

## Woburn Heritage Centre CIO

### Minutes of the Annual General Meeting for the year ending December 2023

**Held on 16 February 2024 at 1 Leighton Street, Woburn**

1. Present: Gill Green, Ann Ledger (chairing and taking minutes), Gala Hunter-Brown, Jana Veyres, Jill Brace, Linda Thornett, Rasa Nyderiene  
Apologies for absence: Diana Kesterton  
In attendance: Emma Calver (Museum Development Officer), Helen O'Hara (Accreditation Mentor), Terry Thatcher (prospective trustee - treasurer) Debra Barker (prospective trustee)
2. Minutes of the previous AGM for the year ending December 2022 were signed by the chairman, Gill Green, as a true record of the meeting.  
2.1 Matters arising – there were none
3. Chairman's Annual Report for year ending 2023  
Gill reported that 2023 had been a successful year for the Heritage Centre in terms of visitor numbers, but overseas visitor numbers were still down.  
The acquisition of a Georgian dolls house resulted in an increase of visitor numbers and Woburn Lower School made several visits to see it.  
The 2023 volunteer rota adequately covered the change of opening hours - Wednesdays, Thursdays, Fridays, Saturdays and Sundays.  
Open Gardens weekend in June was well attended and brought in revenue in the region of well over £2000.  
Ann Haynes, a WHC volunteer, continues to make handicrafts for sale on the market stall and the stall is very successful.  
A volunteer lunch was hosted in February 2023 and a group visit was organised to the Higgins Museum in Bedford.  
During the year maintenance had been carried out on the C18 Vulliamy clock in the Heritage Centre tower, a valued landmark in Woburn, and the Parish Council have agreed to pay the cost of the works.  
For the 2023 Heritage Open Days event an exhibition was mounted to display the works of local artists and remained on view until the end of the season.
4. Approval of Income and Expenditure Accounts for the year ending 2023  
The accounts were approved
5. Appointment of Independent Examiner for the Accounts for year ending 2024  
It was agreed that Gill and Terry will liaise over this matter.

6. Continuation of Paul Buchanan as a trustee

Paul had voluntarily agreed to step down.

7. Re-appointment of Gala Hunter-Brown for a second term (3 years)

Gala formally agreed to continue as trustee for a second term.

7.1 Rasa Nyderiene – Rasa formally notified Gill that she wished to stand down as a trustee but would continue as a volunteer at the Heritage Centre. Rasa was thanked for her valued contribution to the work of the committee and presented with a token of appreciation.

8. Appointment of new trustees

The formal appointment of Terry Thatcher (Treasurer) and Debra Barker as trustees was agreed. The WHC CIO now has a full complement of nine trustees.

8.1 Terry said that his role as Treasurer would not involve the day to day running of the Heritage Centre, this would still remain with Gill, and he would deal with banking matters including online banking transactions. He would prepare annual Income and Expenditure Accounts and interim Receipts and Payments Accounts for committee meetings throughout the year.

9. Approval of amended Forward Plan 2022-2027

Helen gave a brief résumé of the amendments and the Forward Plan was approved.

10. Any other business

There was none

11. Date of the AGM for the year ending December 2024 – 7 February 2025

**Income & Expenditure Accounts**  
**WOBURN HERITAGE CENTRE CIO**  
**For the year ending 31 December 2023**

**INCOME**

|  |         |
|--|---------|
| Visitors' donations at Heritage Centre | 587.00  |
| Sales at Heritage Centre               | 918.00  |
| Donation from will of Simone Bailey    | 250.00  |
| Market Stall & Christmas Fair Sales    | 2268.00 |
| Open Gardens Weekend                   | 2225.00 |
| Parish Council Grants                  | 1143.00 |
| Ann Ledger's guided walks              | 95.00   |

|                            |                       |
|----------------------------|-----------------------|
| <b><u>Total Income</u></b> | <b><u>7486.00</u></b> |
|----------------------------|-----------------------|

**EXPENDITURE**

|  |         |
|--|---------|
| Insurance                                  | 4649.88 |
| Electricity                                | 1379.30 |
| Maintenance                                | 210.00  |
| Liquid Design (new sign board)             | 193.00  |
| Clock repair                               | 1010.00 |
| Corinthian Stone (new dehumidifier outlet) | 630.00  |
| Fire check                                 | 272.40  |
| Electricity check                          | 372.00  |
| Museum expenses                            | 97.09   |

|                                 |                       |
|---------------------------------|-----------------------|
| <b><u>Total Expenditure</u></b> | <b><u>8813.67</u></b> |
|---------------------------------|-----------------------|

|                                 |         |
|---------------------------------|---------|
| Transfer to new Savings Account | 6000.00 |
|---------------------------------|---------|

|                  |         |
|------------------|---------|
| Deficit for 2023 | 1327.67 |
|------------------|---------|

|   |          |
|---|----------|
| Opening bank balance at 01 January 2023 | 20271.45 |
|---|----------|

|                                       |          |
|---------------------------------------|----------|
| Closing bank balance 31 December 2023 | 12946.67 |
|---------------------------------------|----------|

Hon Treasurer.....

I certify that these accounts are correct according to the information and explanations provided

Examiner.....

Date.....19.01.2024