



Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 01	Month 01	Year 2020	Day 31	Month 12	Year 2020
From					To		

Section A Reference and administration details

Charity name Dorset Record Society

Other names charity is known by

Registered charity number (if any) 1165078

Charity's principal address Dorset History Centre

Bridport Road

DORCHESTER

Postcode DT1

1RP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sam Johnston	Chairman		
2	Ann Smith	Secretary		
3	Geoff Smith	Treasurer		
4	Mark Forrest	Editor		
5	Martin Ayres			
6	John Chandler			
7	Graham Hoddinott			
8	Katherine Barker			
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organization
Trustee selection methods (eg. appointed by, elected by)	Elected by the Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the education of the public in the subject of history, and to facilitate historical research by the publication, distribution and interpretation of archival texts, records and study guides relating to the county of Dorset.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees held the fifth AGM remotely by Microsoft Teams on 10th May 2021 due to the continuing COVID 19 restrictions, to discuss Record Society business. The accounts and the minutes of the previous meeting in 2020 were approved. The Minute Book of Weymouth and Melcombe Regis 1625-1660 was published in December 2020. The Thomas Rackett Papers, 1786-1840 are now nearly ready for publication. Further volumes in preparation include Corfe Castle census and associated documents, the Medieval Fraternity of Bridport, the Dorset Lay Subsidy of 1628, Sherborne wills and inventories, The Dorchester Offenders Book 1620s, and Witchcraft in Dorset. We are intending to reprint Puddletown Census and the Love Letters and Poems of William Barnes, both now out of print. These will be in modern hardback format. Whilst lockdown has reduced activity and opportunities to sell our volumes, the Trustees and a small band of supporters have used the time to prepare new texts for publication. We have been offered potential texts of the detached portion of the minutes of the Dorset Standing Committee 1646, a manuscript volume of hymns used by Thomas Hardy's family and the Shaftesbury Abbey cartulary.

The South-West regional meeting of the British Association for Local History has been postponed. If it goes ahead, one of the Trustees and the Secretary will man a bookstall for Dorset Record Society.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit in running the charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Sales have been affected by the closure of Dorset County Museum for major building works and closure or limited access to Dorset History Centre, both of which are important sales outlets. Such sales as have taken place have been through online outlets such as Amazon.

Section E Financial review

Brief statement of the charity's policy on reserves

Sales of books provide income for future publications.
All funds are held in the DRS bank account.
There are no separate reserves but the Treasurer and Trustees have agreed a policy that no more than 50% of available funds may be committed to a new publication and that a minimum balance of £500 pounds will be maintained in the DRS bank account.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) P.A. Smith

Full name(s) Patricia Ann Smith

Position (eg Secretary, Chair, etc) Secretary

Date 30th May 2021

Dorset Record Society

RECEIPTS AND PAYMENTS ACCOUNT - 2020

	£	£		£	£
Opening Balance on 1st January 2020			Printing & publication costs	516.39	
Lloyds Bank	9411.92		Editorial expenses	0.00	
			Secretarial expenses	0.00	
		9411.92	Bank charges	0.00	
			Refunds	0.00	
					516.39
DRS Book Sales	370.21		Balance at 31st December 2020		
Other Sales	0.00				
Grants	0.00		Lloyds Bank	9265.74	
Donations	0.00				
		370.21			9265.74
		9782.13			9782.13

Income and Expenditure: 2020

Income:	370.21
Expenditure	516.39
Contingent Liabilities	0.00
Surplus/Loss:	-146.18

G M Smith
Hon. Treasurer
Date: 5/1/2021