



CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Registered Charity Number: 1105386

Company Registration Number 5149333 (England and Wales)

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



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



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

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (1 January 2022)

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

Charity Number: 1105386

Company Number: 5149333

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

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

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

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

Structure, governance and management

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 27th April 2014. It is a Registered Charity with the Charity Commission.

Anyone over the age of 18 can become a member of the company. Each member agrees to contribute a sum not exceeding £10 in the event of the charity winding up.

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

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

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

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

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

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

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

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

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

Belinda Bawden	Dorset Council
David Sole	Collector

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

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1. Objectives and activities

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

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

3) Archive

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

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

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

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

5) Review of the year – 2022

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

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

Beach Status in 2022

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

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

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

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

Anna Holbrook, Manager for Outreach and Education.

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

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



Figure 1

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

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

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

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



Figure 2

Attenborough's Sea Dragon is retained during 2022.

It took 1000 hours to prepare the ichthyosaur for display.

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



Figure 3

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



Figure 4

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

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



Figure 5

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

Covid Update 2022

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

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

Future of the Premises

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

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

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



Figure 6

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

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

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

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

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

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

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

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

The key activities can be summarised as:

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

New displays at the CHCC in 2022 include:-

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

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



Figure 7

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



Figure 8

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

It is now on display in the recent finds cabinet



Figure 9

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



Figure 10

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

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

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

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

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



Figure 11

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



Figure 12

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

Permission from DBA has been given to use this photograph.

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

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

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

Equality Diversity and Inclusivity (EDI)

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

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

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

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

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

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

Digital Initiative

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

The digital initiative was split into several parts

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



Figure 13

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

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

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

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

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

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

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

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

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

Sightings and Findings

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

(Figure 14)

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

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

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

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

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

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

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

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



Figure 14

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

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

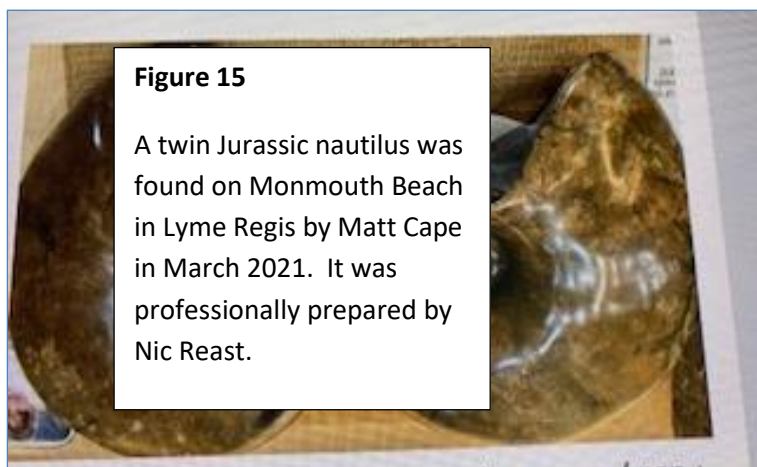


Figure 15

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

□



Figure 16

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

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



Figure 17

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



Figure 18

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

6) Visitor Numbers and activities

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

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

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

7) Finance

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

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

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

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

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

***Donations, Bank interest, Miscellaneous

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

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

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

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

•
Income.

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

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

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

Table 3 shows the following for 2022:

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

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

Reserves

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

• Expenditure

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

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

Overview

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

8) Trustees and Friends

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

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

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

(Figure 19)

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



Figure 19

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

9) Visitor Feedback

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

Roger C October 2022

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

Musgo 1950 October 2022

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

Juliette B September 2022. Family

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

Alison Wolverhampton September 2022

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

Elliemmo 1996 September 2022 couple

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

Acknowledgements

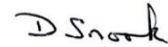
In many ways this is the most important category, because without the activities, help and support from so many, the Heritage Coast Centre would not operate. It is my pleasure to acknowledge these here:

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

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

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

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



Appendix 3

Achievements of the Maintenance Working Party for 2022.

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

CHCC Working Party 2022

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

Appendix 4

Fossil Code Report 2022

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

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

Highlights

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



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



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

Management and future projects

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

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

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

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

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

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

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

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

To the Trustees of Charmouth Heritage Coast Centre

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

Respective responsibilities of Trustees and Examiner

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

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts and seeking explanations from you as Trustees considering any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the Accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination of the accounts no matters have come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:

* to keep accounting records in accordance with section 386 of the Companies Act 2006; and

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

have not been met: or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R. Hughes.

Signed

May 2023

Robert Hughes ACMA
Thurlestone
Westcliffe Road
Charmouth
Dorset
DT6 6BG

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

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

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

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

Statement of Net Income for the Year to 31 December 2022

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

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure

BALANCE SHEET

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

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


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

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

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

Approved by the Board of Trustees on 13.06.23

and signed on its behalf by



Debby Snook

Chairman of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSETSCHEDULE

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



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

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



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

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



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

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

Chairman:

Date signed: 12.05.22

Secretary:

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

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre Constitution

(Appendix)

Terms of Reference for the Executive Committee

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

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

A quorum of 3 is required to conduct valid business.

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

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