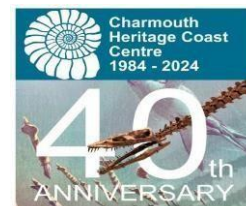




CHARMOUTH HERITAGE COAST CENTRE & Fine Foundation Education Centre

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

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



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

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: (January 2025)

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

Charity Number: 1105386

Company Number: 5149333

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

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

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

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

Structure, governance and management

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

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

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

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

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

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

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

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

|

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

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

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

1. Objectives and activities

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

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

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

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

3) Archive

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

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

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

5) Review of the year - 2025

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

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

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

2025 CHCC employed 4 full time managers.

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

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

Anna Holbrook, Manager for Outreach and Education.

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

Charlotte Cragg continues as part time Finance Officer.

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

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

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



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



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

Future of the premises

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

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

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

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

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

5.2 Charmouth Heritage Centre Infrastructure – Maintenance and Volunteers.

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



Work to develop the
Education Room.

Filling the marine
tank with sea water.



5.3. Core activities of Charmouth Heritage Coast Centre.

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

The key activities can be summarised as:

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

Recent finds for 2025 displayed in the Centre include



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

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

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

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

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

Fossil Hunting Walks and Seashore Safaris

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

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

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

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

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

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

Equality Diversity and Inclusion (IED)

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

6) Visitor Numbers and activities

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

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

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

7) Finance

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

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

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

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

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

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

***Donations, Bank interest, Miscellaneous

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

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

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

Income.

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

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

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

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

Table 3 shows the following for 2025:

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

Reserves

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

Expenditure

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

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

Summary and explanation for finances for 2025

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

Overview

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

8) Trustees and Friends

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



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

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

3. Visitor Feedback

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

Must See place to visit

Jul 2025 • Couples

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

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

Guided fossil hunt

Aug 2025

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

Small museum but packs lots in!

Jul 2025

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

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

Fantastic, inclusive and educational sessions for all children

Sept 2025

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

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

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

Fantastic displays, welcoming staff and brilliant experience

Oct 2025

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

4. Acknowledgements

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

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

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

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

On behalf of the Trustees Jan Coleman, Chair:
14.05.26

Jan Coleman

APPENDIX 2

Achievements of the Maintenance Party for 2025.

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

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



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

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

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

To the Trustees of Charmouth Heritage Coast Centre

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

Respective responsibilities of Trustees and Examiner

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

Basis of Independent Examiner's Report

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

Independent Examiner's Statement

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

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

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

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

have not been met: or

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

Signed



May 2026

Robert Hughes ACMA
Thurlestone
Westcliffe Road
Charmouth
Dorset
DT6 6BG

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

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

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

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

Statement of Net Income for the Year to 31 December 2025

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

Charmouth Heritage Coast Centre

Statement of Financial Activities Including Income and Expenditure

BALANCE SHEET

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

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

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

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

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

Approved by the Board of Trustees on 15.05.26

and signed on its behalf by

JR Gorman

Chair of Trustees

Charmouth Heritage Coastal Centre

FIXED ASSET SCHEDULE

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

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

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

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

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

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

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

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

CHARMOUTHHERITAGECOASTCENTRE

& Fine Foundation Education Centre

Constitution

 Date sig

Chair

Date signed: 14.05.26

ry:  Secretary

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

Revised 26.05.16 Revised 16.10.17 Revised 10.05.18 Revised 16.05.19

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

(Appendix)

Terms of Reference for the Executive Committee

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

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

A quorum of 3 is required to conduct valid business.

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

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