



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

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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.

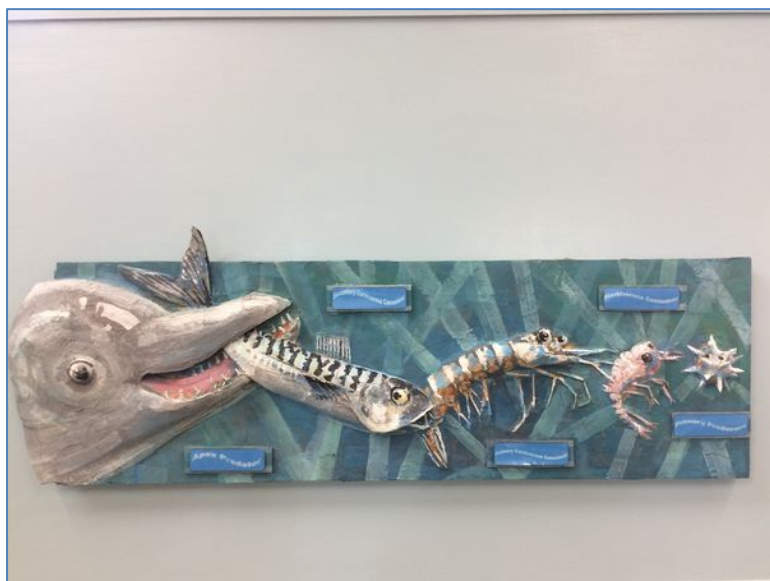


Figure 8

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

	INCOME FUNDS:		TOTAL FUND	TOTAL FUND 2019
	Unrestricted Funds	RESTRICTED		
Incoming Resources				
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.

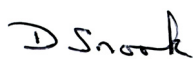
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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.