



CHARMOUTH HERITAGE COAST CENTRE

& Fine Foundation Education Centre

Registered Charity Number: 1105386

Company Registration Number 5149333 (England and Wales)

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



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



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (1 January 2023)

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

Charity Number: 1105386

Company Number: 5149333

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

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

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

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

Structure, governance and management

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

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

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

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

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

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

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

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

Belinda Bawden	Dorset Council
David Sole	Collector

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

1. Objectives and activities

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

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

3) Archive

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

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

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

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

5) Review of the year – 2023

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

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

Beach Status in 2023

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

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

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

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

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

Anna Holbrook, Manager for Outreach and Education.

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

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

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



Figure 1

Landslip following winter storms making East Beach inaccessible.

The Heritage Coast Centre has a number of Patrons who bring expertise and distinction to the Charity. These follow in the footsteps of a number of distinguished predecessors Prof. Muriel Aber (Jurassic Geologist), and John Fowles (author). Currently the Patrons are Prof. Denys 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).

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



Figure 2

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



Figure 3

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



Figure 4

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

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



Figure 5

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

Return to 'normal' after the pandemic

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

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

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

Future of the Premises

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

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

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



Figure 6

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

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

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

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

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

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

The key activities can be summarised as:

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

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

New displays at the CHCC in 2023 include:-

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



Figure 7

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



Figure 8

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



Figure 9

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

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

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

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

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

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

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



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



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

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

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

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

Equality Diversity and Inclusivity (EDI)

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

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

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

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

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



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

Figure 12.

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



Digital Initiative

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

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

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

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

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

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

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

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

6. Visitor Numbers and activities

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

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

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

7. Finance

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

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

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

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

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

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

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

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

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

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

Income.

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

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

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

Table 3 shows the following for 2023:

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

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

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

Reserves

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

Expenditure

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

Summary and explanation for finances for 2023

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

Overview

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

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

8. Trustees and Friends

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

9. Visitor Feedback

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

Aug 2023 • Family

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

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

Jul 2023

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

Apr 2023 •

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

Feb 2023

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

Acknowledgements

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

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



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

Appendix 1

Achievements of the Maintenance Working Party for 2023.

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

CHCC Working Party 2023

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

Appendix 2

Fossil Code Report 2023

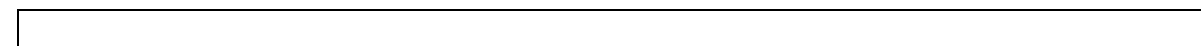
West Dorset Fossil Collecting Code – A total of 544 specimens of scientific importance have been registered for this code, 125 of which are recorded as Category 1 specimens. Since the last report 124 specimens have been recorded.

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

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



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



Management and future projects

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

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

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

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

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

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

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



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



Charmouth Heritage Coast Centre 05149333

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

To the Trustees of Charmouth Heritage Coast Centre

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

Respective responsibilities of Trustees and Examiner

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

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

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission.

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

Independent Examiner's Statement

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

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

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

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

have not been met: or

2. to which, in my opinion, attention should be drawn in order to enable a proper

understanding of the accounts to be reached. Signed



May 2024

Robert Hughes ACMA

Thurlestone, West Cliffe Road

Charmouth, Dorset . DT6 6BG

Charmouth Heritage Coast Centre

(A Company Limited By Guarantee) Trustees

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

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

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

Statement of Net Income for the Year to 31 December 2023

Gross Income as Above

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

Total Expenditure as Above

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

NET INCOME FOR THE YEAR

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure

BALANCE SHEET

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

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

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

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

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

Approved by the Board of Trustees on 09.05.24

and signed on its behalf by

J R Coleman

J R Coleman - Chair of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSETSCHEDULE

	Land &		
	Buildings	<u>Equipment</u>	<u>Total</u>
COST			
At 1 January 20 23	414,600	58,916	473,516
Additions	0	0	0
Disposals	0	<u>0</u>	<u>0</u>
At 31 December 2022	414,600	58,916	473,516

DEPRECIATION

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

NET BOOK VALUE

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

CONSTITUTION

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



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

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

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

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

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

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

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

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

Review delayed until January 2021 Major revision May 2021

(Appendix)

Terms of Reference for the Executive Committee

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

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

A quorum of 3 is required to conduct valid business.

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

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

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