



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

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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.

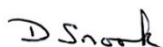
17. The Chair to be elected annually at the Annual General Meeting. A Vice Chair to be appointed to cover the duties of the Chair as necessary. The Trustees shall meet as necessary but at least three times a year (nominally June, October and January), seven days' written notice in writing being given 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.

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