

MINUTES

ANNUAL GENERAL MEETING of ROWLANDS CASTLE HERITAGE CENTRE

Thursday 16^h November 2023 at 7.00 pm in Parish Hall

Trustees Present: Alan Evers, Prue Amner, Rodney Duggua, Alan Drinkwater, Kevin Connell, Paul Griffiths, Annabelle Cameron.

Apologies: Ania Shawcross

In attendance: From the Management Group, Lorraine Moriarty, Caroline Bird, Malcolm Smith, Gordon Charlesworth.

Introductions

Alan Evers welcomed all to the meeting and each Trustee introduced themselves.

Minutes of the last meeting:

Minutes were accepted and there were no actions.

Formal Re - election of Officers

The following Trustees were confirmed to continue in these roles:-

Chairperson - Alan Evers

Vice Chairperson - Ania Shawcross

Secretary - Prue Amner

Treasurer - Lorraine Moriarty

Approval of Financial Statement and Accounts

Lorraine Moriarty presented the information and the report is Appendix 1.

[Financial Statement and Examiner's Report will be attached to the email with these minutes].

Chairman's report - progress on Interim Business Plan

Alan Evers presented his report which is Appendix 2.

He gave many thanks to Annabelle Cameron for her kind hosting of the summer event and to Ania Shawcross for organising it. Alan gave further thanks to Model Railway volunteers for their presentation of the model during the event. Many thanks to Driftwood and Tod and Frodie for their entertaining music making. Thanks to the Tim Cowin and Brian Tomkinson of the Historical Society for their conducted tours of the Castle site.

More people were thanked:-

- Paul Marshman for his help with gathering village information for Charlie Shawcross for the new Trails project .
- Graham Dale for his technical support for the Website and Trails project.
- Malcolm Smith, Gordon Charlesworth and Charlie Shawcross for their continued membership of the Management Group.
- Local businesses who are very supportive in many ways especially for raffle prizes.

Proposal for Relationship with Rowlands Castle Historical Society

Alan Evers explained the progress on this matter which has been going well. The Charity Commissioners have been contacted and there are delays with their responses. The target is to

have this all resolved by October 2024 before the AGMs of both organisations when there will be a Trustees meeting to discuss.

Reports from Working Groups

- **Model Railway**

Malcolm Smith presented report see Appendix 3.

There were two displays of the model this year in the Church on the Green one of which was during the Village Fayre which was supported by the Historical Society and Ted Redsull's photographs.

A new flutter flag has been designed to increase visibility of the model at events.

Malcolm reinforced the shelf life of the model and the issue of continued maintenance. He was pleased to add three more volunteers to the group but always needs more.

- **Website and Trails**

Caroline Bird presented the Website report see Appendix 4.

She explained that the team now involves the Historical Society. Graham Dale supports the website development and maintenance with his great technical ability. Caroline thanked Brian Tomkinson for the new oral histories and the redesign of the access to these.

Caroline then described the Trails project Appendix 5.

She explained how they will be accessed via mobile phones and that the trail round the Green will be the first to be tested. She gave thanks to Charlie Shawcross, the project leader, Paul Marshman and the team.

Date of next Trustee meeting November 2024 date TBC

AGM Meeting closed at 19.45.

Open Forum

The Trustees were joined by 17 residents

There were no questions so all enjoyed the refreshments and had an opportunity to talk.

Signed _____

Date_____

ROWLANDS CASTLE HERITAGE CENTRE

Treasurer's Statement

30 September 2023

Rowlands Castle Heritage Centre Profit And Loss Account For the year ended 30 September 2023			2023
			£
Income	Donation	592.88	
	Fundraising Events	3248.01	
	May Day Picnic	122.94	
	Sale of Books/Postcards	4.00	
	Village Fair	59.72	
			4027.55
Fundraising Events	Deerleap	-602.46	
	RCA Community Activity Event	-5.00	
General Expenses	Hall Hire	-200.00	
	Other Expenses	-229.20	
	Printing/photocopying	-172.00	
	Write backs	-400.00	
Insurance	Renewal	-398.87	
Model Railway	Expenditure	-320.48	
Website	Other	-21.00	
	Software	-232.63	
			-2581.64
Net surplus			1445.91

RCHC Funds

The Barclays bank account is now fully operational and dual authorisation is in place.

There has been a significant increase in the RCHC funds this year, with the bank account and petty cash balance as at 30th September 2023 being £4,122 (Bank £4,045.45 and Petty Cash £76.69) up from a total of £2,676 at 30th September 2022.

Income

Early in 2023 we applied for and received a donation from the Rowlands Castle Association for the Heritage Trails software.

In September, the Deerleap event raised £3,248.01 and incurred costs of £602.46 resulting in a net profit of £2,645.55. This was thanks to the generosity of the Cameron family, the organising committee for planning a very successful and enjoyable event, plus numerous volunteers on the day. These funds provide financial security for the running of the website and the display and maintenance of the model railway for the next few years.

During the year, closer working with the Historical Society has benefitted both organisations and the Historical Society made a donation to the RCHC of £365, for which we are very grateful, and they have pledged more for the coming year.

Outgoings

The RCHC were required to repay to EHDC £400 in unused grant funding. There were the usual costs for insurance and software plus hall hire and some repair costs for the model railway.

We invested in the design of a new logo, some sturdier new posters and a feather banner for the model railway.

Next Financial Year

Insurance and software costs are likely to rise by approximately 10-15% due to inflation. The biggest unknown cost is for the model railway maintenance but we start the next financial year in a comfortable position.

Treasurer



Lorraine Moriarty

12/11/2023

Independent examiner's confirmation below.

Rowlands Castle Heritage Centre		2023	2023	2022	2022
Profit And Loss Account		£	£	£	£
For the year ended 30 September 2023					
Income	Donation	592.88		160.62	
	Queens Jubilee 2022	0.00		2,400.00	
	Fundraising Events	3,248.01		0.00	
	May Day Picnic	122.94		0.00	
	Sale of Books/Postcards	4.00		5.00	
	Village Fair	59.72		0.00	
			4,027.55		2,565.62
Fundraising Events	Deerleap	(602.46)		0.00	
	RCA Community Activity Event	(5.00)		0.00	
	Queens Jubilee 2022			(1,722.66)	
General Expenses	Hall Hire	(200.00)		(100.00)	
	Other Expenses	(229.20)		0.00	
	Printing/photocopying	(172.00)		0.00	
	Write backs	(400.00)		0.00	
Insurance	Renewal	(398.87)		(382.27)	
Model Railway	Expenditure	(320.48)		0.00	
Website	Other	(21.00)		(200.00)	
	Software	(232.63)		(364.88)	
			(2,581.64)		(2,769.81)
Net surplus			1,445.91		(204.19)

Rowlands Castle Heritage Centre		2023	2023	2022	2022
Balance Sheet		£	£	£	£
As at 30 September 2023					
Bank accounts	Current account	4,045		2,429	
	Petty cash	77		247	
			4,122		2,676
Net assets			4,122		2,676
Beneficiaries	Capital account	1,872		1,872	
	Income account B/F	804		1,008	
	Net surplus/(loss) in year	1,446		(204)	
			4,122		2,676
Total funds			4,122		2,676

Independent examiner's report on the accounts

I report to the trustees on my examination of the accounts for the year ended 30th September, 2023.

Having completed my examination, I can confirm that no matters have come to my attention and that the Profit and Loss Account and Balance Sheet are an accurate reflection of the Charity's transactions for the year.



Anthony Bird ACA
13th November 2023