary and explanation for finances for 2022**
- By consideration of the above, with a recorded loss of £26,066, this is the first serious loss the Centre has ever recorded in its history and is due to a combination of factors – a serious loss of grant revenue from Dorset Council, the current recession leading to a reduction in visitor numbers and increased staffing costs. This has been our first post Covid year of full trading and we predicted that a loss would be recorded.
- In spite of our recorded loss, the Managers, Friends, Administrator and Treasurer are to be congratulated on a sensible “steady as she goes” approach to this first post Covid year.

Overview

1. April 2023 will be the beginning of the last year of our 3 year grant from Dorset Council. As yet we are unsure whether grant funding from Dorset Council will continue. In 2023, our grant from the Jurassic Coast Trust for the Fossil Collecting Code will increase from £3,000 to £3,750.
2. **Charity Reserves Policy.** This allows for the payments of outgoings for 6 months and salary payments for 9 months in the event of no income being available.
3. As part of the Business Plan, we continue to consider additional non-tidal income sources such as the further development of the Outreach Programme. Christmas cards, designed from local photos by Bill Burn have been an additional source of income since 2021, as has the implementation of an on-line shop. The substantial increase in donations is to be applauded, and congratulations to those volunteers who welcome our visitors at the door, which evidence shows has contributed to this increase.

8) Trustees and Friends

- The Trustees' key role is to ensure the success of the Centre with respect to its objectives, its staff and volunteers, and its finances. Trustees make appointments and report to the Charity Commission annually. The officers of the Trustees do most of the work, especially Jan Coleman as secretary, Barry Coleman as Treasurer, and Eden Thomson as Deputy Chair.
- Unfortunately we lost some Trustees in 2022 due to retirement and resignations. Ros Cole resigned as a Trustee in January 2022, and Richard Salisbury retired in April 2022, having been Chair of Trustees for 9 or 10 years prior to Jim Rose who took office in May 2013.
- In May 2022 we welcomed 3 new elected Trustees to the Board. Jonathan Field, with expertise in IT and an interest in Education, Dr Jane Gregory with expertise in Education and Grants and EDI, and Roger Sansom with expertise in media and publication. Penny Rose also joined us a Trustee in her role as the Chair of the CHCC Friends' Committee.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

- At the end of 2022 there were 154 Friends, adults, families, couples and life members. There were a total of 93 volunteers working in roles at the desk, in the maintenance working party and on fossil walks. Some volunteers undertake more than one activity.
- The Friends of CHCC are indispensable to the continuing success of the Centre. The Committee, chaired by Penny Rose, who was elected at the AGM in March after stepping in as acting chair in 2021, ensures that volunteers support the managers by staffing the desk and helping on fossil walks. Activities organised by the Friends' Committee include a cream tea and also winter lectures. In November 2022 our annual Jurassic Art and Craft Fayre took place to raise funds, organised by Jan Coleman and helpers.

(Figure 19)

Manager Ali Ferris issues about 4 editions of *Coast News* annually, the CHCC Friends' Association newsletters to keep Friends and volunteers in touch with the Centre.



Figure 19

Autumn Fayre 2022 which took place in November. It is arranged by the Friends of CHCC to fund raise for funds for the Centre.

9) Visitor Feedback

- It is a pleasure to end this section with some comments from the visitors in 2022.

Roger C October 2022

Fascinating museum and free of charge. Lots of recent fossil finds from local beaches, well presented.

Musgo 1950 October 2022

Fab self-funded museum full of good fossil info. Great for kids of all ages – they will identify your finds on the beach and teach you much more about dinosaurs etc.

Juliette B September 2022. Family

Exhibits have been updated since we last visited (pre lockdown). Primarily visited to see ichthyosaur featured in BBC documentary but there are many other recent finds as well. Really beautiful fossils.

Alison Wolverhampton September 2022

Great for fossils. A great informative place with lots of information on fossils including helpful people who can tell you if you have found something resembling a fossil on the beach.

Elliemmo 1996 September 2022 couple

Wonderful place can't believe it is free. Fantastic displays really clear information some great reading material, definitely worth a visit even if not the least bit interested in fossils.

Acknowledgements

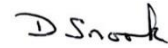
In many ways this is the most important category, because without the activities, help and support from so many, the Heritage Coast Centre would not operate. It is my pleasure to acknowledge these here:

- The **Managers**, Phil Davidson, Ali Ferris and Anna Holbrook.
- The **Friends of the Charmouth Heritage Coast Centre**, and the **Friends Committee**, chaired by Penny Rose. The **FCHCC** allocates funds each year for various useful and relevant items for the **CHCC** for educational purposes, and we thank them for their contribution.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

- The **Working Party** led by Barry Coleman for carrying out the refurbishment of part of the Centre interior.
- **Dorset Council**, for financial support.
- **Jurassic Coast Trust** for financial support towards the Fossil Collecting Codes maintained by CHCC.
- **Charmouth Parish Council** for a positive working relationship as landlord of CHCC and on other matters concerning the running of the Centre and its infrastructure.
- Last, but not least the **Trustees of the Charmouth Heritage Coast Centre** and especially the Treasurer Barry Coleman and the Secretary Jan Coleman, Vice Chair Eden Thomson, Heather Salmon for her digital input, and Paul Harvey for all his help and advice on IT matters and the advice and support he gives to the Managers.

On behalf of the Trustees: Debby Snook, Chair: 11-05-23



Appendix 3

Achievements of the Maintenance Working Party for 2022.

Please note, in the past 5 years £40,000 has been spent on maintenance and refurbishment at the Centre. It will be sometime before we can spend this amount again.

CHCC Working Party 2022

- A new display cabinet was planned and built by Asaf Tolkovsky.
- Beach display cabinet was refreshed with new LED lighting and video display units.
- New dinosaur footprints were installed to create a one-way system.
- Additional display area in the shop was constructed.
- Improvements made to the shop stock cupboard.
- The Theatre was cleared in preparation for reopening with benches painted and a new television screen installed.
- The Hearing Loop was reestablished, improved and made ready for future development.
- The CCTV cameras were repositioned and improved.
- The dishwasher was replaced in the office kitchen.
- Front porch area has been painted, a new desk and mat purchased. Desk assembled and adapted. New advertising sign ordered.
- The plumber has fitted new thermostatic valves to all the radiators to give greater control over heating.
- General maintenance of the Centre has continued, particularly the painting of all woodwork where necessary.

Appendix 4

Fossil Code Report 2022

West Dorset Fossil Collecting Code - A total of 420 specimens of scientific importance have been registered for this code, 92 of which are recorded as Category 1 specimens. Since the last report 13 specimens have been recorded all being Category 2.

Undercliffs NNR Collecting Code – a total of 10 specimens have been recorded to date, 2 of which are Category 1 specimens. Since the last report 1 specimen has been recorded (see below).

Highlights

The Charmouth Crocodile (Ref no. 344 – 346) was put on public display at Lyme Regis Museum in May and the partial specimen donated to the museum by all of the finders. Pieces of this reptile were found by several finders over many years. The specimen is being described by researchers in USA, and is thought to be a new species and genus. This specimen is a great success story and demonstrates the value of our Collecting Codes.



The Charmouth Heritage Coast Centre (CHCC) put on display an ichthyosaur found by Mark Linne in January 2021 (ref no. 419). Permission was given to extract the ichthyosaur from the National Trust from the ledges on Stonebarrow beach. The ichthyosaur was painstakingly prepared by Rob Moore and Craig Chivers, who uncovered patches of skin and stomach contents. This specimen is on loan to the Centre for public display for a year.



Over several years Chris Moore has been collecting a large (6m+) ichthyosaur (ref no. U10) on Monmouth beach. It is preserved in a series of nodules underneath the Ammonite Pavement and has slowly been revealed as this bed erodes naturally. This has presented a few challenges because of the time frame of the collection and has highlighted how similar specimens can be recovered in the future and a process to follow.

Management and future projects

A meeting was held at Charmouth with representatives from the National Trust, Natural England, CHCC, Jurassic Coast Trust and a collector representative in mid-November to discuss the collecting codes and the nuances of how to manage it. It was a very productive meeting and one of the main take home points where about insurance cover for in-situ excavations.

Several discussions have taken place about increasing the funding for the maintenance of the fossil collecting codes. This work has been undertaken by CHCC since the codes inception and increasing the support this charity gets has been identified in the Jurassic Coast Trust Partnership Plan. Currently CHCC does not receive any financial support for maintaining the NNR Undercliffs Code and it means that it is hard to for the independent charity to allocate the same commitment that it does

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

to the West Dorset Fossil Collecting Code. This has undoubtable resulted in an under reporting of specimens as the same proactive approach cannot be taken.

There is still the ambition to digitise the recording schemes to make it more accessible to all stakeholders, but this will be dependent on external funding for this specific project.

A proposal was submitted in June to NERC on "*Building a quantitative framework to measure the scientific value of fossils*" has been funded by NERC under their pilot Exploring the Frontiers scheme. This exciting project is being led by Birmingham University and CHCC and the JCT are project partners along with Jonathan Larwood from Natural England. It will focus on developing a new holistic method focused on quantifying the relative scientific value (SV) of specimens across key groups within a fossil ecosystem and compare the "value" held in public and private collections. We will use this new approach to identify the currently unknown potential of private collections to inform our understanding of evolutionary history, palaeoecology, taphonomy and taxonomy.

The successful funding of this project helps demonstrate the value of our fossil collecting codes.

Charmouth Heritage Coast Centre 05149333
(A Company Limited By Guarantee) Trustees
Independent Examiner's Report

To the Trustees of Charmouth Heritage Coast Centre

I have satisfied myself that the Charity is not subject to audit under Company law and is eligible for independent examination.

Respective responsibilities of Trustees and Examiner

The Trustees, who are also the Directors of Charmouth Heritage Coast Centre for the purpose of Company law, are responsible for the preparation of the Accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act and the an independent examination is needed.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 considering 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 of the accounts no matters have 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 386 of the Companies Act 2006; and

* to prepare Accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

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

May 2023

Robert Hughes ACMA
Thurlestone
Westcliffe Road
Charmouth
Dorset
DT6 6BG

Charmouth Heritage Coast Centre
(A Company Limited By Guarantee) Trustees

Statement of Financial Activities Including Income and Expenditure
for the Year Ended 31 December 2022

	INCOME FUNDS:		TOTAL FUND	TOTAL FUND 2021
	Unrestricted Funds	RESTRICTED		
Incoming Resources				
Donations	26,957	0	26,957	17,359
Activities for generating Funds	162,512	0	162,512	99,988
Grants	11,000	0	11,000	42,054
Tax Repayments	1,171	0	1,171	1,379
Investment Income:				
Interest	76	0	76	57
Charitable Trading Activities:	0	0	0	0
Total Incoming Resources	201,716	0	201,716	160,838
Cost of generating Funds				
Fundraising trading: Cost of Goods Sold	225,918	0	225,918	160,838
	225,918	0	225,918	160,838
Net Incoming Resources Available	(24,202)	0	(24,202)	(260)
Governance Costs	(2,880)	(21,672)	(24,552)	(27,432)
Net Income/Expenditure	(27,082)	(21,672)	(48,754)	27,692
Net Income/(Expenditure) for the Year	(27,082))	(21,672)	(48,754))	(27,692)
Net Movement in Funds				
Total Funds at 1 January 2021	180,576	43,344	223,920	256,948
Increase in Current Assets	2,323		2,323	(5,326)
Total Funds Carried Forward	155,817	21,672	177,489	223,920

*None of the Trustees(or any person connected with them) received any remuneration during the year and there were no auditing costs.

Statement of Net Income for the Year to 31 December 2022

Gross Income as Above		
General Purpose Funds	201,716	
Restricted Funds	<u>0</u>	201,716
Total Expenditure as Above		
General Purpose Funds	225,918	
Restricted Funds	<u>21,672</u>	
Depreciation Fixed Assets	<u>2,880</u>	
		<u>250,470</u>
NET INCOME FOR THE YEAR		<u>(48,754)</u>

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure

BALANCE SHEET

	<u>2022</u>		<u>2021</u>	
Fixed Assets				
Tangible Fixed Assets -				
Cost	473,516		473,516	
Depreciation	(449,595)		(425,043)	
	<u>23,921</u>	<u>23,921</u>	<u>48,473</u>	<u>48,473</u>
Current Assets				
Stock	23,100		18,875	
Debtors	0		3,000	
Cash at Bank and in Hand	130,468		154,670	
	<u>153,568</u>		<u>176,545</u>	
		<u>153,568</u>		<u>176,545</u>
		<u>177,489</u>		<u>225,018</u>
Liabilities				
Creditors	0	0	1,098	0
NET ASSETS		<u>177,489</u>		<u>223,920</u>
FUNDS				
Restricted		21,672		43,344
Unrestricted		<u>155,817</u>		<u>180,576</u>
		<u>177,489</u>		<u>223,920</u>

For the financial year in question the company was entitled to exemption under section 447 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 13.06.23

and signed on its behalf by



Debby Snook

Chairman of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSET SCHEDULE

	Land & Buildings	<u>Equipment</u>	<u>Total</u>
COST			
At 1 January 20 22	414,600	58,916	473,516
Additions	0	0	0
Disposals	0	0	0
At 31 December 2022	<u>414,600</u>	<u>58,916</u>	<u>473,516</u>
DEPRECIATION			
At 1 January 2022	371,256	53,787	425,043
Charge for year	21,672	2,880	24,552
Disposals	0	0	0
At 31 December 2022	<u>392,928</u>	<u>56,667</u>	<u>449,595</u>
NET BOOK VALUE			
At 1 January 2022	<u>43,344</u>	<u>5,129</u>	<u>48,473</u>
At 31 December 2022	<u>21,672</u>	<u>2,249</u>	<u>23,921</u>



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

1. The name of the Charitable Incorporated Organisation is the Charmouth Heritage Coast Centre, hereinafter called the Centre.
2. Centre address is Lower Sea Lane, Charmouth, Dorset, DT6 6LL, UK.
3. The objects of the Centre are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth and to maintain the Centre at Charmouth for education and information to encourage management of coast and adjacent area.
4. The Trustees shall be responsible for the general management of the Centre. There is a requirement for Trustees to provide names, address and d o b for identification purposes. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
5. The Trustees have overall responsibility for the Friends of the CHCC, an autonomous, affiliated group, working for the benefit of the Heritage Coast Centre. The Committee, for this autonomous group, elected at the AGM of the Friends of the CHCC, is led by a Chair, who is automatically a Trustee.
6. The Trustees shall have power to raise money, to own or lease property, to buy and sell goods and equipment, to employ and remunerate such staff as are necessary for carrying out the work of the Centre, to co-opt persons to assist them in the management of the Centre and to do anything necessary to further the objectives of the Centre.
7. The income and property of the Centre must be applied solely towards the promotion of the objectives. The Centre shall be administrated as a non-profit making organisation. Any funds accumulated are to be held on trust for the benefit of the Centre. Funds may be invested at the Trustees' discretion
8. No Trustee may receive any goods, services or financial benefit from the Centre. A Trustee is entitled to be reimbursed for reasonable expenses incurred by him or her when acting on behalf of the Centre.
9. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed or existing transaction or arrangement with the Centre, and should not participate in any discussions or vote of the Trustees in which a possible conflict of interest may arise. However, the Trustee may remain at the meeting and may only answer questions relating to facts.
10. In the event of the Centre being wound up, the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. Any funds remaining after payment of debts and expenses shall be passed to the Dorset Wildlife Trust for use in the Charmouth area, or in default, any other charity having similar aims for the use in Charmouth area.
11. The Trustees shall manage the affairs of the Centre. It is the duty of the Trustees to exercise their powers and perform their functions to further the purposes of the Centre. In exercising those functions, they should apply such care and skills as is reasonable in the circumstances having regard to their special knowledge or experience.



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

12. The Centre is to be administered by up to 14 Trustees to include the Chair of the Friends of CHCC and, to assist in fulfilling the charities education remit, the Headteacher of the local Primary School. Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. In selecting individuals for appointment, the Trustees must have regard for the skills, knowledge and experience needed for the effective administration of the Centre. It is expected that Trustees should regularly attend meetings. Should a Trustee not attend for three consecutive occasions, without good reason, they would cease to be a Trustee.
13. Each new Trustee be proposed by an existing Trustee. Prior to having the opportunity to introduce themselves at a meeting, the Chair will have an in-depth conversation with the prospective Trustee giving both parties time to gain understanding of each other. Approval of their appointment must be agreed by the current Trustees at the next full meeting. The new Trustee, on appointment, will receive a copy of the Constitution and the latest Annual Report and statement of accounts.
14. A Trustee ceases to hold office if they retire, notifying the Chair in writing, or is absent without permission of the charity Trustees from all the meetings held within a period of one year and the Trustees resolve that the office be vacated.
15. Decisions may be taken by a simple majority agreement of the Trustees at a meeting of the Trustees, by resolution in writing or in an electronic form. In the event of an equal number of votes, the Chair will cast a further casting vote. In the event of the discussion being in an electronic form, other than a virtual meeting, prior to the vote being counted, the Secretary shall distribute comments received from a Trustee about the resolution to all other Trustees. Written agreement/disagreement must be recorded in the minutes regarding any resolution.
16. The Trustees may delegate any of their powers or functions to an Executive committee, and if they do, they shall determine the terms and conditions of that committee at the AGM. (Appendix) A committee may consist of two or more persons, but at least one member must be a Trustee. Any actions of the Executive Committee and the Board of Trustees must be brought to the attention of the Trustees as a whole as soon as possible. These arrangements should be reviewed annually. Trustees may also work in small teams on specific areas, reporting regularly, at least annually, to the Executive committee. Nothing in this clause shall undermine clause 21.
17. The Chair to be elected annually at the Annual General Meeting. A Vice Chair to be appointed to cover the duties of the Chair as necessary. The Trustees shall meet as necessary but at least three times a year (nominally June, October and January), seven days' written notice in writing being given to all Trustees. Any three Trustees may call a special meeting at any time giving seven days' notice of the matters to be discussed. Four Trustees shall form a quorum to take decisions.
18. The Trustees may invite, being mindful of any conflicts of interest or confidentiality issues, non-voting associate members who bring appropriate expertise to support the Centre (known traditionally as Visitors). These could be representatives of Dorset Council, Charmouth Parish Council, local Fossil Collectors and representatives of the wider community. Associate members may attend the AGM meetings regularly but are not Trustees. They may be invited to attend other meetings if their expertise is relevant to an agenda item.



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

19. The Trustees have the power to amend this Constitution provided that such amendment shall not prejudice the charitable status of the Centre and that no amendment shall be made to Clauses 3 and 10
20. An Annual General Meeting for Trustees must be held annually.
21. Execution of documents. A document is validly executed by signature if it is signed by at least two of the Trustees.
22. The Centre and Trustees must comply with its obligations under the General Regulations of the Charity Commission in relation to keeping of, and provision of access to, a register of Trustees.
23. Minutes must be kept of all appointments of officers made by the Trustees; proceedings of Trustee meetings, including the names of the Trustees present, decisions made at the meeting and where appropriate, the reasons for those decisions and any decisions made by Trustees not at a meeting.
24. The Trustees must comply with the requirements of the Charities Act 2011 with regard to keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commissions and Companies House, regardless of the income of the Centre, within 10 months of the financial year end. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
25. All funds pertaining to the Centre to be retained in appropriate accounts at a nominated bank. Records to be maintained of all income and expenditure. Records reviewed by Treasurer and Chair monthly. These records to be independently examined annually by an appropriately qualified person. Signatories for cheques to include Chair of the Trustees, Treasurer, Secretary, nominated Warden and one other nominated Trustee. Two signatories required on all cheques.
26. As provided by the Dissolution Regulations, the Centre may be dissolved by the Trustees. This would have to be agreed by a resolution passed by decision taken without a vote and without expression of dissent in response to the question put to the Trustees. Subject to the payment of all the Centre's debts, any resolution for the winding up of the Centre must contain the provision directing how the remaining assets should be used as stated in 10. If the Centre is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

Chairman:

Date signed: 12.05.22

Secretary:

Constitution September 2000. Updated with respect to the model constitution of the Charity Commission 2012. Agreed: January 2015. Addition to point 12 May 2016.

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

(Appendix)

Terms of Reference for the Executive Committee

The Executive Committee will make proposals and recommendations to the Board of Trustees. Reports will be submitted to all Trustees before full Trustee meetings. Financial decisions may be made before a scheduled Trustee meeting should the need arise. Trustees will be informed of these decisions.

Membership of the Executive Committee shall consist of 4 Trustees, 2 of who will be the Chair and Vice-Chair of Trustees. Members will be elected at the Trustees' Annual General Meeting. Staff or individuals with specific expertise may be consulted.

A quorum of 3 is required to conduct valid business.

Meetings will be held at least 3 times a year. Minutes will be taken.

Terms of Reference will be reviewed at the Annual General Meeting of Trustees.

Accounts



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre

Registered Charity Number: 1105386

Company Registration Number 5149333 (England and Wales)

**TRUSTEES' REPORT AND AUDITED
ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021**



**The Queen's Award
for Voluntary Service**



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (1 January 2021)

John Berridge		reappointed: 16-05-2020
William Burn		reappointed: 16-05-2020
Rosalind Cole		reappointed: 16-05-2020
Barry Coleman	Treasurer	reappointed: 16-05-2020
Jan Coleman	Secretary	reappointed: 16-05-2020
Laura Cornish		reappointed: 16-15-2020
Melanie Harvey		reappointed: 16-05-2020
Paul Harvey		appointed: 29-01-2020
Andrew Littler		appointed: 29-01-2020
Paul Oatway		reappointed: 16-05-2020
Richard Salisbury MBE		reappointed: 16-05-2020
Judith Sheppard		reappointed: 16-05-2020
Debby Snook	Chair	reappointed: 16-05-2020
Eden Thomson	Deputy Chair	reappointed: 16-05-2020
Phil Tritton		appointed: 16-05-2020

Charity Number: 1105386
Company Number: 5149333

Principal Address: Lower Sea Lane
Charmouth
Dorset
DT6 6LL, UK

Registered Office: Lower Sea Lane
Charmouth
Dorset, DT6 6LL, UK

Independent Examiner: Robert Hughes (ACMA)
Thurlestone, Westcliff Road,
Charmouth, Dorset, DT6 6BG, UK

The accounts have been prepared in accordance with the accounting policies set out in The Charities (Annual Return) Regulations 2020 that were made on 20 December 2020 and enacted on 1 January 2021. The Independent Examiner's Report is included as **Appendix 1** at the end of this document.

Structure, governance and management

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 27th April 2014. It is a Registered Charity with the Charity Commission. Anyone over the age of 18 can become a member of the company. Each member agrees to contribute a sum not exceeding £10 in the event of the charity winding up.

The names of the Trustees, who are also the directors for the purpose of company law, and who were serving at the start of the year 2021 are given at the head of this report.

None of the Trustees has any beneficial interest in the company.

New Trustees are informed of their duties and get to know employees of the Centre and other Trustees.

The Board of Trustees, which shall not be less than three, administers the Charity, according to the Constitution.

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to foreseeable risks.

In order to fulfil their duties more effectively each Trustee (as of 31st December 2021) provides authority in an area of expertise as indicated below:

<i>Trustee name</i>	<i>Area of expertise</i>
Rosalind Cole	Biology and Geology
Barry Coleman	Treasurer , leader of the 'Working Party', Friends' Committee member
Jan Coleman	Secretary , Friends' Committee member
Laura Cornish	Head of Charmouth Primary School
Melanie Harvey	Youth Training and geographical science
Paul Harvey	IT and management
Andrew Littler	Geology and management
Richard Salisbury MBE	Past Chair of Trustees, Charmouth community
Heather Salmon	Fossil Collector, Working party, Education
Debby Snook	Chair (from 10.05.18), Friend of CHCC
Eden Thomson	Deputy Chair , Marine activities, Friends' Committee member

In addition, the Trustees are joined by a number of 'Visitors' who represent activities/ organisations associated with the CHCC.

Penny Rose	Acting Chair of Friends
Daryl Turner	Dorset Council
David Sole	Fossil Collectors

The Trustees meet on three occasions each year (January, May and October, or thereabouts) with an Annual General Meeting held prior to that taking place in the middle of the year. In addition to the formal meetings, the Chair (Deputy Chair if appropriate) and Secretary have informal, and hopefully relaxed Team Meetings, with the Wardens and Administrator to discuss matters of current, future or on-going interest and concern.

1. Objectives and activities

- To advance the education of the public in geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth, and to maintain a centre at Charmouth for education and

information, in order to encourage understanding and management of the coast and adjacent areas.

- The Trustees have paid due regard to guidance by the Charity Commission in deciding what activities the Charity should undertake.

2) The Constitution for the Charmouth Coast Heritage Centre was revised and approved as of 13.05.21 and is given in **Appendix 2**. This year a major revision of the constitution took place. The main changes included appointment procedures for new Trustees, meetings held in electronic form, the formation of an Executive Committee consisting of 4 Trustees, and the introduction of working parties, known as Teams, consisting of Trustees and Managers (previously known as Wardens).

3) Archive

- Records are archived electronically and on paper (where appropriate) at The Charmouth Heritage Coast Centre, Lower Sea Lane, Charmouth, Dorset, DT6 6LL UK

4) Staff employed to manage and run the Charmouth Heritage Coast Centre

- Senior Warden: Phil Davidson (from May 1 2015)
- Deputy Senior Warden: Alison Ferris (from April 1 2015)
- Warden: Anna Holbrook (from 1 November 2018)

All staff undergo an annual appraisal along with two Trustees (usually the Chair and Secretary) as part of their career monitoring process and career development. Appraisals took place in November 2021, the first ones since November 2019. Due to the continuation of the Covid-19 pandemic, no seasonal wardens were appointed in 2021.

5) Review of the year - 2021

5.1 Overview and selected Highlights 2021. After a good solid year in 2019 with continued upward trending in some areas, we experienced our worst ever year at the Centre in 2020. In 2021, with the global pandemic (SARS-CoV-2 pandemic, COVID - 19) continuing to cast its long shadow over the world, our first opening date of the year was 17 May.

5.2. Visitor numbers came crashing down from 137,526 in 2019 to 21,524 in 2020, reviving a little to 56,577 in 2021, including schools. August figures in 2019 were 36,000, 10,062 in 2020 and over 17,000 in 2021. The one way system introduced in 2020 continued to operate in 2021 with only a maximum of 30 visitors allowed in the Centre at any one time, to maintain Covid safety compliance. This led visitors to the shop before exiting. **(Figure 1)**. Because of generous government grants diligently researched and promptly applied for, the sound financial basis of the CHCC has been maintained, in spite of the decrease in normal income streams. With the easing of restrictions, we hope that 2022 will return us to a more 'normal' year, with no further lockdowns.

In April 2021 low tides exposed ledges. The combination of low tides, easterly winds and heavy rains caused gullies to be carved out of the cliffs. There was a major cliff fall at Seatown which made the national news. During the dry period in April, sand drifting across from Lyme Regis made fossil hunting difficult. The beach remained sandy in spite of gusty winds and heavy rains in May. Higher winds in August churned up a little of the beach providing more fossils including bones and coprolites. There were some minor rock falls on east beach in September. By mid October with stormy weather continuing, there were minor slips and falls. The riverside was stripped down to ice age layers. In November the ice age layers gradually covered over naturally. A lake and sandbar were created in the river mouth. In December there was little change in the beach, but fool's gold ammonites were very plentiful.

Over the winter period, we had 3 full time wardens, Senior Warden Phil Davidson, Deputy Senior Warden Alison Ferris, and Warden Anna Holbrook. Charlotte Hughes continues as part time administrative officer and Shelley Ivory our part time cleaner. As Senior Warden, Phil Davidson carries out the main elements of the management of the Centre. The Trustees' objective is to ensure the success of the Centre. Jan Coleman as Secretary of the Trustees, Barry Coleman as Treasurer, Eden Thomson as Deputy Chair, Debby Snook as Chair were helped and advised by the full body of Trustees, either individually, or at the three meetings of Trustees that took place during the year.



Figure 1

The shop continues to remain the same for the 17 May reopening in 2021 as it did after the first lockdown when Deputy Senior Warden Ali Ferris, with the help of Shelley Ivory reorganised the layout. The one way system continues to lead visitors to the shop before exiting.

The Heritage Coast Centre has a number of Patrons who bring expertise and distinction to the charity. These follow in the footsteps of a number of distinguished predecessors Prof. Muriel Aber (Jurassic Geologist), John Fowles (author). Currently the Patrons are Prof. Denys Brunsden OBE (geomorphologist and a founder of the Jurassic World Heritage Site), Sybil King (Fine Foundation), Dr. Paul Davis (palaeontologist), Prof. Mike Benton, (palaeontologist from Bristol University), Dr. Dave Martill (palaeontologist from Portsmouth University), Prof. Greg Price (geologist from Plymouth University), Prof. Iain Stewart, (Geoscientist and media celebrity from Plymouth University) and Prof. Danielle Schreve (Quaternary mammal expert from Royal Holloway University of London).

We were fortunate to retain Attenborough's Sea Dragon for a further year, following its great success as an exhibit in 2018, 2019 and 2020. Since 2019 visitors can now listen to the speech given by Sir David Attenborough when he unveiled the ichthyosaur in January 2018 **(Figure 2)**.

On 18 May 2020 it was announced that Charmouth Heritage Coast Centre had won the Royal Geographical Society's Award for facilitating fieldwork and encouraging scientific and environmental engagement within the community. Awards are presented annually in recognition of those who have made outstanding contributions within the sphere of geography. We were delighted to have won this award and our thanks go to Professor Jim Rose, past Chair of the CHCC, for the nomination. Deputy Senior Warden Ali Ferris accepted the award on our behalf, presented by Princess Anne on 1 December 2021. **(Figure 3)**.

The award acknowledges the achievement in fulfilling the objectives set out in the Constitution of the Charmouth Heritage Coast Centre, which are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and the adjacent areas of Charmouth, and to maintain the Centre at Charmouth for education and information to encourage the management of the coast and adjacent area.



Figure 2

Attenborough's Sea Dragon is retained during 2021.

It took 1000 hours to prepare the *ichthyosaur* for display.

Visitors can now listen to the speech given by Sir David Attenborough when he unveiled the fossil.



Figure 3

In May 2020 the CHCC won the Royal Geographical Society Award for facilitating fieldwork and encouraging scientific and environmental engagement in the community. The award was received by Deputy Senior Warden Ali Ferris at a postponed ceremony in December 2021. It was presented by HRH Princess Anne.



Figure 4

CHCC re-opened on 17 May 2021. The working party made sure that all the floors were spick and span and ready for the public. with a one way system and all Covid compliant regulations in place to keep visitors, staff and volunteers safe.

The Covid Pandemic 2021



Figure 5

This depressing sign was outside the CHCC until we opened for the first time in 2021 on 17 May.

On May 17 we opened for the first time in 2021. **(Figures 4 and 5)**. We operated the track and trace system for all visitors and mask wearing was obligatory. Regular cleaning took place during the time visitors were present. Only one volunteer was on desk duties, the other was outside in the lobby engaged in monitoring visitor flow and managing the queue.

The new website was launched in May which means it is much more accessible for mobile devices. A contactless donation station arrived at the end of August, which gives a greater opportunity for donations from the public to increase. A family geology trail leaflet has been produced by volunteer Keith Summers with help from Deputy Senior Warden Ali Ferris. The aim is to encourage families to explore not just the beach but also the geological history of Charmouth Village. **(Figure 6)**



Figure 6

This family geology trail leaflet has been produced by volunteer Keith Summers, helped by Ali Ferris, which covers the geological history of Charmouth.

This time of unprecedented closure has provided the opportunity for reflection and evaluation of plans and priorities for the future. Trustees and staff have used this

time to review job descriptions, the roles of Trustees, the constitution, and to start planning a discussion document for the new Business Plan.

The roles of the wardens were given a thorough review, equalising responsibilities and reassigning some tasks. Phil Davidson, previously Senior Warden, is now the Manager for Geology and Palaeontology and still exercises general oversight and day to day management of the Centre. Alison Ferris is now Manager for Centre Administration, Marine and Environment Interpretation. Anna Holbrook is Manager for Education and Outreach Schools. Wardens will now be referred to as Managers in the remainder of this report. All managers are now invited to the Board of Trustee meetings.

An equally thorough review was completed regarding the roles of Trustees. It was concluded that the Board of Trustees would consist of an Executive Committee, comprising the Chair, Deputy Chair and two other Trustees. The Trustees were also divided into Teams/Working Parties, namely Education and Media, Geology and Geoscience, Marine and Environmental, Human Resources, Revenue and Finance, Technology, Website and Social Media. Managers were also assigned to these Teams.

There were also some updates to the Constitution, regarding the selection and recruitment of new Trustees, holding of virtual meetings, a change in some aspects of non-voting associate members and the terms of reference for the Executive Committee.

Future of the premises

In October 2019 a small group of Trustees produced a document under the heading of “Emergency Response Plan” outlining procedures to deal with closure of the building due to theft or vandalism, fire or water damage, and safety issues arising from weather conditions or coastal erosion. Following on from this, discussions on the Recovery Plan have started.

The Recovery Plan

On 7 December, the Future of the Building Working Group held its first meeting. The Group is made up of Trustees and Managers. Participants had been asked to submit their research and thoughts about this topic beforehand to provide an informed starting point. Many topics were discussed, which included:-

- the inevitability that sometime in the near future the building will be rendered unusable
- funding for new premises.
- climate change.
- lack of sea defence repairs after 2025.
- terms of the lease when this becomes renewable.
- levels of investment in the current building.
- ideas for new premises and interim plans whilst new premises are being secured.

This first meeting was very productive, and the group will continue its research into 2022 and submit reports to meetings of the Board of Trustees.

Charmouth Neighbourhood Plan

During 2021 the CNP went through the final two rounds of detailed consultations with the public, official bodies and especially Dorset Council. Some minor changes were made. The Examiner then read the Plan and visited Charmouth in August to see where the Policies would or could be applied. He approved the Plan in October, noting "It is an extremely well structured and informative Plan which I enjoyed examining. The high quality of the Plan is demonstrated by the small number of recommended modifications. With those modifications, the CNP will make a positive contribution to the Development Plan for the area and should enable the unique coastal character and appearance of Charmouth Parish to be maintained."

The CHCC makes several appearances in the Plan:

- the Heritage Coast Centre is an Asset in the Assets and Amenities chapter.
- physically the whole Old Cement Works Building is recognised as a "Non-Designated Heritage Asset" in the Heritage and History chapter.
- its importance to tourism is recognised in the Local Economy chapter.
- its loss, or potential relocation, is covered in the Coastal Change chapter.

The **Neighbourhood Plan** is now complete and will go to Referendum on Thursday 10th February 2022 when all Charmouth Parish residents can vote on whether to approve the Plan.

Jurassic Coast Trust. On 25 May 2021 a meeting took place between the CHCC and the Jurassic Coast Trust. It had been requested by JCT to explore strategic long term aims between our two organisations. Topics discussed included preliminary talks held between Lyme Regis Museum and CHCC regarding a potential second site to house local fossils of interest along with educational activities. JCT referred to the Jurassic Coast Partnership plan (2020 – 2025) which included the management of ongoing fossil collections, research, acquisition and conservation. However misunderstanding arose over a lack of communication between CHCC, JCT and Lyme Regis Museum regarding a potential second site, along with another proposal for a fossil museum just inland from our present site as outlined by Richard Edmonds on behalf of some fossil collectors. JCT's view was that this could undermine their work with the Jurassic Coast Collection and possible future funding. There have been no future meetings scheduled at present.

Dr Paul Davis has been appointed as a part time fossil warden. Dr Davis is one of the Patrons of CHCC. He counted over 500 people he had to speak to during the summer holidays about climbing the cliffs.

Manager Phil Davidson has joined the Jurassic Coast Collection Working Group, at the invitation of JCT. Their aim is to protect the palaeontological heritage of the World Heritage Site through the Jurassic Coast Collection Programme.

The Centre is normally open from 10.30 am to 4.30 pm every day from late spring until after the October half term. One volunteer staffs the desk in the morning and afternoon from 10.30 until 1.30 and 1.30 until 4.30. Another volunteer sits in the lobby area at the top of the steps and greets the visitors and provides relevant information. In the main school summer holiday period, the Centre opens from 10 until 5, at the discretion of the Senior Manager. In normal times, during the winter months the Centre is open from Friday to Monday, Tuesdays to Thursdays are set aside for renovation and maintenance, display renewals, and working on school programmes. In 2021, this has not been the case. The Centre has been closed to

the public from 1 January to 16 May. Whilst the Centre has been open to the public, hours of access have been restricted.

5.2. Charmouth Heritage Coast Centre Infrastructure - Maintenance and Volunteers.

Over the quieter period in the winter, a group of volunteers, under the leadership of Barry Coleman, continues to maintain and improve the quality of the infrastructure. In normal years large numbers of visitors pass through the Centre and regular maintenance and improvements are necessary and ongoing. In spite of the pandemic, some work has taken place in 2021, although there was no regular working party for the winter of 2020/2021. Please see Appendix 3 at the end of this report for achievements of the working party, which include new outdoors signs, (**Figure 7**), and completion of the marine display in the education room (**Figures 8 and 9**). It is with great sadness that the death of Francis Locke, a member of the working party, was announced in 2021.



Figure 7
New outdoor signs were made in 2021 to provide more welcoming and up to date information for our visitors



Figure 8

The marine display, started in 2020 was finally finished in 2021. This view is along the back wall of the Education Room



Figure 9

The completed marine display on the south wall of the Education Room.

5.3. Core activities of Charmouth Heritage Coast Centre. Working within the infrastructure described above, the Senior Manager and his team, along with the Friends of the CHCC, carried out the activities set out in the objectives of the Charity.

The key activities can be summarised as:

i) ***maintaining and explaining the displays housed within the Centre.***

ii) ***providing expert knowledge for all visitors both within the Centre Building and as part of visits to the coastline.***

New displays at the CHCC in 2021 include:-

- Mary Anning Coin Collection. **(Figure 10)**
- *Dapedium* fish found by Tony Gill. **(Figure 11)**
- *Ammonite* and *Nautilus* found by Trustee and Volunteer Heather Salmon.
- *Ichthyosaur* skull found by Fiann Smithwick in 2013 displayed for the first time in 2021. **(Figure 12)**
- Young *Ichthyosaur* found by Chris East. **(Figure 13)**

Volunteers who are Friends of the CHCC, help the visitors from behind the desk, and deal with purchases from the shop. When difficult geological questions arise, they call upon one of the Manager team to help.

One of our main income streams comes from our very popular fossil walks. These are booked by the public, schools and occasionally private groups. Timing is restricted by the tides. Normally, no more than one walk is scheduled per day. The safety of the public is paramount, and walks are cancelled if the weather is bad. Volunteers from the Friends accompany the managers, who carefully direct the group towards fossil yielding areas and endeavour to answer questions arising from finds and observations made during the walk. During school holidays, booking in advance is essential. Maximum numbers for public walks is usually 100, but has been restricted to 30 to 35 during 2021. We have continued with a programme of private fossil walks, which restricted numbers to 6 persons, with some flexibility in 2021. This proved very popular and booking uptake was high. We could also offer these walks at times the Centre was closed.

Starting in July three adult geology walks were offered by Patron Dr Paul Davis. All were well received and we hope to offer something similar in 2022.



Figure 10

Mary Anning coins issued by the Royal Mint in 2021 were kindly donated to the CHCC.



Figure 11

Collector Tony Gill found this complete *Dapedium* Fish in Charmouth, and it was prepared for display in 2021. It is approximately 190 million years old and rarely found here. It took Alex and Chris Moore over 100 hours to prepare the fossil.



Figure 12

Fiann Smithwick found this ichthyosaur skull in 2013. It washed out of a landside on Monmouth Beach in Lyme Regis and was put on display in 2021.



Figure 13

Chris East found this very young fossil in March 2021 on Black Ven. It is the rare species *Breviceps*. Parts of the skin and the remains of the last meal are also fossilised.



Figure 14

Loan boxes proved very popular with schools during 2021. More were introduced during this time to satisfy demand.



Figure 15

Just before we opened for the first time in 2021 on 17 May, the Aquarium in Lyme Regis loaned us this starfish for the season.

Manager Anna Holbrook continues to manage the Centre's Educational Programme. Schools have not been able to visit during the pandemic, so zoom sessions have been offered, which have proved successful. Whilst not ideal, they offer an alternative to school visits, enabling us to fulfil our educational remit, and also provide a stream of income. An unexpected and welcome result of school

zoom sessions is that we are reaching schools that would not normally arrange a school trip to CHCC. Some schools are too far away and some are situated in deprived areas. We are planning to continue our outreach programme when government lifting of restrictions permit. Loan boxes have been popular and we have made up more to satisfy demand. A short video has been made to introduce loan boxes to schools. **(Figure 14)**

We now only have one marine tank. We filled this tank before the 17 May opening with mullet and starfish on loan from the Lyme Regis Aquarium. The tank was emptied, as usual, at the end of October. **(Figure 15)**

Due to the pandemic, there have been no Arts and Crafts Days for children in 2021. The Annual Lyme Regis Fossil Festival and the National Trust Spring Tide Food Festival held at Burton Bradstock were also cancelled

Four Beach Cleans have been held in 2021. In May there were 20 participants, in July biobeads, nurdles and various plastics were collected, in September the Beach Clean was arranged for the Marine Conservation Society and the final clean of the year was in December. The Great Global Nurdle Hunt was held in October. Around 5000 nurdles and biobeads were collected and the results entered on nurdlehunt.org.uk for Citizen Science.

The first Rockpool session since the start of the pandemic took place in September.

Citizen Science events are being developed which include beach cleans, recording items found, and seashore surveys. The data collected is very useful to organisations such as the Natural History Museum, Marine Conservation Society and Shark Trust. These are all free events and we hope that the general public will find something of interest in these activities.

5.4. Science, knowledge and safety at the Charmouth Heritage Coast Centre.

In addition to the requirement to welcome and inform visitors about the geology (especially fossils), biology and geomorphology of the area, the staff of the CHCC is tasked with recording scientifically important fossils found within the local area. Throughout the year numbers of fossils are found by the Managers, local collectors, volunteers and visitors to the Centre. Following cleaning and preparation many of the recent finds are displayed in a cabinet at the Centre, for visitors to examine, learn and be enthused. Subsequently many of these fossils will join internationally important collections at localities such as the Natural History Museum.

Fossil Collecting Code of Conduct: This Code has been developed by a number of agencies including the Jurassic Coast Trust, National Trust, Charmouth Parish Council, Charmouth Heritage Coast Centre (Manager Phil Davidson) and local fossil collectors. It is a pioneering scheme endorsed by UNESCO. It encourages the recording and reporting of important fossil finds and the acquisition of scientifically valuable fossils by recognised museums. Each year the Jurassic Coast Trust donates £3000 to CHCC towards the maintenance and development of this code. The Jurassic Coast Trust also manages the Fossil Warden, who is a vital element in

the implementation of the Fossil Code of Conduct. Broadly speaking, so that fossil collecting can be carried out in such a way as to satisfy all those with an interest in our fossil heritage, the Code advises, particularly for inexperienced collectors and educational groups, that all fossil collecting should be restricted to the beaches alone. Hazards arise from both the sea and the cliffs, particularly in the form of patches of deep mud found behind landslips or in mudflows. Emergency services are regularly called out along this part of the Jurassic Coast. Advice from the staff at the Centre, and the many warning notices, make visitors aware of the problems and substantially reduce the risk and consequential costs any rescue operations entail. All fossils found legally belong to the relevant landowners, but they have agreed to adopt the Codes, which means fossils can be legally collected in good faith – provided finders have followed the Fossil Collecting Code of Conduct.

In 2021, 21 specimens have been recorded for the West Dorset Fossil Collecting Code, 5 of which are category 1 fossils. For the same period 7 specimens have been recorded for the Undercliffs Collecting Code and one of these is a category 1 specimen. We have revamped some of our displays at the CHCC to raise awareness of the Fossil Collecting Code to the public and collectors. Many of the specimens on display have been changed again to showcase recent finds.

Sightings and Findings

Chris East found a mystery bone while out in Black Venn in February 2021. **(Figure 16)**. There were a lot of bits of broken up fish scales dotted all over the bone. After Chris had prepared it at home with an air pen for an hour, he posted it on the Dorset Fossil Hunters Facebook page and obtained a positive ID from a *plesiosaur* expert, who confirmed it was the neural arch from a *plesiosaur*. Chris also found a young *ichthyosaur* in March (see **Figure 11** for details).

In the winter of 2021 Chris Moore and Jo Kaye discovered an *ichthyosaur* jaw on Monmouth Beach at Lyme Regis. It took Alex Moore 80 hours to clean it up with hand tools and to reveal a juvenile *Temnodontosaurus*. **(Figure 17)**.

A coprolite find was sent in via Facebook by Richard Allen which also contained *belemnites* and was added to our Fossil Collecting Code of Conduct record. **(Figure 18)**.

On August 2021 6 year old Jack Edward Scott found an insect wing which was identified as a scorpion fly forewing by fossil insect expert James Carroll. Modern forms of the scorpion fly, which are almost identical, exist today along the Jurassic Coast. **(Figure 19)**.

During half term 2021 5 *ichthyosaur* vertebrae fused together were found by a visiting family on Black Ven. Their curiosity had been sparked by downloading our online video and guidebook. **(Figure 20)**

Manager Phil Davidson found a hazelnut, nibbled by an ice age rodent, along the river bank where ice age deposits had been exposed during bad weather.

In November, Charmouth fossil collector Chris East found a large shark fin spine. It took Chris about 4 hours to prepare the fossil. The spine is from the Jurassic *hybodus* shark.



Figure 16

Chris East found this mystery bone at Black Ven in February 2021. It was prepared with an air pen for about an hour, and a positive ID was made after posting it on the Dorset Fossil Hunters Facebook page. It is the neural arch of a *plesiosaur*.



Figure 17

Chris Moore and Jo Kaye found this *ichthyosaur* jaw on Monmouth Beach, Lyme Regis which took Alex Moore 80 hours to prepare. It comes from a juvenile *Temnodontosaurus*.

□



Figure 18

Coprolite with *belemnites* (indicated with the red marker) found by Richard Allen and Scott found this insect posted on the CHOW Facebook page.

Figure 19

6 year old Jack Edward Scott found this insect in August 2021. It is a scorpion fly forewing, *Orthophlebia capillata*.

It was identified by fossil insect expert James Carroll.



Figure 20

In October half term a family visiting Charmouth found 5 *ichthyosaur* vertebrae fused together on Black Ven.

6) Visitor Numbers and activities

Visitor numbers for 2021 were 55,364 (56,577 including schools). **Table 1** shows a decrease in numbers in 2019 after an exceptional 2018, followed by a huge decrease in 2020, and a pleasing increase in 2021, considering that Covid-19 restrictions were still in place and we opened on 17 May 2021. August which is the key month of the year had over 17,000 visitors in 2021, compared with 10,062 visitors in 2020. There were 36,000 visitors in 2019.

Table 1. Visitor numbers in 2019 compared with 2011-2015 average, 2016, 2017 and 2018

Visitor numbers	2011-2015 Av	2016	2017	2018	2019	2020	2021
Visitor	90,848	104,456	113,609	146,23	133,85	21,323	55,364

numbers				1	5		
Visitor numbers incl. schools	95,784x	108,822x	118,301x	150,044	137,526	21,524	56,577

x = includes teachers accompanying the school visits

7) Finance

- A breakdown of the financial activities is given in **Table 2**. Presentation of the data in this fashion gives a clear picture of the financial activities and financial health of the CHCC.

Table 2. Main elements of Financial Record for CHCC 2021, and a comparison with previous years.

Period	2017	2018	2019	2020	2021
Income	£242.8k	£240.4k	£228.01	£176.4	£160.8k
Grants	£23.4k	£21.6k	£22.4k	£94.4k	£42.0k
Activities*	£86.9k	£84.0k	£86.6k	£18.8k	£28.9k
Sales**	£111.1k	£105.9k	£81.2k	£32.2k	£68.1k
Others***	£12.3k	£19.3k	£23.91k	13.1k	£19.0k
Gift Aid	£9.1k	£9.3k	£13.9k	£17.9k	£2.8k
Expenditure	£240.9k	£235.0k	£224.1k	£169.9k	£162.2k
Purchases#	£80.7	£59.1k	£53.8k	£14.3k	£31.6k
Salaries##	£102.8	£120.5k	£126.5k	£116.8k	£96.2k
Rent & water	£9.7	£9.7k	£10.1k	£10.0k	£9.7k
Running costs^	£12.3	£15.4k	£18.9k	£13.6k	£14.6k
VAT	£0.0k	£0.0k	£2.1k	£1.4k	£1.4k
Fees for accounting	£0.3k	£0.3k	£0.3k	£0.6k	£0.6k
Refurbishment	£32.6k	£26.6k	£11.4k	£12.5k	£7.9k
Balance	+£1.9k	+£5.4k	+£3.8k	£+6.4k	-£1.3k
Current Assets	£171.9k	£173.1k	£182.2k	£181.0k	£53.2k
Reserves	£108.8k	£122.1k	£125.7k	£101.4k	£101.5k

* Schools, Groups, Film show & talks, Theatre, Fossil hunting walk, Fossil Fantastic weekends, Rockpooling, Art & Craft Exhibition

**Fossil Loan Box receipts, Ammonites slice polishing, Website advertising, Room hire, Shop sales, Drinks machine, Pin badge sales, Fossil Code agreement, Insurance claims.

***Donations, Bank interest, Miscellaneous

#Purchases + existing stock minus closing stock held, Costs for Fossil Roadshow, Fossil Code and Drinks machine

##Staff salaries, Seasonal Warden salaries, Pensions, Employer NI.

^Recruitment, Staff training, Clothing, Electricity & heating, Repair & maintenance, Staff Travel, Subsistence, Telephone, Printing & stationery,

Copying, Postage, Advertising, Web hosting, Cleaning, Office expenses, Bank charges, Credit Card Charges, Subscriptions, Computing.

As can be seen from **Table 2** the balance between income and expenditure at the end of the year was negative at **-£1.6k**. Analysis of the finances indicates that:

- **Income.**

1. The CHCC receives grants from Dorset Council (£5,000) and also the Jurassic Coast Trust (£3000 for the Fossil Code) and these are gratefully acknowledged. Grants received during 2021 included job retention grant (furloughing) of £27,694, £5,000 from Dorset Council and £9,000, totalling £42,000. The reduced rate of grant of £5,000 from Dorset Council is payable for the next 2 years. The Trustees and Managers are addressing this reduction in the Dorset Council grant, and planning strategies for the future.
2. These sources of income are complemented by donations (entrance to the Centre is free) and fees from Visitors, including Schools who bring children on educational visits as shown in **Table 3**. Income from Fossil walks, schools, and shop sales have increased in 2021, but are nowhere near pre pandemic levels.

Table 3. *Summary of total income (not profit) from visitor and school activities*

Department	2016	2017	2018	2019	2020	2021
Fossil walks	£49.9k	£64.1k	£64.3k	£69.7k	£13.4k	£21.8k
Schools	£17.3k	£14.5k	£12.6k	£11.3k	£4.3k	£6.4k
Theatre	£2.9k	£3.1k	£2.3k	£2.0k	£0.2k	n/a
Marine events	£0.4k	£0.1k	£0.2k	£0.3k	£0.0k	£0.0k
Shop Sales	£67.9k	£76.7k	£100.6k	£81.2k	£31.2k	£66.5k
Donations	£15.9k	£12.0k	£19.0k	£18.2k	£10.0k	£17.3k

Table 3 shows the following for 2021:

- Shop figures are strongly correlated to visitor numbers, but there were far more shop sales than were expected from a footfall of 55,364 compared to 133,855 in 2019 the difference being only £14.7k. It also represented an increase from £31.2 k in 2020 to £66.5k in 2021. The average spend per visitor rose from 64p in 2019 to £1.20 in 2021

.Manager Ali Ferris works tirelessly to manage the shop, with rearrangements of displays to encourage more sales, and to accommodate the one way system.

- Despite the fall in the shop's turnover from 2019 (but only by £14.7k in 2021), we have decided to remain VAT registered.
- 2019 was a record year for fossil walk income. Income in 2021 was £8.4k more than in 2020, but still only 26% of the 2019 income. We have almost reached capacity for this revenue source, because of the scheduling limitations of the tides. Discussion is ongoing as to how best to arrange 2 fossil walks per day, particularly in the peak season. We have also reduced numbers on fossil walks, due to Covid-19 restrictions.
- Donations are higher than 2020 at £17.3k, which is only marginally lower than in our last "normal" year of 2019, when the figure was £18.2k. This is because donations per person have risen to an average of 31p from the pre pandemic average of 10p per person
- The theatre has been shut since 20 March 2019, hence there was no income in 2021. Income from school bookings is also considerably reduced, but zoom meetings are now bringing in much needed income.
- In 2020 gift aid received was £17988. For 2021, this figure has reduced to £5366. Gift Aid is ably administered by Charlotte Hughes.

Reserves

At the end of 2021 Reserves amounted to £101.4k in accounts with the Coop and the Nationwide. We have a working account with the Coop of £53.1k. This is in line with the previous year reflecting the activities spelt out in **Table 2**. Allocation of £101.4k to Reserves is in accord with advice from the Charity Commission and essential for a sound financial base for the CHCC.

• **Expenditure**

1. Salaries were the main expenditure in 2021 as would be expected, partly paid for from the government furlough scheme. The Centre was responsible for paying Charlotte Hughes, the administrator, and Shelley Ivory, the cleaner who are retained on a self-employed basis. All national insurance and pension payments for the managers were also paid by the Centre. From 1 November 2020, and throughout 2021, the Centre employed 3 full time managers. Remuneration is a matter of concern for the Trustees, as it is essential to retain excellent staff, and this matter is addressed in closed session at the end of most Trustees' meetings.
2. Purchases in 2021 were increased from 2020, but considerably less than in 2019.
3. Running Costs in 2021 were slightly higher than in 2020.
4. Working party expenditure decreased in 2021. Normal refurbishment expenditure had to be diverted towards ensuring the Centre became Covid compliant.

5. A rent review by Charmouth Parish Council took place in June 2018. The rent, payable quarterly, as from 1 June 2018 to 31 May 2021 is now £9710 per annum. This represents an increase of £460 per year over 3 years from 2018. We were due a rent review in 2021, and now our rent is £40 higher per year.

- **Summary and explanation for finances for 2021**

- By consideration of the above, it is clear that a number of factors have worked together to lead to a small negative financial balance. This balance has been due to obtaining government grants to ensure the Centre did not delve too deeply into the reserves prudently built up over the last few years. Had it not been for government intervention of this kind, our story for 2021 would have been very different.
- The Managers, Friends, Administrator and Treasurer are to be congratulated for this achievement.

- **Overview**

1. For the financial year beginning in April 2020 we were in receipt of a grant from Dorset Council of £18671. In order to receive a grant from April 2021 a comprehensive grant application was submitted to the council outlining our suitability as a future recipient of local authority funding. Our application was successful, but our grant was reduced to £5000 per year for the next 3 years.
2. **Charity Reserves Policy.** This allows for the payments of outgoings for 6 months and salary payments for 9 months in the event of no income being available.
3. As part of the Business Plan, we continue to consider additional non-tidal income sources such as the further development of the Outreach Programme. Christmas cards, designed from local photos by Bill Burn have been an additional source of income in 2021, as has the implementation of an on-line shop.

8) Trustees and Friends

- The Trustees' key role is to ensure the success of the Centre with respect to its objectives, its staff and volunteers, and its finances. Trustees make appointments and report to the Charity Commission annually. The officers of the Trustees do most of the work, especially Jan Coleman as secretary, Barry Coleman as Treasurer, and Eden Thomson as Deputy Chairman.
- Unfortunately we lost some Trustees in 2021 due to retirement and resignations. John Berridge, William Burn, Paul Oatway, Judith Sheppard, and Phil Tritton decided to stand down as well as Ros Cole who stood down as Chair of the Friends' Committee, and thus was no longer a Trustee. However, Ros Cole was appointed as an elected Trustee in October 2021. At the end of 2021, we had 11 Trustees.

- In 2022 we plan to recruit a further 3 Trustees to make up our complement to 14.
- In October 2021, we also welcomed Heather Salmon as a new Trustee. Heather has expertise in computer data and design systems, preparing displays of fragile items as well as being an amateur fossil collector and preparator, with a particular interest in nautiloids. Her expertise is a welcome addition to the Trustees.
- At the end of 2021 there were 52 active volunteers, 8 were members of the maintenance working party, and 19 were life members. There were 26 couple memberships and 40 single adult memberships and 1 family membership.
- The Friends of CHCC are indispensable to the continuing success of the Centre. The Committee, chaired until August by Rosalind Cole ensures that volunteers support the managers by staffing the desk and helping on Fossil Walks. Rosalind Cole decided to stand down from the Friends' Committee this year having joined in 2011 and held the position of Chair since 2013. Penny Rose offered to take on the position of Acting Chair until the AGM in March 2022. A cream tea was held in June and also a winter lecture in November. In November 2021 our annual Jurassic Art and Craft Fayre took place to raise funds, organised by Jan Coleman and helpers. Some volunteers have decided to step back this year, due to illness/infirmity of selves or family or because they don't feel they can work on their own on the desk, now a solitary role due to Covid restrictions. During the pandemic, Manager Ali Ferris has issued extra editions of Coast News, the CHCC Friends' Association newsletters to keep Friends and volunteers in touch with the Centre.

9) Visitor Feedback

- It is a pleasure to end this section with some comments from the visitors in 2021

Marcuzzi Dawson Oct 2021

Free to all! How great is that? It's a fascinating insight into the fossils that crop up on this amazing coastline. I was only there for the weekend but so glad I went!

Billy Villan Sept 2021

Only small, run by well informed volunteers. Well worth spending a short time here. Don't forget to leave a donation, they need this to survive.

Felixstowe Sep 2021

Fossil Hunting Walk Sep 2021

Partner and I booked one of the fossil hunting tours. Thoroughly enjoyed it! Very informative and we learnt a lot. We found some fossils to take home.

Robertson Aug 2021

Free of charge this little gem is a great way to explore some fascinating finds from the area. Staff were exceptionally friendly and the whole place was very COVID friendly including limited numbers being allowed in at time. Small and compact it won't keep you busy for hours but still worth the visit

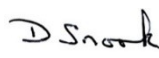
Oliviag June 20

Fantastic fossil hunt! Very reasonably priced and our guides could not have been more friendly, knowledgeable and patient! A definite must :) and a lovely place just to visit

Acknowledgements

In many ways this is the most important category, because without the activities, help and support from so many, the Heritage Coast Centre would not operate. It is my pleasure to acknowledge these here:

- The ***Managers***, Phil Davidson, Ali Ferris and Anna Holbrook.
- The ***Friends of the Charmouth Coast Heritage Centre***, and the **Friends Committee**, chaired by Rosalind Cole until August 2021, and then by acting Chair Penny Rose. The **FCHCC** allocates quite a lot of money each year for various useful and relevant items for the **CHCC** for educational purposes, and we thank them for their contribution.
- The ***Working Party*** led by Barry Coleman for carrying out the refurbishment of part of the Centre interior.
- ***Dorset Council***, for financial support.
- ***Jurassic Coast Trust*** for financial support towards the Fossil Collecting Codes maintained by CHCC.
- ***Charmouth Parish Council*** for a positive working relationship as landlord of CHCC and on other matters concerning the running of the Centre and its infrastructure.
- Last, but not least the ***Trustees of the Charmouth Heritage Coast Centre*** and especially the Treasurer Barry Coleman and the Secretary Jan Coleman, Vice Chair Eden Thomson, and Paul Harvey for all his help and advice on IT matters and the advice and support he gives to the Managers.

On behalf of the Trustees: Debby Snook, Chair: 12-05-22 

Appendix 3

Achievements of the Maintenance Working Party for 2021

- There was no regular working party during the winter of 2020/2021
- A survey from Low Carbon Dorset concluded that the CHCC building was not suitable for PV solar panels, as the site is too exposed.
- Other forms of heating were dismissed due to the age of the building, a replacement condensing boiler was considered as the only viable option at a cost of approximately £5,000, saving £400 a year in heating costs.
- An electric floor scrubber was hired to clean all the floors.
- Some paintwork has been refreshed.
- All Covid protective measures continue to be in place and are regularly monitored.
- Front steps and rear ramp have been power washed
- Front steps have been varnished
- New web cam has been fitted in the Education room.
- Wifi booster has been fitted in the main area.
- Additions have been made to the marine display.
- Board outside the fossil shop has been replaced
- Repairs have been done to the metal frame holding up the porch

Charmouth Heritage Coast Centre 05149333

(A Company Limited By Guarantee) Trustees Independent Examiner's Report

To the Trustees of Charmouth Heritage Coast Centre

I have satisfied myself that the Charity is not subject to audit under Company law and is eligible for independent **examination**.

Respective responsibilities of Trustees and Examiner

The Trustees, who are also the Directors of Charmouth Heritage Coast Centre for the purpose of Company law, are responsible for the preparation of the Accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act and the an independent examination is needed.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 considering 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 of the accounts no matters have 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 386 of the Companies Act 2006; and

* to prepare Accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

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



May 2022

Robert Hughes ACMA

Thurlestone

Westcliffe Road

Charmouth, Dorset. DT6 6BG

Charmouth Heritage Coast Centre

(A Company Limited By Guarantee) Trustees

Statement of Financial Activities Including Income and Expenditure
for the Year Ended 31 December 2021

Incoming Resources	INCOME FUNDS:		TOTAL FUND	FUND 2020
	Unrestricted Funds	RESTRICTED		
Donations	17,359	0	17,359	10,013
Activities for generating Funds	99,988	0	99,988	69,079
Grants	42,054	0	42,054	94,495
Tax Repayments	1,379	0	1,379	2,195
Investment Income:				
Interest	57	0	57	650
Charitable Trading Activities:	0	0	0	0
Total Incoming Resources	160,838	0	160,838	176,432
Expenditure				
Cost of generating Funds				
Fundraising trading: Cost of Goods Sold	162,154	0	162,154	169,963
	162,154	0	162,154	169,963
Net Incoming Resources Available	(1,317)	0	(1,317)	6,469
Governance Costs	0*	21,672	21,672	21,672
Total Resources Expended	162,154	21,672	183,826	169,963
Net Income/(Expenditure) for the Year	(1,317)	(21,672)	(22,989)	6,469
Net Movement in Funds				
Total Funds at 1 January 2021	154,670	65,016	219,686	154,930
Total Funds Carried Forward	153,353	43,344	196,697	161,399

*None of the Trustees(or any person connected with them) received any remuneration during the year and there were no auditing costs.

Statement of Net Income for the Year to 31 December 2021

Gross Income as Above

General Purpose Funds	160,838	
Restricted Funds	<u>0</u>	160,838

Total Expenditure as Above

General Purpose Funds	162,154	
Restricted Funds	<u>21,672</u>	<u>183,826</u>
		(22,988)

NET INCOME FOR THE YEAR

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure BALANCE SHEET

	<u>2021</u>		<u>2020</u>	
Fixed Assets				
Tangible Fixed Assets -				
Cost	473,516			
Depreciation	(425,043)	473,516		
			75,905	
Current Assets				
Stock	18,875		26,113	
Debtors	3,000		0	
Cash at Bank and in Hand	154,670		154,930	
	<u>176,545</u>		<u>181,043</u>	
		176,545		181,043
		<u>225,018</u>		<u>256,948</u>
Liabilities				
Creditors	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET ASSETS		<u>223,920</u>		<u>256,948</u>
FUNDS				
Unrestricted		<u>153,164</u>		<u>161,399</u>
		<u>196,508</u>		<u>226,415</u>

For the financial year in question the company was entitled to exemption under section 447 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 12.05.2022

and signed on its behalf by

D Snook

Debby Snook
Chairman of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSET SCHEDULE		Land & Buildings	<u>Equipment</u>	<u>Total</u>
COST	At 1 January 20 21	414,600	58,916	473,516
	Additions	0	0	0
	Disposals	0	<u>0</u>	<u>0</u>
	At 31 December 2021	414,600	58,916	473,516

DEPRECIATION

At 1 January 2021	349,584	48,027	397,611
Charge for year	21,672	5,760	27,432
Disposals	0	0	0
At 31 December 2021	371,256	53,787	425,043

NET BOOK VALUE

At 1 January 20 21	65,016	10,889	75,905
At 31 December 2021	43,344	5,129	48,473

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Constitution

1. The name of the Charitable Incorporated Organisation is the Charmouth Heritage Coast Centre, hereinafter called the Centre.
2. Centre address is Lower Sea Lane, Charmouth, Dorset, DT6 6LL, UK.
3. The objects of the Centre are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth and to maintain the Centre at Charmouth for education and information to encourage management of coast and adjacent area.
4. The Trustees shall be responsible for the general management of the Centre. There is a requirement for Trustees to provide names, address and d o b for identification purposes. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
5. The Trustees have overall responsibility for the Friends of the CHCC, an autonomous, affiliated group, working for the benefit of the Heritage Coast Centre. The Committee, for this autonomous group, elected at the AGM of the Friends of the CHCC, is led by a Chair, who is automatically a Trustee.
6. The Trustees shall have power to raise money, to own or lease property, to buy and sell goods and equipment, to employ and remunerate such staff as are necessary for carrying out the work of the Centre, to co-opt persons to assist them in the management of the Centre and to do anything necessary to further the objectives of the Centre.
7. The income and property of the Centre must be applied solely towards the promotion of the objectives. The Centre shall be administrated as a non-profit making organisation. Any funds accumulated are to be held on trust for the benefit of the Centre. Funds may be invested at the Trustees' discretion
8. No Trustee may receive any goods, services or financial benefit from the Centre. A Trustee is entitled to be reimbursed for reasonable expenses incurred by him or her when acting on behalf of the Centre.
9. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed or existing transaction or arrangement with the Centre, and should not participate in any discussions or vote of the Trustees in which a possible conflict of interest may arise. However, the Trustee may remain at the meeting and may only answer questions relating to facts.
10. In the event of the Centre being wound up, the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

and liabilities. Any funds remaining after payment of debts and expenses shall be passed to the Dorset Wildlife Trust for use in the Charmouth area, or in default, any other charity having similar aims for the use in Charmouth area.

11. The Trustees shall manage the affairs of the Centre. It is the duty of the Trustees to exercise their powers and perform their functions to further the purposes of the Centre. In exercising those functions, they should apply such care and skills as is reasonable in the circumstances having regard to their special knowledge or experience.
12. The Centre is to be administered by up to 14 Trustees to include the Chair of the Friends of CHCC and, to assist in fulfilling the charities education remit, the Headteacher of the local Primary School. Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. In selecting individuals for appointment, the Trustees must have regard for the skills, knowledge and experience needed for the effective administration of the Centre. It is expected that Trustees should regularly attend meetings. Should a Trustee not attend for three consecutive occasions, without good reason, they would cease to be a Trustee.
13. Each new Trustee be proposed by an existing Trustee. Prior to having the opportunity to introduce themselves at a meeting, the Chair will have an in-depth conversation with the prospective Trustee giving both parties time to gain understanding of each other. Approval of their appointment must be agreed by the current Trustees at the next full meeting. The new Trustee, on appointment, will receive a copy of the Constitution and the latest Annual Report and statement of accounts.
14. A Trustee ceases to hold office if they retire, notifying the Chair in writing, or is absent without permission of the charity Trustees from all the meetings held within a period of one year and the Trustees resolve that the office be vacated.
15. Decisions may be taken by a simple majority agreement of the Trustees at a meeting of the Trustees, by resolution in writing or in an electronic form. In the event of an equal number of votes, the Chair will cast a further casting vote. In the event of the discussion being in an electronic form, other than a virtual meeting, prior to the vote being counted, the Secretary shall distribute comments received from a Trustee about the resolution to all other Trustees. Written agreement/disagreement must be recorded in the minutes regarding any resolution.
16. The Trustees may delegate any of their powers or functions to an Executive committee, and if they do, they shall determine the terms and conditions of that committee at the AGM. (Appendix) A committee may consist of two or more persons, but at least one member must be a Trustee. Any actions of the

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Executive Committee and the Board of Trustees must be brought to the attention of the Trustees as a whole as soon as possible. These arrangements should be reviewed annually. Trustees may also work in small teams on specific areas, reporting regularly, at least annually, to the Executive committee. Nothing in this clause shall undermine clause 21.

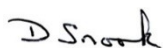
17. The Chair to be elected annually at the Annual General Meeting. A Vice Chair to be appointed to cover the duties of the Chair as necessary. The Trustees shall meet as necessary but at least three times a year (nominally June, October and January), seven days' written notice in writing being given to all Trustees. Any three Trustees may call a special meeting at any time giving seven days' notice of the matters to be discussed. Four Trustees shall form a quorum to take decisions.
18. The Trustees may invite, being mindful of any conflicts of interest or confidentiality issues, non-voting associate members who bring appropriate expertise to support the Centre (known traditionally as Visitors). These could be representatives of Dorset Council, Charmouth Parish Council, local Fossil Collectors and representatives of the wider community. Associate members may attend the AGM meetings regularly but are not Trustees. They may be invited to attend other meetings if their expertise is relevant to an agenda item.
19. The Trustees have the power to amend this Constitution provided that such amendment shall not prejudice the charitable status of the Centre and that no amendment shall be made to Clauses 3 and 10
20. An Annual General Meeting for Trustees must be held annually.
21. Execution of documents. A document is validly executed by signature if it is signed by at least two of the Trustees.
22. The Centre and Trustees must comply with its obligations under the General Regulations of the Charity Commission in relation to keeping of, and provision of access to, a register of Trustees.
23. Minutes must be kept of all appointments of officers made by the Trustees; proceedings of Trustee meetings, including the names of the Trustees present, decisions made at the meeting and where appropriate, the reasons for those decisions and any decisions made by Trustees not at a meeting.
24. The Trustees must comply with the requirements of the Charities Act 2011 with regard to keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commissions and Companies House, regardless of the income of the Centre, within 10 months of the financial year end. The Trustees must comply

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with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.

25. All funds pertaining to the Centre to be retained in appropriate accounts at a nominated bank. Records to be maintained of all income and expenditure. Records reviewed by Treasurer and Chair monthly. These records to be independently examined annually by an appropriately qualified person. Signatories for cheques to include Chair of the Trustees, Treasurer, Secretary, nominated Warden and one other nominated Trustee. Two signatories required on all cheques.
26. As provided by the Dissolution Regulations, the Centre may be dissolved by the Trustees. This would have to be agreed by a resolution passed by decision taken without a vote and without expression of dissent in response to the question put to the Trustees. Subject to the payment of all the Centre's debts, any resolution for the winding up of the Centre must contain the provision directing how the remaining assets should be used as stated in 10. If the Centre is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

Chairman:



Date signed: 12.05.22



Secretary:

Constitution September 2000.

Updated with respect to the model constitution of the Charity Commission 2012.

Agreed: January 2015. Addition to point 12 May 2016.

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021

(Appendix)

Terms of Reference for the Executive Committee

The Executive Committee will make proposals and recommendations to the Board of Trustees. Reports will be submitted to all Trustees before full Trustee meetings. Financial decisions may be made before a scheduled Trustee meeting should the need arise. Trustees will be informed of these decisions.

Membership of the Executive Committee shall consist of 4 Trustees, 2 of who will be the Chair and Vice-Chair of Trustees. Members will be elected at the Trustees'

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Annual General Meeting. Staff or individuals with specific expertise may be consulted.

A quorum of 3 is required to conduct valid business.

Meetings will be held at least 3 times a year. Minutes will be taken.

Terms of Reference will be reviewed at the Annual General Meeting of Trustees.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

Accounts



CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Registered Charity Number: 1105386

Company Registration Number 5149333 (England and Wales)

**TRUSTEES' REPORT AND AUDITED ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**



**The Queen's Award
for Voluntary Service**



Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis, Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:

John Berridge		reappointed: 16-05-2020
William Burn		reappointed: 16-05-2020
Rosalind Cole		reappointed: 16-05-2020
Barry Coleman	Treasurer	reappointed: 16-05-2020
Jan Coleman	Secretary	reappointed: 16-05-2020
Laura Cornish		reappointed: 16-15-2020
Melanie Harvey		reappointed: 16-05-2020
Paul Harvey		appointed: 29-01-2020
Andrew Littler		appointed: 29-01-2020
Paul Oatway		reappointed: 16-05-2020
Richard Salisbury MBE		reappointed: 16-05-2020
Judith Sheppard		reappointed: 16-05-2020
Debby Snook	Chair	reappointed: 16-05-2020
Eden Thomson	Deputy Chair	reappointed: 16-05-2020
Phil Tritton		appointed: 16-05-2020

Charity Number: 1105386

Company Number: 5149333

Principal Address: Lower Sea Lane
Charmouth
Dorset
DT6 6LL, UK

Registered Office: Lower Sea Lane
Charmouth
Dorset, DT6 6LL, UK

Independent Examiner: Robert Hughes (ACMA)
Thurlestone, Westcliff Road,
Charmouth, Dorset, DT6 6BG, UK

The accounts have been prepared in accordance with the accounting policies set out in The Charities (Annual Return) Regulations 2017 that were made on 20 December 2018 and enacted on 1 January 2019. The Independent Examiner's Report is included as **Appendix 1** at the end of this document.

Structure, governance and management

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 27th April 2014. It is a Registered Charity with the Charity Commission.

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Anyone over the age of 18 can become a member of the company. Each member agrees to contribute a sum not exceeding £10 in the event of the charity winding up. The names of the Trustees, who are also the directors for the purpose of company law, and who served during the year 2020 are given at the head of this report.

None of the Trustees has any beneficial interest in the company.

New Trustees are informed of their duties and get to know employees of the Centre and other Trustees.

The Board of Trustees, which shall not be less than three, administers the Charity, according to the Constitution.

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to foreseeable risks.

In order to fulfil their duties more effectively each Trustee (as of 31st December 2020) provides authority in an area of expertise as indicated below:

Trustee name	Area of expertise
John Berridge	Friends of the CHCC, member of the 'Working Party'
William Burn	Friends of the CHCC, media consultant, member of the 'Working Party'
Rosalind Cole	Biology and Geology, Chairman of Friends of CHCC
Barry Coleman	Treasurer , leader of the 'Working Party', Friends Committee member
Jan Coleman	Secretary , Friends Committee member
Laura Cornish	Head of Charmouth Primary School
Melanie Harvey	Youth Training and geographical science
Paul Harvey	IT and management
Andrew Littler	Geology and management
Paul Oatway	Nominated by Charmouth Parish Council
Richard Salisbury MBE	Past Chair of Trustees, Charmouth community
Judith Sheppard	Nominated by Charmouth Parish Council
Debby Snook	Chair (from 10.05.18), Friends of CHCC
Eden Thomson	Deputy Chair , Marine activities, Friends' Committee member
Phil Tritton	Charmouth Trader

In addition, the Trustees are joined by a number of 'Visitors' who represent activities/ organisations associated with the CHCC.

Daryl Turner	Dorset Council
David Sole	Fossil Collectors

The Trustees meet on three occasions each year (January, May and October, or thereabouts) with an Annual General Meeting held prior to that taking place in the middle of the year. In addition to the formal meetings, the Chair (Deputy Chair if appropriate) and

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

Secretary have informal, and hopefully relaxed Team Meetings, with the Wardens and Administrator to discuss matters of current, future or on-going interest and concern.

1. Objectives and activities

- To advance the education of the public in geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth, and to maintain a centre at Charmouth for education and information, in order to encourage understanding and management of the coast and adjacent areas.
- The Trustees have paid due regard to guidance by the Charity Commission in deciding what activities the Charity should undertake.

2) The Constitution for the Charmouth Coast Heritage Centre was revised and approved as of 16.05.2019, and is given in **Appendix 2**. The only amendment to the Constitution made at the AGM on 16.05.2019 was changing the names West Dorset District Council and Dorset County Council to Dorset Council at points 10 and 17.

3) Archive

- Records are archived electronically and in paper (where appropriate) at The Charmouth Heritage Coast Centre, Lower Sea Lane, Charmouth, Dorset, DT6 6LL UK

4) Staff employed to manage and run the Charmouth Heritage Coast Centre

- Senior Warden: Phil Davidson (from May 1 2015)
- Deputy Senior Warden: Alison Ferris (from April 1 2015)
- Warden: Anna Holbrook (from 1 November 2018)
- Warden: Dan Brownley (from 1 November 2019 to 31 October 2020)
- Seasonal Warden Edd Chilcott (from January 2020 to October 31 2020)

All staff undergo an annual appraisal along with two Trustees (usually the Chair and Secretary) as part of their career monitoring process and career development. Due to the pandemic, this did not take place in 2020.

5) Review of the year – 2020

5.1 Overview and selected Highlights 2020. After a good solid year in 2019 with continued upward trending in some areas, we have experienced our worst ever year at the Centre in 2020. With the global pandemic (SARS-CoV-2 pandemic, COVID -19) casting its long shadow over the world we have closed the Centre on 3 occasions, 20 March, 5 November and 31 December. Visitor numbers came crashing down from 137,526 in 2019 to 21,524 in 2020 including schools. August figures in 2019 were 36,000, and 10,062 in 2020. A one way system was introduced and only a maximum of 30 visitors allowed in the Centre at any one time, to maintain Covid safety compliance. This led visitors to the shop before exiting (**Figure 1**). Because of generous government grants diligently researched and promptly applied for, the sound financial basis of the CHCC has been maintained, in spite of the decrease in normal income streams. With the

easing of restrictions, we hope that 2021 will return us to a more 'normal' year, when we are allowed to re-open after the third lockdown.

The start of 2020 saw winter storms and much awaited erosion. Storms Clara and Dennis brought such bad weather, many fossil walks had to be cancelled and they left deposits of sticky mud. The first lockdown saw endless hot, sunny weather, which did nothing for a good supply of fossils. In August, the return of storms gave the beach a good churn up and the supply of fossils increased. At the end of October, and into November, storms stripped the beach down to the bedrock layers. Fools gold fossils were plentiful at this time. Ichthyosaur vertebrae were found daily. There was a small cliff fall on East Beach at the end of December which was quite sticky and unsafe. The coast path eastwards to Stonebarrow has now re-opened along the cliff top. Over the winter period, we had 4 full time wardens, Senior Warden Phil Davidson, Deputy Senior Warden Alison Ferris, Warden Anna Holbrook, and Dan Brownley who was appointed as a full time warden in November 2019, having been a seasonal warden for 2019. Edd Chilcott was appointed as seasonal warden in January 2020. Senior Warden, Phil Davidson took paternity leave with additional annual leave during February, and Deputy Senior Warden Ali Ferris acted as Senior Warden during this period. During the first lockdown in March we furloughed 5 wardens. Charlotte Hughes continues as part time administrative officer. Sharron Hawgood, our part time cleaner left us in February, to be replaced by Shelley Ivory. As Senior Warden, Phil Davidson carries out the main elements of the management of the Centre. The Trustees' objective is to ensure the success of the Centre. Jan Coleman as Secretary of the Trustees, Barry Coleman as Treasurer, Eden Thomson as Deputy Chair, Debby Snook as Chair were helped and advised by the full body of Trustees, either individually, or at the three meetings of Trustees that took place during the year.



Figure 1

During the first lockdown, Deputy Senior Warden Ali Ferris, with the help of Shelley Ivory reorganised the layout of the shop. The one way system automatically led visitors to the shop before exiting.

The Heritage Coast Centre now has a number of Patrons who bring expertise and distinction to the charity. These follow in the footsteps of a number of distinguished predecessors Prof. Muriel Aber (Jurassic Geologist), John Fowles (author). Currently the Patrons are Prof. Denys Brunsden OBE (geomorphologist and a founder of the Jurassic World Heritage Site), Sybil King (Fine Foundation), Dr. Paul Davis (palaeontologist), Prof. Mike Benton, (palaeontologist from Bristol University), Dr. Dave Martill (palaeontologist from Portsmouth University), Prof. Greg Price (geologist from Plymouth University), Prof. Iain Stewart, (Geoscientist and media celebrity from Plymouth University) and Prof. Danielle Schreve (Quaternary mammal expert from Royal Holloway University of London).

We were fortunate to retain Attenborough's Sea Dragon for a further year, following its great success as an exhibit in 2018 and 2019. Since 2019 visitors can now listen to the speech given by Sir David Attenborough when he unveiled the ichthyosaur in January 2018 (**Figure 2**). Collector Andy Cowap loaned us a selection of his fossils for display. Andy is one of the best fossil preparators in the world and it is a privilege to have some of his private fossil collection on display in the Centre. The Wardens work closely with the collecting community to change displays regularly and ensure there are exciting new discoveries for our visitors to engage with (**Figure 3**).

The filming of "Ammonite" came to an end in May 2019. Set in the 1840s, starring Kate Winslet and Saoirse Ronan it is a film loosely based on the life of pioneering palaeontologist Mary Anning. It received rave reviews at the Toronto Film Festival in September, and was shown at the Radway cinema at Sidmouth on 17 October 2020. Due to the pandemic, it will not be on general release until 2021. Although the CHCC was not directly involved, some scenes were shot at Charmouth Beach.

On 18 May it was announced that Charmouth Heritage Coast Centre had won the Royal Geographical Society's Award for facilitating fieldwork and encouraging scientific and environmental engagement within the community (**Figure 4**). Awards are presented annually in recognition of those who have made outstanding contributions within the sphere of geography. We were delighted to have won this award and our thanks go to Professor Jim Rose, past Chair of the CHCC, for the nomination. Deputy Senior Warden Alison Ferris will be accepting the award from the Society's President, Baroness Chalker at a future date to be announced.

The award acknowledges the achievement in fulfilling the objectives set out in the Constitution of the Charmouth Heritage Coast Centre, which are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and the adjacent areas of Charmouth, and to maintain the Centre at Charmouth for education and information to encourage the management of the coast and adjacent area.



Figure 2

Attenborough's Sea Dragon is retained during 2020.

It took 1000 hours to prepare the ichthyosaur for display.

Visitors can now listen to the speech given by Sir David Attenborough when he unveiled the fossil.



Figure 3

A new display in the education room.

A notice at the top left hand side tells visitors that at Charmouth we are allowed to collect and take home the loose fossils found on the beach, otherwise they would be destroyed by the sea.



Figure 4

In May 2020 the CHCC won the Royal Geographical Society Award for facilitating fieldwork and encouraging scientific and environmental engagement in the community. The award will be received by Deputy Senior Warden Ali Ferris at a postponed ceremony in 2021.



Figure 5

CHCC re-opened on 1 August 2020 with a one way system and all Covid compliant regulations in place to keep visitors, staff and volunteers safe.

The Covid Pandemic 2020

On 17 March 2020 the Trustees held a special meeting to discuss the best way forward during the Covid-19 pandemic. Some of the topics discussed were closure of the Centre, management of fossil walks and school visits, Covid compliant cleaning processes, modifying computer systems to enable the Wardens access at home, the financial impact, government support, safety of volunteers, visitors and staff. On 19 March it was decided that the Centre must close from Friday, 20 March.

On 23 March a further meeting was held to discuss how best to manage the Centre at this unprecedented time of closure. At the time, we anticipated we would close for 3 months. In reality, we did not open again until 1 August. Matters discussed included furlough of staff, refunds for pre-booked events, private fossil walks, safety of fossil collector exhibits, Charity

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reserves, rent reduction request, updating of the website, increased media presence and insurance matters.

In April it was decided to postpone the AGM to be held on 14 May until October.

In May, the Dorset Council grant of 2020/21 was paid in full and a £25,000 grant obtained for the retail, leisure and hospitality organisations. Also in May a further meeting was held to discuss the re-opening of the Centre on 1 August. Topics discussed included the retention of staff, social distancing of visitors and loss of footfall, safety of visitors, staff and volunteers, a one way system with floor markings and roped off areas, perspex for the front desk (**Figure 11**) and the Wardens' duty desk, entry for visitors at the back ramp area and removal of hands on exhibits.

In June we informed volunteers of our re-opening and requested information about numbers of people who were available to help in what was going to be a Covid compliant working area. We also ascertained what plans similar organisations had for re-opening. Plans were made for private fossil walks, filming of pre-visit videos, use of sanitisers, masks and gloves, cleaning regime and floor signs. In July, further discussions followed regarding retaining staff, concern of volunteers over possible difficult behaviour by members of the public, times of opening, deployment of volunteers. Only 30 visitors were to be allowed into the Centre at any one time, and it was decided to use walkie talkies to aid communication between staff and volunteers. We obtained the Covid compliant award from Visit England to display.

On Saturday, 1 August, the Centre re-opened (**Figure 5**). We operated the track and trace system for all visitors and mask wearing was obligatory. We were all delighted to see that 47 private fossil walks were fully booked. Regular cleaning took place during the time visitors were present, and flexible furloughing was put in place. Only 1 volunteer was on desk duties, the other was outside engaged in monitoring visitor flow and managing the queue. (**Figure 6**) Entry was from the back ramp area. During a September meeting of Trustees, it was decided with reluctance to inform full time warden Dan Brownley that we would not be in a position to renew his contract, finishing on 31 October. Edd Chilcott was to leave us on that date as well, as a seasonal warden. The scheduled October Trustee meeting took place, incorporating the postponed AGM, where we reviewed the August, September and first half of October Centre re-opening, all comments being positive. A particular observation was that although footfall was very reduced, the average spend and donation per visitor had increased. The maximum number of visitors on any one day was now 400. Scaffolding was due to be erected in November for repointing to take place, and also for the south facing wall to have cladding (**Figure 14**)

In November we entered our second lockdown, and on 6 November the Centre was closed again to the public and the staff were furloughed. At this point, staffing consisted of 3 full time wardens. We planned our re-opening for the 4 December, winter opening times to be for the first 3 weekends of December, then closure from 21 December until 27 December when we would reopen until 31 December followed by weekends in January. However, events overtook us and we started the third lockdown on 31 December.

This time of unprecedented closure has provided the opportunity for reflection and evaluation of plans and priorities for the future. Trustees and staff have used this time to

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start a review of job descriptions, review the roles of Trustees and to start planning a discussion document for the new Business Plan.

Future of the buildings

In October 2019 a small group of Trustees produced a document under the heading of "Emergency Response Plan" outlining procedures to deal with closure to the building due to theft or vandalism, fire or water damage, and safety issues arising from weather conditions or coastal erosion. The second stage "The Recovery Plan" has been postponed due to the pandemic, but will feature in our Business Plan discussion document which should be operational in 2021.



Figure 6

Seasonal Warden
Edd Chilcott with
walkie talkie at the
bottom of the steps
outside the Centre.

Edd is talking to
someone inside the
Centre to see if he
can allow more
visitors up, the
maximum number
being 30.

Charmouth Neighbourhood Plan

Like everything else, the Neighbourhood Plan was much delayed by the pandemic. Consultation on the first complete draft, due in March 2020, took place in July/August. Feedback was received from official bodies and members of the community such as CHCC. All comments have been analysed, responses collated, and where appropriate the Plan has been updated. The most significant changes were made to the section on Coastal Defences which is the topic most likely to affect the future of the Coast Centre and local tourism. A professional planning consultant has reviewed the policies and considers 'that the plan, as a whole, would be in general conformity with the strategic policies of the adopted Local Plan and has had due regard to National Planning Policy'. It is expected that the examination and referendum will take place during 2021.

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Jurassic Coast Trust. During 2020, no progress was made on the increase in hours for the Fossil Warden, or an increase in the amount of grant for the Fossil Code now that the extra area from Axmouth and the Lyme Regis Undercliff National Nature Reserve has been added. Plans for a 20 year Celebration in 2021 of the World Heritage Site designation of the Jurassic Coast have been put on hold.

The Centre is normally open from 10.30 am to 4.30 pm every day from late spring until after the October half term. A team of two volunteers staff the desk in the morning and afternoon from 10.30 until 1.30 and 1.30 until 4.30. In the main school summer holiday period, the Centre opens from 10 until 5, at the discretion of the Senior Warden. During the winter months the Centre is open from Friday to Monday, Tuesdays to Thursdays are set aside for renovation and maintenance, display renewals, and working on school programmes. In 2020, this has not been the case. The Centre has been closed to the public from March 20 until 30 July, from November 6 to 3 December and again from December 31. Whilst the Centre has been open to the public, hours of access have been restricted. Organisations who satisfied the Covid compliant regulations were allowed to display a poster recognised by the National Tourist Board of England, VisitEngland (**Figure 12**).

5.2. Charmouth Heritage Centre Infrastructure – Maintenance and Volunteers.

Over the quieter period in the winter, a group of volunteers, under the leadership of Barry Coleman, continues to maintain and improve the quality of the infrastructure. In spite of the pandemic, some work has taken place in 2020. Please see Appendix 3 at the end of this report.



Figure 7

Darrell Wakelam spent 2 days of February half term creating this mural for the new marine display in the far left hand corner of the Education room.

In normal years large numbers of visitors pass through the Centre, and regular maintenance and improvements are necessary and ongoing. The early part of 2020 saw the continuation

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of the new marine displays (**Figure 10**). Darrell Wakelam spent 2 days of half term creating a new mural, (**Figure 7**) a fishy food chain (**Figure 8**) and under Lyme Bay scene. He also made a Time Travel Barrel which rotates by itself. The dolphin, made by warden Dan Brownley from rubbish collected on the beach has now been wall mounted (**Figure 9**). Trustees Barry Coleman and Bill Burn were able to complete the Marine Displays despite the pandemic. Bill Burn created the safety display for the Education room featuring video footage of a coastguard rescue. We now only have one fish tank.

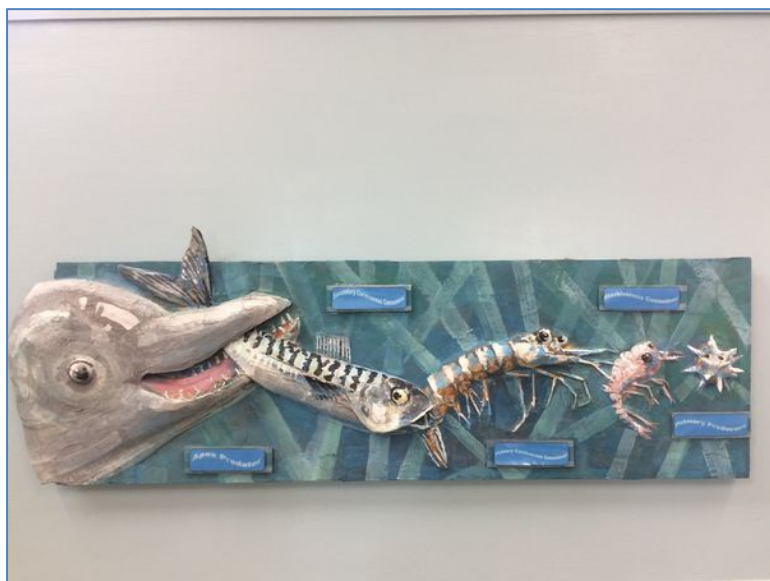


Figure 8

Fishy food chain by
artist Darrell
Wakelam as part of
the new marine
display in the
Education room

5.3. Core activities of Charmouth Heritage Coast Centre. Working within the infrastructure described above, the Senior Warden and his team, along with the Friends of the CHCC, carried out the activities set out in the objectives of the Charity. The key activities can be summarised as:

- i) ***maintaining and explaining the displays housed within the Centre.***
- ii) ***providing expert knowledge for all visitors both within the Centre Building and as part of visits to the coastline.***

Volunteers, who are Friends of the CHCC, help the visitors from behind the desk, and deal with purchases from the shop. When difficult geological questions arise, they call upon one of the Warden team to help.

One of our main income streams comes from our very popular fossil walks. These are booked by the public, schools and occasionally private groups. Timing is restricted by the tides. Normally, no more than one walk is scheduled per day. Before the first lockdown, some walks had to be cancelled in 2020 due to bad weather, when the safety of the public is paramount. Volunteers from the Friends accompany the wardens, who carefully direct the group towards fossil yielding areas and endeavour to answer questions arising from finds

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and observations made during the walk. During school holidays, booking in advance is essential. Maximum numbers for walks is usually 100. During the pandemic, we continued with a programme of private fossil walks, which restricted numbers to 6 persons. This proved very popular and booking uptake was high. We could also offer these walks at times when the Centre was closed.



Figure 9

Wall mounted Dolphin made by Warden Dan Brownley. It is made from rubbish collected from the beach. It forms part of the new marine display for 2020.



Figure 10

The empty marine display awaiting improvements for 2020.

There have been no Rockpool Rambles during the pandemic.

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The marine tanks in the Centre were managed by Dan Brownley. We now only have one marine tank. We filled this tank in July with mullet and starfish on loan from the Lyme Regis Aquarium. The tank was emptied, as usual, at the end of October.

Warden Anna Holbrook continues to manage the Centre's Educational Programme. Schools have not been able to visit during the pandemic, so zoom sessions have been offered, which have proved successful. Whilst not ideal, they offer an alternative to school visits, enabling us to fulfil our educational remit, and also provide a stream of income. We are planning to continue our outreach programme when government lifting of restrictions permit.

Due to the pandemic, there have been no Arts and Crafts Days for children in 2020. The Annual Lyme Regis Fossil Festival and the National Trust Spring Tide Food Festival held at Burton Bradstock were also cancelled.

There were no nurdle hunts, beach cleans (since March 2020) or Citizen Science events.

Citizen Science events are being developed which include beach cleans, recording items found, and seashore surveys. The data collected is very useful to organisations such as the Natural History Museum, Marine Conservation Society and Shark Trust. These are all free events and we hope that the general public will find something of interest in these activities. We hope that these events will start again as soon as government restrictions end.



Figure 11

Friend's Committee Chairman, volunteer and Trustee Ros Cole behind the main desk with a protective perspex screen. Due to social distancing only one volunteer was allowed at the desk during the pandemic.

5.4. Science, knowledge and safety at the Charmouth Heritage Coast Centre.

In addition to the requirement to welcome and inform visitors about the geology (especially fossils), biology and geomorphology of the area, the staff of the CHCC is tasked with recording scientifically important fossils found within the local area. Throughout the year numbers of fossils are found by the Wardens, local collectors, volunteers and visitors to the Centre. Following cleaning and preparation many of the recent finds are displayed in a cabinet at the Centre, for visitors to examine, learn and be enthused. Subsequently many of

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these fossils will join internationally important collections at localities such as the Natural History Museum.

Fossil Collecting Code of Conduct: This Code has been developed by a number of agencies including the Jurassic Coast Trust, National Trust, Charmouth Parish Council, Charmouth Heritage Coast Centre (Senior Warden Phil Davidson) and local fossil collectors. It is a pioneering scheme endorsed by UNESCO. It encourages the recording and reporting of important fossil finds and the acquisition of scientifically valuable fossils by recognised museums. Each year the Jurassic Coast Trust donates £3000 to CHCC towards the maintenance and development of this code. The Jurassic Coast Trust also manages the Fossil Warden (no relation to CHCC Wardens), who is a vital element in the implementation of the Fossil Code of Conduct. Broadly speaking, so that fossil collecting can be carried out in such a way as to satisfy all those with an interest in our fossil heritage, the Code advises, particularly for inexperienced collectors and educational groups, that all fossil collecting should be restricted to the beaches alone. Hazards arise from both the sea and the cliffs, particularly in the form of patches of deep mud found behind landslips or in mudflows. Emergency services are regularly called out along this part of the Jurassic Coast. Advice from the staff at the Centre, and the many warning notices, make visitors aware of the problems and substantially reduce the risk and consequential costs any rescue operations entail.

The code of conduct for collecting fossils from the Axmouth to Lyme Regis Undercliffs National Nature Reserve has been introduced as part of the Jurassic Coast Partnership Plan, approved by Devon County Council on 13 May 2020, and by Dorset Council a few days earlier. It is based on the similar voluntary code already in place across the border in Charmouth as outlined above. This Code advocates responsible and safe fossil collecting within the Axmouth to Lyme Regis Undercliffs National Nature Reserve. Both codes clarify the ownership of fossils. All fossils found legally belong to the relevant landowners, but they have agreed to adopt the codes, which means fossils can be legally collected in good faith – provided finders have followed the Fossil Collecting Code of Conduct.

Heritage Coast Centres

From the early 1970's, 'Heritage Coasts' were established to conserve the best stretches of undeveloped, unspoilt coastline in England. As part of that process this area of coast became part of the West Dorset Heritage Coast in the early 1980s, managed through the Dorset AONB Management Plan. In 1982 a Public Inquiry was held to consider damage being done to the cliffs from fossil hunting activity and the first Heritage Coast Management Plan for West Dorset was published which identified the need to establish a visitor centre in the Lyme Regis/Charmouth area on the basis it was 'better to educate than legislate'. Our Heritage Coast Centre was established, with work starting in 1984, Trustees appointed, and the first warden appointed in 1986. Other heritage coasts have information or visitor centres, but the only other one which has been named as a Heritage Coast Centre is Glamorgan. The Glamorgan Heritage Coast Centre located in Dunraven Park near Bridgend, and offers similar activities to the CHCC.



Figure 12

Organisations who satisfied the Covid compliant regulations were allowed to display this poster, recognised by the National Tourist Board of England, VisitEngland.

Sightings and Findings

Collector Rob Moore found this fossil which has the unusual preservation of knots in the wood. All the ammonites have been washed against this piece of driftwood by currents at the bottom of the Jurassic sea. Senior Warden Phil Davidson spent 40 hours during the first lockdown cleaning it with pins and hammers, and then local preparator Chris Moore spent a further 4 hours abrading the fossil. It will be displayed at the Centre sometime in the future (**Figure 13**).



Figure 13

This fossil found by collector Rob Moore. All the fossils are preserved in 3D within a limestone rock and look like they were washed together a few days ago, rather than 200 million years ago.

Centre volunteer Heather Salmon spent 19 days during lockdown preparing this splendid nautiloid and ammonite. Heather also prepared a video from the point at which she found the fossils to the finished product (**Figure 14**).



Figure 14

Centre Volunteer Heather Salmon carried this nautiloid and ammonite off the beach in May. They weighed 46kg. It took 19 days to prepare them to achieve this result, and they now weigh 22.7 kg



Figure 15

In November scaffolding was erected so that the building could be repointed. This coincided with the beginning of the second lockdown when the Centre was closed from 6 November

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6) Visitor Numbers and activities

Visitor numbers for 2020 were 21,323 (21,524 including schools). **Table 1** shows a decrease in numbers in 2019 followed by a huge decrease in 2020. August which is the key month of the year had 10,062 visitors in 2020, compared with 36,000 visitors in 2019.

Table 1. Visitor numbers in 2019 compared with 2011-2015 average, 2016, 2017 and 2018

Visitor numbers	2011-2015 Av	2016	2017	2018	2019	2020
Visitor numbers	90,848	104,456	113,609	146,231	133,855	21,323
Visitor numbers incl. schools	95,784x	108,822x	118,301x	150,044	137,526	21,524

x = includes teachers accompanying the school visits

7) Finance

- A breakdown of the financial activities is given in **Table 2**. Presentation of the data in this fashion gives a clear picture of the financial activities and financial health of the CHCC.

Table 2. Main elements of Financial Record for CHCC 2020, and a comparison with previous years.

Period	2016	2017	2018	2019	2020
Income					
	£217.7k	£242.8k	£240.4k	£228.01	£176.4
Grants	£25.6k	£23.4k	£21.6k	£22.4k	£94.4k
Activities*	£74.0k	£86.9k	£84.0k	£86.6k	£18.8k
Sales**	£93.3k	£111.1k	£105.9k	£81.2k	£32.2k
Others***	£15.9k	£12.3k	£19.3k	£23.91k	13.1k
Gift Aid	£7.0k	£9.1k	£9.3k	£13.9k	£17.9k
Expenditure	£176.4k	£240.9k	£235.0k	£224.1k	£169.9k
Purchases#	£66.3k	£80.7	£59.1k	£53.8k	£14.3k
Salaries##	£78.0k	£102.8	£120.5k	£126.5k	£116.8k
Rent & water	£10.1k	£9.7	£9.7k	£10.1k	£10.0k
Insurance	£2.3k	£2.5	£3.0k	£3.1k	£3.3k
Running costs^	£12.1k	£12.3	£15.4k	£18.9k	£13.6k
Loan Interests	£0.0k	£0.0k	£0.0k	£0.0k	£0.0k
Fees for accounting	£0.2k	£0.3k	£0.3k	£0.3k	£0.6k
Refurbishment	£7.4k	£32.6k	£26.6k	£11.4k	£12.5k
Balance	+£41.3k	+£1.9k	+£5.4k	+£3.8k	£+6.4k
Current Assets	£163.6k	£171.9k	£173.1k	£182.2k	£181.0k
Reserves	£75.4k	£108.8k	£122.1k	£125.7k	£101.4k

* Schools, Groups, Film show & talks, Theatre, Fossil hunting walk, Fossil Fantastic weekends, Rockpooling, Art & Craft Exhibition
 **Fossil Loan Box receipts, Ammonites slice polishing, Website advertising, Room hire, Shop sales, Drinks machine, Pin badge sales, Fossil Code agreement, Insurance claims.
 ***Donations, Bank interest, Miscellaneous
 #Purchases + existing stock minus closing stock held, Costs for Fossil Roadshow, Fossil Code and Drinks machine
 ##Staff salaries, Seasonal Warden salaries, Pensions, Employer NI.
 ^Recruitment, Staff training, Clothing, Electricity & heating, Repair & maintenance, Staff Travel, Subsistence, Telephone, Printing & stationery, Copying, Postage, Advertising, Web hosting, Cleaning, Office expenses, Bank charges, Credit Card Charges, Subscriptions, Computing.

As can be seen from **Table 2** the balance between income and expenditure at the end of the year was positive, at £6.4k. Analysis of the finances indicates that:

- **Income.**

1. The CHCC is dependent upon grant sources from Dorset Council, and also the Jurassic Coast Trust (£3000 for the Fossil Code) and these are gratefully acknowledged. The last payment of £18671 grant from Dorset Council was made in full in May 2020 to help cash flow during the first lockdown. From April 2021 this grant will reduce to £5000, for the next 3 years. Other grants received during the 2020 pandemic included a small business grant of £25,000, and job retention grant (furloughing) of £45,824 which is ongoing. The Trustees and Wardens are addressing this reduction in the Dorset Council grant, and planning strategies for the future.
2. These sources of income are complemented by donations (entrance to the Centre is free) and fees from Visitors, including Schools who bring children on educational visits as shown in **Table 3**. Fossil walks' income and schools' income have been adversely affected by the pandemic, due to the lack of visitors passing through our doors.

Table 3. Summary of total income (not profit) from visitor and school activities

Department	2016	2017	2018	2019	2020
Fossil walks	£49.9k	£64.1k	£64.3k	£69.7k	£13.4k
Schools	£17.3k	£14.5k	£12.6k	£11.3k	£4.3k
Theatre	£2.9k	£3.1k	£2.3k	£2.0k	£0.2k
Marine events	£0.4k	£0.1k	£0.2k	£0.3k	£0.0k
Shop Sales	£67.9k	£76.7k	£100.6k	£81.2k	£31.2k
Donations	£15.9k	£12.0k	£19.0k	£18.2k	£10.0k

The table shows the following for 2020:

- Shop figures are strongly correlated to visitor numbers, so it is no surprise that with a footfall of 21,323 compared to 133,855 in 2019 the difference is £49,000. However, the average spend per visitor rose from 64p in 2019 to £1.45 in 2020. Deputy Senior Warden Ali Ferris works tirelessly to manage the shop and it has been rearranged in 2020 with the help of Shelley Ivory to accommodate the one way system in operation during the pandemic.
- Despite the fall in the shop's turnover in 2020, we have decided to remain VAT registered. For 2020 we reclaimed £794 more than we were charged (£2,195 - £1401).
- 2019 was a record year for fossil walk income. Income in 2020 was less than 20% of 2019. We have reached capacity for this revenue source, because of the scheduling limitations of the tides.
- Donations unsurprisingly are lower than last year, but are more than 50% of last year's figure, an interesting phenomenon considering the difference in visitor numbers is over 100,000.
- Theatre figures are a tenth of 2019. The theatre has been shut since 20 March 2019.
- Income from school bookings is also considerably reduced, but zoom meetings are now bringing in much needed income.
- There have been no marine events in 2020.
- In 2020 gift aid received was £17988. For 2021, this figure will reduce to £5366. Gift Aid is ably administered by Charlotte Hughes.

Reserves

At the end of 2020 Reserves amounted to £101,439 in accounts with the Coop and the Nationwide. We have a working account with the Coop of £53,491. This is in line with the previous year reflecting the activities spelt out in **Table 2**. Allocation of £101,439 to reserves is in accord with advice from the Charity Commission and essential for a sound financial base for the CHCC.

- **Expenditure**

1. Salaries were the main expenditure in 2020 as would be expected, largely paid for from the government furlough scheme. The Centre was responsible for paying Charlotte Hughes, the administrator, and Shelley Ivory, the cleaner who are retained on a self-employed basis. All national insurance and pension payments for the wardens were also paid by the Centre. Until 1 November 2020, the Centre employed 4 full time wardens and a seasonal warden, but from that date, the Centre employed 3 full time wardens. Remuneration is a matter of concern for the Trustees, as it is essential to retain excellent staff, and this matter is addressed in closed session at the end of most Trustees' meetings.
2. Purchases in 2020 were considerably less than in 2019.
3. Running Costs decreased in 2020 due to decreased expenditure on oil, electricity, card machine payments, stationery, advertising and warden training.

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

4. Working party expenditure increased slightly. Normal refurbishment expenditure had to be diverted towards ensuring the Centre became Covid compliant.
5. A rent review by Charmouth Parish Council took place in June 2018. The rent, payable quarterly, as from 1 June 2018 to 31 May 2021 is now £9710 per annum. This represents an increase of £460 per year over 3 years from 2018. There were two unsuccessful attempts to obtain a rent reduction from our landlords, Charmouth Parish Council during 2020.

▪ **Summary and explanation for finances for 2020**

- By consideration of the above, it is clear that a number of factors have worked together to lead to a positive financial balance. This positive balance has been due to obtaining government grants to ensure the Centre did not delve too deeply into the reserves prudently built up over the last few years. Had it not been for government intervention of this kind, our story for 2020 would have been very different.
- The Wardens, Friends, Administrator and Treasurer are to be congratulated for this achievement.

• **Overview**

1. For the financial year beginning in April 2020 we were in receipt of a grant from Dorset Council of £18671. In order to receive a grant from April 2021 a comprehensive grant application was submitted to the council outlining our suitability as a future recipient of local authority funding. In December 2020 we heard that we had been successful in our application, but our grant was reduced to £5000 per year for the next 3 years.
2. **Charity Reserves Policy.** This allows for the payments of outgoings for 6 months and salary payments for 9 months in the event of no income being available.
3. As part of the current 5 year plan, we continue to consider additional non-tidal income sources such as the further development of the Outreach Programme. Christmas cards, designed from local photos by Bill Burn have been an additional source of income in 2020, as has the implementation of an on-line shop.

8) Trustees and Friends

- The Trustees' key role is to ensure the success of the Centre with respect to its objectives, its staff and volunteers, and its finances. Trustees make appointments and report to the Charity Commission annually. The officers of the Trustees do most of the work, especially Jan Coleman as secretary, Barry Coleman as Treasurer, and Eden Thomson as Deputy Chairman.
- In January 2020, we welcomed Paul Harvey and Andy Littler as new Trustees. Paul has helped with the IT at the Centre for some years, and also brings management skills. Andy has had experience in quarry management, together

Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis. Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

with geological knowledge. Their expertise is a welcome addition to the Trustees.

- At the end of 2020 there were 157 Friends, 50 of whom were desk volunteers, 32 were walks volunteers, 9 were members of the maintenance working party and 17 were life members.
- The Friends of CHCC are indispensable to the continuing success of the Centre. The Committee, chaired by Rosalind Cole ensures that volunteers support the Wardens by staffing the desk and helping on Fossil Walks. In addition, in normal times, the committee organises activities for the Friends including cream teas, barbeques, an annual outing and a series of winter lectures. In November a Jurassic Art and Craft Fayre takes place to raise funds, organised by Jan Coleman and helpers. During 2020, 2 lectures took place in January and February and a new initiative was launched for new volunteers to inform them of the basics of Charmouth geology. One session was held in March, but due to the pandemic, all other Friends' activities were cancelled for the year.

Some volunteers have decided to step back this year, due to illness/infirmity of selves or family or because they don't feel they can work on their own on the desk, now a solitary role due to Covid restrictions. During the pandemic, deputy senior warden Ali Ferris has issued extra editions of Coast News, the CHCC Friends' Association newsletters to keep Friends and volunteers in touch with the Centre.

9) Visitor Feedback

- It is a pleasure to end this section with some comments from the visitors in 2020
- **Joanna Radway.** *Loved visiting your Centre last week. With kids. Last came to the Centre in 1986 on a Geology field trip. Then became a Geologist in 1991. Really nice set up! 24.02.20*
- **Karen Waters.** *A very good place to take your children in holidays and by the looks of this doing everything to keep you safe.*

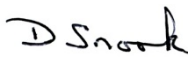


Patrons: Prof Mike Benton, Prof. Denys Brunsden OBE, Dr. Paul Davis, Dr. Sybil King, Dr. Dave Martill, Prof. Greg Price, Prof. Danielle Schreve, Prof. Iain Stewart.

Acknowledgements

In many ways this is the most important category, because without the activities, help and support from so many, the Heritage Coast Centre would not operate. It is my pleasure to acknowledge these here:

- The **Senior Wardens and Wardens**: Phil Davidson, Ali Ferris, Anna Holbrook, Dan Brownley (from November 2019 to October 2020).
- The **Seasonal Warden**: Edd Chilcott.
- The **Friends of the Charmouth Coast Heritage Centre**, and the **Friends Committee**, chaired by Rosalind Cole. The **FCHCC** allocates quite a lot of money each year for various useful and relevant items for the **CHCC** for educational purposes, and we thank them for their contribution.
- The **Working Party** led by Barry Coleman for carrying out the refurbishment of part of the Centre interior.
- **Dorset Council**, for financial support.
- **Jurassic Coast Trust** for financial support towards the Fossil Collecting Codes maintained by CHCC.
- **Charmouth Parish Council** for a positive working relationship on all matters concerning the running of the Centre and its infrastructure.
- Last, but not least the **Trustees of the Charmouth Heritage Coast Centre** and especially the Treasurer Barry Coleman and the Secretary Jan Coleman, Trustee Bill Burn, and Paul Harvey for all his help and advice on IT matters.

On behalf of the Trustees: Debby Snook, Chair: 13-05-21 

Appendix 3

Achievements of the Maintenance Working Party for 2020

- Removal of the corner aquarium in the Education room.
- Building of the new marine display featuring a jetty, lights and screen.
- Lighting continues to be updated with fitting of LED lights.
- Augmentation of the Arlo camera which can be unpredictable at times. A simple system using open source operating systems and running inexpensive software runs on a small dedicated computer in the Centre. It is self-contained and password protected. It uses simple generic cameras and data will be erased after a short period.
- Completion of new ammonite display (Chris Moore) to include a new interactive screen.
- Volunteer corner to feature RH Worth Award.
- Flooring in main areas to be improved.
- New heater installed behind the main desk.
- Boiler replacement, research into possibility of a ground source heat pump.
- Protective measures to ensure the Centre is Covid secure for re-opening in August 2020, including perspex screens on the volunteer and duty warden desk, ropes to cordon off one way system and floor signs. Bill Burn created a new safety display for the education room featuring video footage of a coast guard rescue.
- No regular working party for the winter of 2020/21. For painting needed, volunteers will be invited to come. No new displays are planned for winter 2020/21.

Charmouth Heritage Coast Centre 05149333
(A Company Limited By Guarantee) Trustees
Independent Examiner's Report

To the Trustees of Charmouth Heritage Coast Centre

I have satisfied myself that the Charity is not subject to audit under Company law and is eligible for independent examination.

Respective responsibilities of Trustees and Examiner

The Trustees, who are also the Directors of Charmouth Heritage Coast Centre for the purpose of Company law, are responsible for the preparation of the Accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act and the an independent examination is needed.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 considering 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 of the accounts no matters have 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 386 of the Companies Act 2006; and

* to prepare Accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

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

May 2021

Robert Hughes ACMA
Thurlestone
Westcliffe Road
Charmouth
Dorset
DT6 6BG

Charmouth Heritage Coast Centre
(A Company Limited By Guarantee) Trustees

Statement of Financial Activities Including Income and Expenditure
for the Year Ended 31 December 2020

Incoming Resources	INCOME FUNDS:		TOTAL FUND	TOTAL FUND 2019
	Unrestricted Funds	RESTRICTED		
Donations	10,013	0	10,013	18,287
Activities for generating Funds	69,079	0	69,079	185,081
Grants	94,495	0	94,495	22,449
Tax Repayments	2,195	0	2,195	1,556
Investment Income:				
Interest	650	0	650	642
Charitable Trading Activities:	0	0	0	0
Total Incoming Resources	176,432	0	176,432	228,015
Expenditure				
Cost of generating Funds				
Fundraising trading: Cost of Goods Sold	169,963	0	169,963	224,138
	169,963	0	169,963	224,138
Net Incoming Resources Available	6,469	0	6,469	3,877
Governance Costs	0*	21,672	21,672	21,672
Total Resources Expended	169,963	21,672	191,635	245,810
Net Income/(Expenditure) for the Year	6,469	(21,672)	(15,203)	(17,795)
Net Movement in Funds				
Total Funds at 1 January 2020	154,930	86,688	241,618	275,179
Total Funds Carried Forward	161,399	65,016	226,415	257,384

*None of the Trustees(or any person connected with them) received any remuneration during the year and there were no auditing costs.

Statement of Net Income for the Year to 31 December 2020

Gross Income as Above		
General Purpose Funds	176,432	
Restricted Funds	<u>0</u>	176,432
Total Expenditure as Above		
General Purpose Funds	169,963	
Restricted Funds	<u>21,672</u>	<u>191,635</u>
NET INCOME FOR THE YEAR		<u>(15,203)</u>

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure

BALANCE SHEET

	<u>2020</u>		<u>2019</u>	
Fixed Assets				
Tangible Fixed Assets -				
Cost	473,516		473,516	
Depreciation	(397,611)		(370,179)	
	<u>75,905</u>	<u>75,905</u>	<u>103,337</u>	<u>103,337</u>
Current Assets				
Stock	26,113		28,163	
Debtors	0		0	
Cash at Bank and in Hand	154,930		154,051	
	<u>181,043</u>		<u>182,214</u>	
		<u>181,043</u>		<u>182,214</u>
		<u>256,948</u>		<u>285,551</u>
Liabilities				
Creditors	0	0	0	0
NET ASSETS		<u>256,948</u>		<u>285,551</u>
FUNDS				
Restricted		65,016		86,688
Unrestricted		<u>161,399</u>		<u>170,696</u>
		<u>226,415</u>		<u>257,384</u>

For the financial year in question the company was entitled to exemption under section 447 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

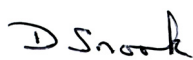
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved electronically by the Board of Trustees on

and signed on its behalf by

Debby Snook



Chairman of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSET SCHEDULE

	Land & Buildings	<u>Equipment</u>	<u>Total</u>
COST			
At 1 January 20 20	414,600	58,916	473,516
Additions	0	0	0
Disposals	0	0	0
At 31 December 2020	<u>414,600</u>	<u>58,916</u>	<u>473,516</u>
DEPRECIATION			
At 1 January 2020	327,912	42,267	370,179
Charge for year	21,672	5,760	27,432
Disposals	0	0	0
At 31 December 2020	<u>349,584</u>	<u>48,027</u>	<u>397,611</u>
NET BOOK VALUE			
At 1 January 2020	<u>86,688</u>	<u>16,649</u>	<u>103,337</u>
At 31 December 2020	<u>65,016</u>	<u>10,889</u>	<u>75,905</u>



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

1. The name of the Charitable Incorporated Organisation is the Charmouth Heritage Coast Centre, hereinafter called the Centre.
2. Centre address is Lower Sea Lane, Charmouth, Dorset, DT6 6LL, UK.
3. The objects of the Centre are to advance the education of the public in the geology, palaeontology, geomorphology and natural history of the coast and adjacent areas at Charmouth and to maintain the Centre at Charmouth for education and information to encourage management of coast and adjacent area.
4. The Trustees shall be responsible for the general management of the Centre. There is a requirement for Trustees to provide names, address and d o b for identification purposes. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
5. The Trustees have overall responsibility for the Friends of the CHCC, an autonomous, affiliated group, working for the benefit of the Heritage Coast Centre. The Committee, for this autonomous group, elected at the AGM of the Friends of the CHCC, is led by a Chair, who is automatically a Trustee.
6. The Trustees shall have power to raise money, to own or lease property, to buy and sell goods and equipment, to employ and remunerate such staff as are necessary for carrying out the work of the Centre, to co-opt persons to assist them in the management of the Centre and to do anything necessary to further the objectives of the Centre.
7. The income and property of the Centre must be applied solely towards the promotion of the objectives. The Centre shall be administrated as a non-profit making organisation. Any funds accumulated are to be held on trust for the benefit of the Centre. Funds may be invested at the Trustees' discretion
8. No Trustee may receive any goods, services or financial benefit from the Centre. A Trustee is entitled to be reimbursed for reasonable expenses incurred by him or her when acting on behalf of the Centre.
9. A Trustee must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed or existing transaction or arrangement with the Centre, and should not participate in any discussions or vote of the Trustees in which a possible conflict of interest may arise. However, the Trustee may remain at the meeting and may only answer questions relating to facts.
10. In the event of the Centre being wound up, the Trustees have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. Any funds remaining after payment of debts and expenses shall be passed to the Dorset Wildlife Trust for use in the Charmouth area, or in default, any other charity having similar aims for the use in Charmouth area.
11. The Trustees shall manage the affairs of the Centre. It is the duty of the Trustees to exercise their powers and perform their functions to further the purposes of the Centre. In exercising those functions, they should apply such care and skills as is reasonable in the circumstances having regard to their special knowledge or experience.



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

12. The Centre is to be administered by up to 14 Trustees to include the Chair of the Friends of CHCC and, to assist in fulfilling the charities education remit, the Headteacher of the local Primary School. Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. In selecting individuals for appointment, the Trustees must have regard for the skills, knowledge and experience needed for the effective administration of the Centre. It is expected that Trustees should regularly attend meetings. Should a Trustee not attend for three consecutive occasions, without good reason, they would cease to be a Trustee.
13. Each new Trustee be proposed by an existing Trustee. Prior to having the opportunity to introduce themselves at a meeting, the Chair will have an in-depth conversation with the prospective Trustee giving both parties time to gain understanding of each other. Approval of their appointment must be agreed by the current Trustees at the next full meeting. The new Trustee, on appointment, will receive a copy of the Constitution and the latest Annual Report and statement of accounts.
14. A Trustee ceases to hold office if they retire, notifying the Chair in writing, or is absent without permission of the charity Trustees from all the meetings held within a period of one year and the Trustees resolve that the office be vacated.
15. Decisions may be taken by a simple majority agreement of the Trustees at a meeting of the Trustees, by resolution in writing or in an electronic form. In the event of an equal number of votes, the Chair will cast a further casting vote. In the event of the discussion being in an electronic form, other than a virtual meeting, prior to the vote being counted, the Secretary shall distribute comments received from a Trustee about the resolution to all other Trustees. Written agreement/disagreement must be recorded in the minutes regarding any resolution.
16. The Trustees may delegate any of their powers or functions to an Executive committee, and if they do, they shall determine the terms and conditions of that committee at the AGM. (Appendix) A committee may consist of two or more persons, but at least one member must be a Trustee. Any actions of the Executive Committee and the Board of Trustees must be brought to the attention of the Trustees as a whole as soon as possible. These arrangements should be reviewed annually. Trustees may also work in small teams on specific areas, reporting regularly, at least annually, to the Executive committee. Nothing in this clause shall undermine clause 21.
17. The Chair to be elected annually at the Annual General Meeting. A Vice Chair to be appointed to cover the duties of the Chair as necessary. The Trustees shall meet as necessary but at least three times a year (nominally June, October and January), seven days' written notice in writing being given to all Trustees. Any three Trustees may call a special meeting at any time giving seven days' notice of the matters to be discussed. Four Trustees shall form a quorum to take decisions.
18. The Trustees may invite, being mindful of any conflicts of interest or confidentiality issues, non-voting associate members who bring appropriate expertise to support the Centre (known traditionally as Visitors). These could be representatives of Dorset Council, Charmouth Parish Council, local Fossil Collectors and representatives of the wider community. Associate members may attend the AGM meetings regularly but are not Trustees. They may be invited to attend other meetings if their expertise is relevant to an agenda item.



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

19. The Trustees have the power to amend this Constitution provided that such amendment shall not prejudice the charitable status of the Centre and that no amendment shall be made to Clauses 3 and 10
20. An Annual General Meeting for Trustees must be held annually.
21. Execution of documents. A document is validly executed by signature if it is signed by at least two of the Trustees.
22. The Centre and Trustees must comply with its obligations under the General Regulations of the Charity Commission in relation to keeping of, and provision of access to, a register of Trustees.
23. Minutes must be kept of all appointments of officers made by the Trustees; proceedings of Trustee meetings, including the names of the Trustees present, decisions made at the meeting and where appropriate, the reasons for those decisions and any decisions made by Trustees not at a meeting.
24. The Trustees must comply with the requirements of the Charities Act 2011 with regard to keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commissions and Companies House, regardless of the income of the Centre, within 10 months of the financial year end. The Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the Centre entered on the Central Register of Charities.
25. All funds pertaining to the Centre to be retained in appropriate accounts at a nominated bank. Records to be maintained of all income and expenditure. Records reviewed by Treasurer and Chair monthly. These records to be independently examined annually by an appropriately qualified person. Signatories for cheques to include Chair of the Trustees, Treasurer, Secretary, nominated Warden and one other nominated Trustee. Two signatories required on all cheques.
26. As provided by the Dissolution Regulations, the Centre may be dissolved by the Trustees. This would have to be agreed by a resolution passed by decision taken without a vote and without expression of dissent in response to the question put to the Trustees. Subject to the payment of all the Centre's debts, any resolution for the winding up of the Centre must contain the provision directing how the remaining assets should be used as stated in 10. If the Centre is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

Chairman:

Date signed: 13.05.21

Secretary:

Constitution September 2000. Updated with respect to the model constitution of the Charity Commission 2012. Agreed: January 2015. Addition to point 12 May 2016.

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

(Appendix)

Terms of Reference for the Executive Committee

The Executive Committee will make proposals and recommendations to the Board of Trustees. Reports will be submitted to all Trustees before full Trustee meetings. Financial decisions may be made before a scheduled Trustee meeting should the need arise. Trustees will be informed of these decisions.

Membership of the Executive Committee shall consist of 4 Trustees, 2 of who will be the Chair and Vice-Chair of Trustees. Members will be elected at the Trustees' Annual General Meeting. Staff or individuals with specific expertise may be consulted.

A quorum of 3 is required to conduct valid business.

Meetings will be held at least 3 times a year. Minutes will be taken.

Terms of Reference will be reviewed at the Annual General Meeting of Trustees.