



AGM of ROWLANDS

CASTLE HERITAGE

CENTRE

Thursday 24th November 2022 at 19.00 in the Church on the Green

Trustees Present: Alan Evers AE, Ania Shawcross AS, Alan Drinkwater AD, Rodney Duggua RD, Annabelle Cameron AC

In Attendance: Malcolm Smith MS, Charlie Shawcross CS, Caroline Bird CB, Loraine Moriarty LM, Gordon Charlesworth GC, (Brian Tomkinson BT (Rowlands Castle Historical Society) Fred Smith FS, Tod Sloan TS, plus 3 members of the public.

Apologies: from Prue Amner, Kevin Connell, Chris Stanley, Paul Griffiths, Tim Cowin, David Symonds

Item	Subject	Action
1.	Welcome Alan Evers (AE) welcomed everyone to the AGM. This included five Trustees and other guests.	
	The minutes of the previous meeting on 25th November 2021 were confirmed and signed.	
2.	Election of Officers All officers agreed to carry on in office as follows: AE – Chair; , Ania Shawcross (AS) -Deputy Chair; Prue Amner (PA) -Secretary; Lorraine Moriarty (LM) – Treasurer This was confirmed by a trustee vote.	
3.	Treasurer's Financial Statement and Accounts LM presented the statement of accounts (see addendum) Income has been reduced this year because previous income from displaying the model railway at Stansted has stopped. The Queen's Jubilee was the biggest event, including donations from EDHC. Ongoing costs are insurance and website costs, which are kept to a minimum where possible. Our charity status helps to keep costs down, for example allowing us to use free Google tools. This year we have invested in a "Sum-up" card reader which should be useful in the future to collect donations. LM reported that the change of bank account proved more difficult than anticipated but is finally complete and she thanked the trustees for their patience. The Income & Expenditure Statement and the Interim Treasurer's report were all formally approved by Tony Bird,	

	Chartered Accountant, who was thanked for examining the RCHC accounts. LM also thanked Joan Drinkwater for her patience in the interim as the accounts were changed over.	
4.	<p>Chairman's Report and Business Plan</p> <p>The Chairman noted that it was a good to display the Model Railway at various times during the year in the village. The Business Plan was reviewed earlier in the year in a special trustee meeting with lots of discussion about the future of the Heritage Centre. Many interesting ideas were discussed and developed, including a much closer relationship with the Historical Society. As we rely on donations to keep the Centre going we are hoping to organise various fundraising events over the next year to enable our work to develop. We are looking to develop our activities to include the younger generation, including school visits and developments on the website.</p> <p>AE thanked the Trustees, the Management team and volunteers for their continued support in being part of the team. He thanked LM and Joan Drinkwater, the previous treasurer, for their hard work during the transition to our new charity bank account. He also thanked the website team, particularly Graham Dale , who gives freely of his technical expertise; AS and PA for their continuing advice and support. He thanked those who made it possible to display and maintain the model railway – Malcom, the controller of trains, Annabelle and Jim for storage and Mark of Merrid who transports the railway from store to display. A final thanks went to local businesses, particularly the Hardware store for their kind donations from the calendar this year. AE finished by encouraging volunteers to get involved in any aspects of our work.</p>	
5.	<p>Proposal for relationship with Rowlands Castle Historical Society</p> <p>Charlei Shawcross (CS) presented the proposal, discussed earlier in the year by members of both groups to work more closely together. The groups will remain as separate entities but move towards sharing a common name and logo which will aim to present a unified face and avoid village confusion between the two groups. The programme of talks and the display of the model railway will remain separate; however, the groups will aim to develop research projects together and share content on the website. A member of Historical Society will sit on our management committee and the website group, RCHC members will be invited to contribute talks.</p> <p>Alan Drinkwater (AD) commented that trustees must be careful not to move away from the original aims of the charity or to aim to make a profit. He was concerned that there could be some confusion and challenges in this proposal, particularly regarding the copyright of articles on the website and the archive.</p> <p>Annabelle Cameron (AC) reassured AD that the archives could be recorded and kept separate but that this could be a large, joint</p>	

	<p>future project.</p> <p>Brian Tomkinson (BT) commented that the parallel aims and projects meant that closer working was beneficial to both societies and that the proposal had already been voted for unanimously at the Historical Society.</p> <p>The trustees voted to adopt the proposal by 4 votes, with one abstention.</p> <p>The other attendees voted unanimously for the proposal.</p>	
6.	<p>Reports from the Working Groups: -</p> <p>The Website Group report was presented by Caroline Bird (CB), outlining current projects and ideas for the future. The website group has focused on User Experience and made improvements to the website based on this, including an improved search function and more links between pages. There is now a What's On page for historical activities in the locality and a Children's page. We have applied for Arts Council funding to further improve the Children's activities and run children's workshops, working with local artists. Several research projects have been uploaded including a Bessborough biography and stories from the Census. Future articles are planned on the Queen and Rowlands Castle, along with photos showing the village response to the Ukraine crisis.</p> <p>Safeguarding statement: CB reported that it was necessary for the charity to have a Safeguarding policy adopted in line with Government guidelines to ensure everyone knows how to identify and report a concern or incident. This is particularly important now the charity wants to look at organising Heritage activities for children. The policy and procedure was agreed by the Trustees. This will be shared with all volunteers and uploaded to the website.</p> <p>The Model Railway Group Malcolm Smith (MS) reported that we were able to display the railway twice at the Church on the Green, which proved to be a successful venue. Tod, Fred and Geoff were thanked for servicing the rolling stock. By setting up early we were able to show the railway to a year 6 class from St John's School, which was a great success, and we hope to repeat this with other groups in the coming year. It is hoped that there will be sufficient volunteers to show the model in the village at events and possibly weekends in the near future. MS thanked all volunteers for their help in the past. Volunteers Mike Coomb and Tom Anderson sadly passed away this year, Mike had been particularly successful with fund raising and getting volunteers from Havant Rotary. Other volunteers would be very welcome and there will 14 attendees at the Volunteers' lunch next week. Tod Sloan (TS) commented that moving the railway does have a detrimental effect on it. Some of the scenery needs refreshing as well as upgrades to the track, which will be carried out next time</p>	

	it is up. However, the layout may need some major work eventually and consideration should be made that the working functionality may be limited.	
	Date of next meeting The next AGM of Trustees will take place in November 2023 date tbc. The next Management Group meeting will be on December 6th	
	Meeting was followed by an Open Forum: AD suggested we look at extending the boundaries covered by the Heritage Centre Website to include Chalton. AE reported that we are investigating links with Portsmouth Water Reservoir Visitor Centre, which may offer a chance for (a static) display and premises and possible funding avenues. They also have educational outreach. MS commented that fundraising needs to be the priority before this can be considered. AD reiterated that the museum is an aspiration, which has been included in the Village Development plan. The meeting closed at 20.35	

SignedChairman
Date.....



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Rowlands Castle Heritage Centre

On accounts for the year
ended

30th September 2022

Charity no

1174495

Set out on page

One

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30th September 2022**

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

23rd November 2022

Name:

Anthony Bird

Relevant professional
qualification(s) or body
(if any):

Chartered Accountant

Address:

4 Deerleap Lane, Rowlands Castle, PO9 6FD



ROWLANDS CASTLE HERITAGE CENTRE

Annual Accounts

30 September 2022

Rowlands Castle Heritage Centre Simplified Profit & Loss Account For the year ended 30 September 2022

		£	£
		RCHC	Queen's Jubilee
Income	Queens Jubilee 2022		2,400.00
	Sale of Books/Postcards	5.00	
	Model Railway Donations	160.62	
General Expenses	Model Railway - Church Hall	(100.00)	
	Queens Jubilee 2022		(1,722.66)
Insurance	Renewal	(382.27)	
Website	Development work	(200.00)	
	Software	(364.88)	
	Profit/(Loss)	(881.53)	677.34

Rowlands Castle Heritage Centre Balance Sheet For the year ended 30 September 2022

		2022	2021
Bank accounts	Current account	£2,429	£2,722
	Petty cash	£247	£159
	Jubilee Funds (ring-fenced)	-£677	
Net assets		£1,999	£2,880

Carli

23rd November 2022