

Registered Charity Number: 1160890



**SHEPPEY LOCAL HISTORY SOCIETY CIO**  
**REPORT AND FINANCIAL STATEMENT**  
**YEAR ENDED 31<sup>st</sup> MARCH 2022**

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## AGM AGENDA 26th October, 2022

1. Welcome of Members by the Chairman
2. Apologies
3. Minutes of A.G.M. 2021
4. Report of past year by Chairman
5. Report by Treasurer
6. Review Charges: Memb; £10, Adm; £2, £1.50, £1
7. Annual Review of Trust Document, Trustees have reviewed and propose no changes.
8. Review of Policies: Health & Safety, Environmental, Lone Worker, Complaints, Equal Opportunities, Child Protection, Conflicts, Reserves. Trustees have reviewed and propose no changes.
9. Future Plans & Programme of Events by Chairman
- 7 Election of Trustees, Mrs J Stimson, Mrs R Hawkins, Mr M Hawkins, & New- *Officers to be Elected at Trustees First Meeting after A.G.M.*
- 8 Management Committee, Membership Secretary
- 9 Any other Business

## Legal and administrative information

### Constitution

Sheppey Local History Society, Registered 13<sup>th</sup> March 2015 as a Charitable Incorporated Organisation, Reg. Number 1160890.

### Appointment of Trustees

One third of the elected trustees, by rotation, shall stand for election by members at the AGM and shall serve for three years, and be re-elected for a maximum of three terms. The trustees may appoint further trustees to fill vacancies following the AGM to a maximum of 12 trustees, any trustee so appointed will serve until the AGM following appointment, where they may stand for re-election. The part of year served shall not be counted as a term of office in serving a maximum of three terms. The officers of the Charity are to be elected by the Trustees at their First Meeting after the AGM. The Trustees are responsible for the management of the Charity, all decisions must be taken at a meeting of the Trustees, and recorded in the minutes of that meeting.

### Registered Office

The Registered Office, 418, Minster Road, Minster on Sea, Sheerness, Kent. ME12 3NZ

### Bankers

Suntander, Bootle, Merseyside, L30 4GB

### Insurers

Ansvar Insurance, St Leonards Road, Eastbourne, BN21 3UR

### Trustees

Trustees from 1st April, 2021		Retire ;		Retire
Mrs Lena Crowder	Chair	2023	Mrs J Stimson	Secretary 2022
Mr K Ingleton	Treasurer	2024	Mr D Brown	2024
Mrs Y Squire		2024	Mrs R Hawkins	2022
Mr M Hawkins		2022		

Proposed new Trustees:

- Under the Constitution the stated objectives of the Charity are:
  - A. The advancement of Education by the establishment and maintenance of a heritage centre and library for the recording of local history in relation to the Isle of Sheppey.*
  - B. The preservation and protection of the Grade 1 Listed Gatehouse at Minster on Sea.*

## **Report of the Trustees**

The Trustees present herewith their report and financial statements for the year ended 31<sup>st</sup> March, 2022.

### **Review of the Year**

- During this year The Charity has referred to the guidance contained in the Charity Commissioner's general guidance on public benefit and reviewed its Constitution in light of the changing needs of the local community, and found that no change was required.
- The Charity has furthered its objectives by making the Heritage Centre available for access by the public at times advertised and for organised visits by groups who pursue the objects of the Charity, and holding meetings at which items of local historical interest was discussed.
- The Charity has identified the needs of the Heritage Centre to increase the benefits that it can offer to the Community and has a continuing programme of events and improvements, subject to funding being available.
- The Charity has a Lease for Occupation of the Gatehouse, with the owners, Swale Borough Council, for a period of twenty five years from 2015. The main terms are that the Owners maintain and insure the structure of the building and that the Charity maintains the interior and the services.

### **The strategies adopted for managing the Charity are:**

The Trustees have reviewed the management of the Trust and offer the facility to a wide section of the community, to both increase its use and its income, without compromising the interests of the existing users.

To enable this, the management committee are recruited from the Members of the Society.

### **Risk assessment**

The Trustees have identified the business risks to the Charity and procedures, including a reserves policy, which is in place to identify and control these and new risks as they arise.

### **Investment Powers and Policy**

Under the Constitution the Trustees have the power to invest as they feel appropriate.

The Trustees having regard to the requirements of the charity maintain a policy of keeping reserve funds in short term deposit accounts with interest paid thereon.

### **Reserves**

The Trustees have a Reserves Policy which is reviewed, by the Trustees, every year in the light of future known risks. The Trustees have reviewed the reserves of the Charity and consider them to be sufficient for the anticipated future running costs of the Charity.

The Reserves Policy allows for three levels of reserves: **Unrestricted**, allowing for unforeseen or non recurring costs; **Restricted** reserves, providing for the use of grants, **Designated** funds, allowing for at least 6 months running costs and for planned immediate expenditure, this includes responsibility for the maintenance and inspection of services previously carried out by Swale Borough Council.

### **Statement of trustees' responsibilities**

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the income and expenditure of the charity for that period in preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently.

- Make judgements and estimates that are reasonable and prudent.

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

### **Future Plans**

**The Trustees are** constantly aware of the needs of the building to provide the standards required by the users and are carrying out improvements within their financial ability.

## Chairman's Report

This year has been a strange year, after missing most of our meetings in 2021 due to covid.

A big thank you to our Gatehouse puppeteers for making Christmas so special for the children of Sheppey.

We also managed part of the Village Fair together with the Minster Abbey volunteers.

The last part of the year saw the return of normal meetings with some good speakers.

Thank you to all the volunteers, who keep the Gatehouse open for all our groups and visitors, it was not easy to remain within the Covid Guidelines.

After three years the gates have been restored by Swale Council. In the coming year we expect to replace the roof stairs and provide a touch screen on the ground floor to enable access to the exhibits by disabled visitors.

*Lena Crowder*

Trust Chairman, 31st March, 2022

## Treasurer's Report

Despite the Covid issues during the year, we have been able to operate on a limited basis, however the Covid Grants have helped us to replace the lost income which together with the reduced costs have boosted our reserves. Gatehouse entries

and donations have increased together with Grants for a Touch screen and work to the garden. 25% of our Gatehouse entry payments are now by card.

*Ken Ingleton*

## Summary income and expenditure account

	2021	2022
<b>Incoming Resources</b>	<b>£</b>	<b>£</b>
Gatehouse Entry	293	2,922
Donations	4,646	3,385
Membership Fees	270	330
Sales	32	223
Fund raising events		423
Bank Interest received		
Grants	21,201	13,600
<b><i>Total Income in Year</i></b>	<b><i>21,810</i></b>	<b><i>20,883</i></b>

<b>Resources Expended</b>	<b>2021</b>	<b>2022</b>
Utility Costs		
Electricity	1,033	985
Water	165	192
Telephone/Internet	774	649
Insurance	590	606
Caretaking/Repairs/CCTV	655	1,609
Stationery/Printing	260	115
Miscellaneous/Website/Modes	197	197
Members costs	100	140
Stock Purchase	66	
<b><i>Total expenditure in year</i></b>	<b><i>3,860</i></b>	<b><i>4,493</i></b>

## Balance Sheet at 31<sup>st</sup> March, 2022

	2021	2022
<b>Current Assets</b>	<b>£</b>	<b>£</b>
Stock	1,763	1,554
Debtors	0	
Bank Current Acc	28,966	39,486
Deposit Acc	2,698	2,678
Cash/ Float/to bank	30	1,351
<b>Total Current Assets</b>	<b>33,457</b>	<b>45,069</b>

### Reserves within Current Assets

Restricted Funds,	5,600
Unrestricted Reserves(subject to reserves policy)	2,334
Designated Funds, to cover foreseen requirements;	2,920
<b>Total Reserve Funds</b>	<b>8,224</b>
<b>Total Non Reserve Funds available</b>	<b>36,845</b>

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**SHEPPEY LOCAL HISTORY  
SOCIETY Charity No. 1160890  
& MINSTER GATEHOUSE  
MUSEUM**

*contact Lena 01795 875111*

## ***PROGRAMME OF MEETINGS 2022-2023***

Meetings held at the

Bethel Hall, Chapel Street, Minster, Sheppey. At 7.45 pm.

<i>Nov 30<sup>th</sup></i>	<u>HISTORY OF SHEERNESS DOCKYARD</u>	<i>Ken Ingleton</i>
<i>Dec 14<sup>th</sup></i>	<u>SOCIAL EVENING CHRISTMAS</u>	<i>Big Fish Band</i>
<i>Jan 25<sup>th</sup></i>	<u>HISTORY OF TRANSPORT ON SHEPPEY</u>	<i>Ken Ingleton</i>
<i>Feb 22<sup>nd</sup></i>	<u>FROM SHEERNESS TIMES_GUARDIAN</u>	<i>Janys Thornton</i>
<i>Mar 29<sup>th</sup></i>	<u>THREE LOST VILLAGES OF SHEPPEY</u>	<i>Chris Read</i>
<i>April 26<sup>th</sup></i>	<u>HOLIDAYS ON SHEPPEY IN YEARS GONE BY</u>	<i>Martin Hawkins</i>
<i>May 24<sup>th</sup></i>	<u>HISTORY OF THE MEDWAY QUEEN</u>	<i>Mark Bathurst</i>
<i>June 28<sup>th</sup></i>	<u>MINSTER ABBEY</u>	<i>Ken Ingleton</i>
<i>Meet at The Gatehouse at 6.30pm (bring a picnic for after)</i>		
<i>July 26<sup>th</sup></i>	<u>THE HISTORY OF QUEENBOROUGH</u>	<i>Jonathan Fryer &amp; Lin Vine</i>
<i>Meet at The Guildhall at 6.30pm</i>		
<i>August</i>	<u>BUS TOUR OF SHEPPEY</u>	
.	<i>Date to be announced please contact Lena 01795875111</i>	
<i>Sept 27<sup>th</sup></i>	<u>THE SHEERNESS LINES.</u>	<i>Dave Brown</i>
<i>Oct 29<sup>th</sup></i>	<u>A G M</u>	