

HISTORIC SWALE CIO

England & Wales · Charity number 1177323

Details

Other names	HISTORIC SWALE, HS
Status	Registered
Legal form	CIO
Registered	2018-02-26
Register	View on the Charity Commission register

Contact

Address	Top Floor 106-110 High Street Rainham Gillingham Kent ME8 8AR
Phone	07778 793079
Email	chair@historicswale.org.uk
Website	www.historicswale.org.uk

Activities

Objects: THE PROMOTION OF THE EFFICIENCY AND EFFECTIVE USE OF CHARITABLE RESOURCES OF MUSEUMS, ARCHIVES, THE ARTS AND HERITAGE ORGANISATIONS IN THE SWALE AREA OF KENT WHOSE COLLECTIONS ARE OPEN TO THE PUBLIC AND ARE OPERATED ON A NOT-FOR-PROFIT BASIS WITH THE AIM OF ADVANCING EDUCATION, THE ARTS AND LOCAL HERITAGE FOR THE BENEFIT OF THE PUBLIC BY:A) PROMOTING THE HIGHEST PROFESSIONAL STANDARDS OF WORK AND PUBLIC SERVICE OF SUCH ORGANISATIONS;B) ENCOURAGING PUBLIC EDUCATION THROUGH THE PROMOTION AND MAINTENANCE OF, AND ACCESS TO HIGH QUALITY MUSEUMS, ARTS AND HERITAGE ORGANISATIONS;C) SUPPORTING THE EDUCATION, TRAINING AND DEVELOPMENT OF THE STAFF AND VOLUNTEERS OF SUCH ORGANISATIONS AND DELIVERING OTHER SERVICES TO SUPPORT THE CHARITABLE WORK OF SUCH ORGANISATIONS;D) ACTIVELY SEEKING PARTNERSHIP OPPORTUNITIES WITH HERITAGE GROUPS WITH SIMILAR INTERESTS;E) ACTING AS A REPRESENTATIVE TO OTHER BODIES; ANDF) TO FURTHER SUCH OTHER PURPOSES WHICH MAY BE CHARITABLE ACCORDING TO THE LAW OF ENGLAND AND WALES AS THE TRUSTEES SEE FIT FROM TIME TO TIME

Activities: Historic Swale is an umbrella charity which supports member attractions and organisations in the 3 areas which make up the Swale district to collectively showcase the diverse and fascinating heritage which the Borough offers.

Classification

- **How:** Makes Grants To Organisations, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Other Charities Or Voluntary Bodies

Geography

- Kent
- Medway

Finances

Period end	Income	Expenditure	Assets	Employees
2024-11-30	£520	£180	-	-
2023-11-30	£35	£180	-	-
2022-11-30	£0	£180	-	-
2021-11-30	£75	£1,454	-	-
2020-09-30	£4,153	£285	-	-

Trustees

Name	Role	Appointed
Richard EMMETT	Chair	2019-10-01
ALLEN WHITNELL		2020-10-05
Fiona Palmer		2025-02-17
Joanna Bascombe		2026-02-10
RICHARD EDWARD EMMETT		2018-07-17
SARAH STEPHEN		2024-02-26
Susan Lowery		2024-11-04

HISTORIC SWALE CIO

England & Wales - Charity number 1177323

Accounts



HISTORIC SWALE

**FAVERSHAM - ISLE OF SHEPPEY - SITTINGBOURNE
MUSEUMS & HERITAGE GROUPS**

Registered Charity No: 1177323

Annual General Meeting Report

for

Historic Swale CIO 1177323

Reporting period

1st December 2023 to 30th November 2024

Prepared by

Richard Emmett MSc, GCGI, PGDip-arch

Chair of Trustees

Dated on 17th February 2025

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1. Governance

1.1. Trustees & Administration

Richard Emmett - Chair - Historical Research Group of Sittingbourne (HRGS)
Liz Fuller - Sittingbourne & Kemsley Light Railway
Allen Whitnell – Webmaster – Sittingbourne Heritage Museum
Sarah Stephen – Trustee – Swale Media and Arts Centre
Susan Lowery – Trustee – Blue Town Heritage Centre and Criterion Music Hall

Martin Goodhew (Non Trustee) – Social Media (Faversham Council)
Enya Williams – (Non Trustee) - Administrator (HRGS)
Theresa Emmett - (Non-Trustee) – Mentor to Administrator (HRGS)

1.2. Voting Members and Management Committee

List of all members:

1. Big Fish – Sheppey Promenade
2. Blue Town Heritage Centre and Criterion Music Hall
3. Chart Gunpowder Mills
4. Dolphin Barge Museum
5. Eastchurch Aviation Museum
6. Faversham Charters
7. Fleur de Lis Museum / Faversham Society
8. Historical Research Group Sittingbourne
9. Kent Police Museum
10. Maison Dieu
11. Milton Regis Court Hall, Friends of
12. Minster Abbey Gatehouse Museum
13. Murston All Saints Trust
14. Queenborough Guildhall Museum
15. Raybel Charters Community Interest Company
16. Rose Street Cottage of Curiosities
17. Sittingbourne & Kemsley Light Railway
18. Sittingbourne Heritage Museum
19. Sittingbourne Society
20. Swale Media and Arts

Registered address: Heritage Hub, The Forum, Sittingbourne, Kent ME10 3DL.

1.3. Review of Corporate Governance and Controls

On file exist:

Historic Swale Membership Form
Historic Swale Aims Poster
Historic Swale Privacy Statement
Historic Swale Complaints Policy
Data collection form

2. Public Benefit Statement, Aims and Objectives

The Trustees of Historic Swale will present the annual report and accounts for the year ended 30th November 2024 at their Annual General Meeting ("AGM") held on 17th February 2025 held at Swale Media and Arts Centre, 34 High Street, Sittingbourne, ME10 4PB and confirm they comply with the requirements of the various Charity Acts.

Historic Swale operates under a Constitution of a Charitable Incorporated Organisation (CIO) with voting members, other than its charity trustees using an Association Model Constitution approved and registered by the Charity Commissioners for England and Wales on 26th Feb 2018 which included the regulations for appointment of trustees.

2.1 Aims and Objectives for 2024

2.1.1. Historic Swale aims are: The promotion of the efficiency and effective use of charitable resources of museums, archives, the arts and heritage organisations in the Swale area of Kent whose collections are open to the public and are operated on a not-for-profit basis with the aim of advancing education, the arts and local heritage for the benefit of the public by: a) promoting the highest professional standards of work and public service of such organisations; b) encouraging public education through the promotion and maintenance of, and access to high quality museums, arts and heritage organisations; c) supporting the education, training and development of the staff and volunteers of such organisations and delivering other services to support the charitable work of such organisations; d) actively seeking partnership opportunities with heritage groups with similar interests; e) acting as a representative to other bodies; and f) to further such other purposes which may be charitable according to the law of England and Wales as the trustees see fit from time to time.

2.1.2. Objectives for 2023-2024:

As it was decided at the last AGM (held 26th February 2024) that there was still a need for the group to exist and represent the interests of the membership and a number of scenarios were discussed at length.

The following resolution was adopted –

- a. The current board of trustees should remain in post, subject to retraction of resignations and re-election.
 - i Chair – Richard Emmett
 - ii Vice Chair – Harold Goodwin - stood down 23.8.2024
 - iii Trustee – Liz Fuller
 - iv Trustee – Allen Whitnell
 - v Trustee – Sarah Stephen
 - vi Membership – Paul David (Non-Trustee) – stood down 9.5.2024
 - vii Martin Goodhew – Social Media (Non-Trustee) (Faversham Council)
 - viii Admin Support – Theresa Emmett (Non-Trustee)

- b. All of the above named were unanimously re-elected to serve for the next year.
- c. Membership fees should be requested from the membership for Oct 2023- Sept 2024 and would be at £30 (thirty pounds).

2.2. Suggested objectives for 2023-2024

In line with the above, these objectives were set:

- a. Obtain funding for a Development Co-ordinator to support and expand the networking and training opportunities.
- b. Formalise job descriptions for governance roles
- c. Maintain regular meetings for the trustees and membership
- d. Maintain and develop a website promoting the various members
- e. Find networking opportunities
- f. Review the submission of data returns
- g. Increase membership – aim one new member each year
- h. To provide a heritage conference open to the public in November 2025
- i. Promote Historic Swale
- j. Develop a Swale wide 'Heritage Trail' passport
- k. Hold a Historic Swale Forum
- l. Become self-sustainable

3. The AGM and Agenda

The holding of an Annual General Meeting (AGM) is a legal requirement at which a board of trustees is elected. It is an opportunity for members to ask questions about the direction the organisation will take in the future. Copies of the Annual Report and Accounts is available in section 5 and can be discussed at the AGM meeting and will be published on the Charity Commission's Website.

The constitution states that a quorum for general meetings shall be the greater of 5% or three members. Every member has one vote.

3.1. The Agenda (for 17th February 2025):

1. Welcome and Apologies
2. Acceptance of Previous Minutes
3. Coast in Mind Project - Museum of London Archaeology
4. Swale Trail
5. The Annual Reports and Accounts
6. Election of Trustees
7. Admin support
8. Historic Swale Membership Fees
9. Any other business
10. Close of the meeting

4. Chairman's Annual Report



Welcome to the sixth Annual General Meeting of Historic Swale; this report covers the 12-month period of Historic Swale activities, since its last AGM held in February 2024.

Firstly, thanks to our Vice-Chair Harold Goodwin who stood down in August 2024, and also to Paul David our Membership Secretary, who stood down in May 2024. Both had supported the group from inception, and their support is appreciated and will be missed.

As discussed at the AGM in February 2024 the administration is seen as an additional task on top of those of organising our own groups. In May 2024 Enya Williams agreed to be a self-employed administrator for the group and during this last year Theresa Emmett has been mentoring Enya to fully take over the position. Additionally she is willing to seek funding and has been identifying funding streams, guided by Richard Emmett.

Historic Swale has been proactive in promoting Swale in various ways. As part of the Open Faversham event (17th – 25th August 2024) on Thursday 22nd at the Guildhall, Market Place, Faversham, speakers organised by Historic Swale compared by Richard Emmett, presented a variety of talks entitled 'Boats, Trains and Planes' which featured the fascinating aspects of transport and industrial heritage from across the borough.

On 17th October 2024 Swale Borough Council valued Historic Swale when Jonathan Fry, Jonathan Carey and myself represented the three Swale areas and attended a Selection Panel which formed part of the Local Heritage List Selection. This formed part of the Local Plan Panel and the report to SBC Cabinet. Its intention is to finalise and confirm the contents of the Local Heritage List for adoption by the Local Authority. The process is in line with best practice/guidance published by Historic England and will afford protection to a range of non-designated heritage buildings and structures within the Borough.

<https://services.swale.gov.uk/meetings/ieListDocuments.aspx?CId=353&MId=4154&Ver=4>

I remain convinced, as do my fellow trustees, there is great value in there being a networking group within the borough of Swale to support local heritage. Historic Swale CIO has the capacity to speak with one voice in the provision of a heritage focus to the community and proclaiming the role its membership plays in the bolstering of the local visitor economy.

4.1. Our Objectives - reviewed:

Objectives were set for 2023/2024, and below are the summarised achievements:

1. (ref 4) Maintained a website promoting the various members
2. (ref 9) HRGS has continued to host and maintain the touchscreen dedicated to the Historic Swale project in the Heritage Hub in Sittingbourne.
3. (ref 7) Increase membership – Big Fish and Faversham Charters joined the group.
4. (ref 9) Promote Historic Swale – via Historic Swale Facebook page, the 360 degree clips, a HRGS Calendar for 2025, which promotes Historic Swale website on its back page. Plus Enya has created a Historic Swale prospectus for new members. Additionally the Boats, Trains and Planes evening presentation at the Open Faversham event in August would have helped promote Historic Swale.
5. (ref 10) Develop a Swale wide 'Heritage Trail' passport – Liz Foster has drafted a Sheppey and Swale Trail to help Historic Swale achieve this. (A test Version was posted out to key members to start reviewing content just before December 2024).
6. Richard and Theresa Emmett fulfilled the Secretary and Treasurer rolls, including submitting the Historic Swale Charity Commission returns – 29/9/2024.
7. (ref 3) Meetings maintained quarterly for Trustees (28/5/2024; 20/8/2024; 28/10/2024) and members (28/5/2024; 22/8/2024; 4/11/2024)
8. (Ref 12) Enya Williams is being mentored to identify and make applications for funding for the group.

4.2. Summary

The Trustees have unanimously agreed that there was still a need for the Historic Swale networking group, which can speak with a collaborative voice and share training and good practices.

5. Financial Report

Accounts presented by Richard Emmett

<u>Historic Swale Accounts Year Ending 30/11/2024</u>					
<u>Receipts</u>	difference on last year	£ .p	<u>Payments</u>	difference on last year	£ .p
Donations		£ 10.00	Bank Charges		£ -
Events		£ -	Courses, Trips, Lectures		£ -
Fund raising/ Interest		£ -	Equipment		£ -
Sponsorship		£ -	Insurance		£ -
Membership		£ 510.00	Postage		£ -
			Printing & Stationery		£ -
			Subscriptions		£ -
			Sundry		£ -
			Travel		£ -
			Website maintenance		£ 180.00
Total		£ 520.00	Total		£ 180.00
<hr/>					
<u>Summary</u>		£ p	<u>Account Balances at:</u>	20/08/2024	£ p
Balance from previous years		449.72			
Receipts less Payments for 2023/2024		340.00	Current Account (subject to Cheques being cleared)		3,073.44
Balance (excluding specific funds) to date		789.72			
Ring fenced balances to date		2,283.72			
Grand Total		£ 3,073.44	Grand Total		£ 3,073.44

Total Monies – total £3073.44

Our funds are made up of two stands – ‘members monies’ which totals £789.72 and ‘ring fenced monies’, which is for specific functions which totals £2283.72.

Ring Fenced Monies – total £2283.72

£83.72 remaining monies from Swale Museum Group

£2,200.00 remaining monies from lottery Start Up grant

Costs have been minimal as meetings have been via zoom, courtesy of the Historical Research Group of Sittingbourne (HRGS), which has meant no room hire costs. The only outgoing were £180.00 a year for the maintenance of the Historic Swale website. £10.00 of additional income from donations from Raybel. Plus 17 lots of membership fees at £30, so a total of £510. Three membership fees we have presumed we will not be receiving.

6. Membership Secretary’s Report

Paul David was appointed as Membership Secretary in September 2020. No subscriptions were collected in 2022-2023, despite the resolution in 2023 (normal membership fee £30 per organisation). This was due to both Paul David’s own personal circumstances and Richard and Theresa Emmett not being able to dedicate time to take this role on as well due to needing to provide family support and a subsequent family bereavement. It was agreed this money should still be collected.

Currently Historic Swale has the following members: paid up

1. Big Fish, Sheppey Promenade
2. Blue Town Heritage Centre and Criterion Music Hall
- ~~3. Chart Gunpowder Mills~~
4. Dolphin Barge Museum
5. Eastchurch Aviation Museum
6. Faversham Charters
7. Fleur de Lis Museum / Faversham Society
8. Historical Research Group Sittingbourne
9. Kent Police Museum
- ~~10. Maison Dieu~~
11. Milton Regis Court Hall, Friends of
12. Minster Abbey Gatehouse Museum
13. Murston All Saints Trust
14. Queenborough Guildhall Museum
15. Raybel Charters Community Interest Company
16. Rose Street Cottage of Curiosities
17. Sittingbourne & Kemsley Light Railway
18. Sittingbourne Heritage Museum
19. Sittingbourne Society
- ~~20. Swale Media & Arts Centre~~

7. Fundraising

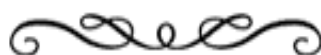
Richard Emmett is mentoring Enya Williams. Fundraising targets have been identified (Queenborough Fisheries and Rochester Bridge Trust) and will be completed as soon as practicable.

8. The Future and objectives for 2025

The future of the Historic Swale CIO will be debated during the 2025 AGM, and the following objectives were proposed and confirmed at the meeting:

8.1. Objectives for 2025

1. Obtain funding for a Development Co-ordinator to support and expand the networking and training opportunities
2. Formalise job descriptions for governance roles
3. Maintain regular meetings for the trustees and membership
4. Maintain and develop a website promoting the various members
5. Find networking opportunities
- ~~6. Review the submission of data returns~~
7. Increase membership – aim one new member each year
- ~~8. To provide a heritage conference open to the public in November 2026~~
9. Promote Historic Swale
10. Develop a Swale wide 'Heritage Trail' passport
- ~~11. Hold a Historic Swale Forum~~
12. Become self-sustainable



HISTORIC SWALE CIO

England & Wales - Charity number 1177323

Accounts



HISTORIC SWALE

**FAVERSHAM - ISLE OF SHEPPEY - SITTINGBOURNE
MUSEUMS & HERITAGE GROUPS**

Registered Charity No: 1177323

Annual General Meeting Report

for

Historic Swale CIO 1177323

Reporting period

1st December 2022 to 30th November 2023

Prepared by

Richard Emmett MSc, GCGI, PGDip-arch

Chair of Trustees

Dated on 26th February 2024

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8. The Future and objectives for 2024	9

1. Governance

1.1. Trustees & Administration

Richard Emmett - Chair - Historical Research Group of Sittingbourne (HRGS)
Harold Goodwin - Vice-Chair - Faversham Society
Ken Ingleton - Treasurer – Sheppey Minster Gatehouse – deceased 11th July 2023
Liz Fuller - Sittingbourne & Kemsley Light Railway
Allen Whitnell – Webmaster – Sittingbourne Heritage Museum

Paul David - (Non-Trustee) Membership – Friends of Milton Regis Court Hall
Theresa Emmett - (Non-Trustee) – Temporary Administrator (HRGS)

1.2. Voting Members and Management Committee

List of all members:

1. Blue Town Heritage Centre and Criterion Music Hall
2. Chart Gunpowder Mills
3. Dolphin Barge Museum
4. Eastchurch Aviation Museum
5. Fleur de Lis Museum / Faversham Society
6. Historical Research Group Sittingbourne
7. Kent Police Museum
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9. Milton Regis Court Hall, Friends of
10. Minster Abbey Gatehouse Museum
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13. Raybel Charters Community Interest Company
14. Rose Street Cottage of Curiosities
15. Sittingbourne & Kemsley Light Railway
16. Sittingbourne Heritage Museum
17. Sittingbourne Society

Registered address: Heritage Hub, The Forum, Sittingbourne, Kent ME10 3DL.

1.3. Review of Corporate Governance and Controls

On file exist:

Historic Swale Membership Form
Historic Swale Aims Poster
Historic Swale Privacy Statement
Historic Swale Complaints Policy
Data collection form

2. Public Benefit Statement, Aims and Objectives

The Trustees of Historic Swale will present the annual report and accounts for the year ended 30th November 2023 at their Annual General Meeting ("AGM") held on 26th February 2024 held at Swale House and available via Zoom, and confirm they comply with the requirements of the various Charity Acts.

Historic Swale operates under a Constitution of a Charitable Incorporated Organisation (CIO) with voting members, other than its charity trustees using an Association Model Constitution approved and registered by the Charity Commissioners for England and Wales on 26th Feb 2018 which included the regulations for appointment of trustees.

2.1 Aims and Objectives for 2023

2.1.1. Historic Swale aims are: The promotion of the efficiency and effective use of charitable resources of museums, archives, the arts and heritage organisations in the Swale area of Kent whose collections are open to the public and are operated on a not-for-profit basis with the aim of advancing education, the arts and local heritage for the benefit of the public by: a) promoting the highest professional standards of work and public service of such organisations; b) encouraging public education through the promotion and maintenance of, and access to high quality museums, arts and heritage organisations; c) supporting the education, training and development of the staff and volunteers of such organisations and delivering other services to support the charitable work of such organisations; d) actively seeking partnership opportunities with heritage groups with similar interests; e) acting as a representative to other bodies; and f) to further such other purposes which may be charitable according to the law of England and Wales as the trustees see fit from time to time.

2.1.2. Objectives for 2022-2023:

As it was decided at the last AGM (held 16th February 2023) that there was still a need for the group to exist and represent the interests of the membership and a number of scenarios were discussed at length.

The following resolution was adopted –

- a. The current board of trustees should remain in post, subject to retraction of resignations and re-election.
 - i Chair – Richard Emmett
 - ii Vice Chair – Harold Goodwin
 - iii Treasurer – Ken Ingleton
 - iv Trustee – Liz Fuller
 - v Trustee – Allen Whitnell
 - vi Membership – Paul David (Non-Trustee)
 - vii Temporary Administrator – Theresa Emmett (Non-Trustee)

- b. All of the above named were unanimously re-elected to serve for the next year.
- c. Membership fees should be requested from the membership for Oct 2022- Sept 2023 and would increase to £30 (thirty pounds).

2.2. Suggested objectives for 2022-2023

In line with the above, these objectives were set:

- a. Obtain funding for a Development Co-ordinator to support and expand the networking and training opportunities
- b. Formalise job descriptions for governance roles
- c. Maintain regular meetings for the trustees and membership
- d. Maintain and develop a website promoting the various members
- e. Find networking opportunities
- f. Review the submission of data returns
- g. Increase membership – aim one new member each year
- h. To provide a heritage conference open to the public in November 2024
- i. Promote Historic Swale
- j. Develop a Swale wide 'Heritage Trail' passport
- k. Hold a Historic Swale Forum
- l. Become self-sustainable

3. The AGM and Agenda

The holding of an Annual General Meeting (AGM) is a legal requirement at which a board of trustees is elected. It is an opportunity for members to ask questions about the direction the organisation will take in the future. Copies of the Annual Report and Accounts is available in section 5 and can be discussed at the AGM meeting and will be published on the Charity Commission's Website.

The constitution states that a quorum for general meetings shall be the greater of 5% or three members. Every member has one vote.

3.1. The Agenda (for 26th February 2024):

- 3.1.1.** Welcome and Apologies
- 3.1.2.** Acceptance of Previous Minutes
- 3.1.3.** The Annual Reports and Accounts
- 3.1.4.** The future for Historic Swale
- 3.1.5.** Election of Trustees
- 3.1.6.** Admin support
- 3.1.7.** Historic Swale Membership Fees
- 3.1.8.** Constitution clarification of Trustee period of 'term' of office
- 3.1.9.** Any other business
- 3.1.10.** Close of the meeting

4. Chairman's Annual Report



Welcome to the fifth Annual General Meeting of Historic Swale; this report covers the 12-month period of Historic Swale activities, since its last AGM held in February 2023.

Firstly, it is with great sadness that I note the passing of Ken Ingleton, a well-respected Swale Borough Councillor, and twice former Mayor of Swale. Ken was a founding trustee of Historic Swale CIO, who additionally gave much of his time to other local voluntary organisations. He was certainly a fountain of knowledge on all matters local and was of immense help to us over the years.

Our condolences go to Ken's family. We were indeed fortunate to have had him as a member of our team.

I am acutely aware that there is seemingly never enough time in the day to administrate our own groups to keep them active for the benefit of the community. Especially since many of the membership constituents of Historic Swale are predominantly volunteer led and run.

Despite the resolution passed at the 2023 AGM that Historic Swale be more active during the year, Historic Swale CIO has had another 'dormant' year. Likewise despite the February 2023 AGM agreeing to increase membership fees and a unanimous vote due to personal circumstances of various members of the board, no fees were requested or collected.

I can however, report on the following. As discussed at the AGM in 2023 the administration is seen as an additional task on top of those of us organising our own groups. The Trustees recognise that if we wish to continue, then additional funding streams should be identified in order that the group can recruit a suitable self-employed candidate to take on the role of 'Development Co-ordinator'. However, the funding stream previously identified, Colyer-Ferguson, did not materialise.

You will recall that the trustees suggestion of a suitable candidate for the position of Development Co-ordinator, would be Martin Goodhew. Martin was approached and although he is now working part-time for Faversham Town Council, he is willing to assist Historic Swale in a voluntary part-time capacity.

I remain convinced, as do my fellow trustees, there is great value in there being a networking group within the borough of Swale. Historic Swale CIO has the capacity to speak with one voice in the provision of a heritage focus to the community and proclaiming the role its membership plays in the bolstering of the local visitor economy. It would be a great shame if all of the hard work of the Swale Museums Group and Historic Swale CIO were to be allowed to fail.

4.1. Our Objectives - reviewed:

Objectives were set for 2022/2023, and below are the summarised achievements:

1. Maintained a website promoting the various members
2. HRGS has continued to host and maintain the touchscreen dedicated to the Historic Swale project in the Heritage Hub in Sittingbourne.
3. Increase membership – Swale Media and Arts wishing to join the group
4. Promote Historic Swale – via Historic Swale Facebook page, the 360 degree clips, The Swale Migration Book and a HRGS Calendar for 2024, which shows all the members on its back page.
5. Develop a Swale wide 'Heritage Trail' passport – Richard had been in discussions with Liz Foster to help Historic Swale achieve this. (Theresa showed the example that HRGS had been working on for a Sittingbourne trail from December 2023, which was about to be launched this March).
6. Richard and Theresa Emmett fulfilled the Secretary and Treasurer rolls, including submitting the Historic Swale Charity Commission returns – 19/9/2023.
7. Trustees communicated via email on 24th January 2023 to discuss Historic Swale's future.

4.2. Summary

The Trustees have unanimously agreed that there was still a need for the Historic Swale networking group, which can speak with a collaborative voice and share training and good practices.

5. Financial Report

Accounts presented by Richard Emmett

<u>Historic Swale Accounts Year Ending 30/9/2023</u>					
<u>Receipts</u>	difference on last year	£ .p	<u>Payments</u>	difference on last year	£ .p
Donations		£ 35.00	Bank Charges		£ -
Events		£ -	Courses, Trips, Lectures		£ -
Fund raising/ Interest		£ -	Equipment		£ -
Sponsorship		£ -	Insurance		£ -
Membership		£ -	Postage		£ -
			Printing & Stationery		£ -
			Subscriptions		£ -
			Sundry		£ -
			Travel		£ -
			Website maintenance		£ 180.00
Total		£ 35.00	Total		£ 180.00
Summary			Account Balances at:		
		£ p	30/11/2023		£ p
Balance from previous years		594.72	Current Account (subject to Cheques being cleared)		2,733.44
Receipts less Payments for 2022/2023		-145.00			
Balance (excluding specific funds) to date		449.72			
Ring fenced balances to date		2,283.72			
Grand Total		£ 2,733.44	Grand Total		£ 2,733.44

Total Monies – total £2733.44

Our funds are made up of two stands – ‘members monies’ which totals £492.72 and ‘ring fenced monies’, which is for specific functions which totals £2283.72.

Ring Fenced Monies – total £2283.72

£83.72 remaining monies from Swale Museum Group

£2,200.00 remaining monies from lottery Start Up grant

Costs have been minimal as meetings have been via zoom, courtesy of the Historical Research Group of Sittingbourne (HRGS), which has meant no room hire costs. The only outgoing were £180.00 for the annual maintenance of the Historic Swale website. £35.00 of additional income from donations from those who declined a refund for the cancelled conference from 2020.

6. Membership Secretary’s Report

Paul David was appointed as Membership Secretary in September 2020. No subscriptions were collected in 2022-2023, despite the resolution in 2023 (normal membership fee £30 per organisation). This was due to both Paul David’s own personal circumstances and Richard and Theresa Emmett not being able to dedicate time to take this role on as well due to needing to provide family support and a subsequent family bereavement. It was agreed this money should still be collected.

Currently Historic Swale has the following members: paid up as at end of October 2021

1. Blue Town Heritage Centre and Criterion Music Hall
2. Chart Gunpowder Mills
3. Dolphin Barge Museum
4. Eastchurch Aviation Museum
5. Fleur de Lis Museum / Faversham Society
6. Historical Research Group Sittingbourne
7. Kent Police Museum
8. Maison Dieu
9. Milton Regis Court Hall, Friends of
10. Minster Abbey Gatehouse Museum
11. Murston All Saints Trust
12. Queenborough Guildhall Museum (in the post)
13. Raybel Charters Community Interest Company
14. Rose Street Cottage of Curiosities
15. Sittingbourne & Kemsley Light Railway
16. Sittingbourne Heritage Museum
17. Sittingbourne Society

7. Fundraising

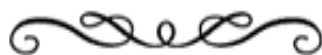
(Position vacant) presented by Richard Emmett. No targeted fundraising has taken place over the last year.

8. The Future and objectives for 2024

The future of the Historic Swale CIO was debated during the 2024 AGM, and the following objectives set and confirmed at the meeting:

8.1. Objectives for 2024

1. Obtain funding for a Development Co-ordinator to support and expand the networking and training opportunities
2. Formalise job descriptions for governance roles
3. Maintain regular meetings for the trustees and membership
4. Maintain and develop a website promoting the various members
5. Find networking opportunities
6. Review the submission of data returns
7. Increase membership – aim one new member each year
8. To provide a heritage conference open to the public in November 2025
9. Promote Historic Swale
10. Develop a Swale wide 'Heritage Trail' passport
11. Hold a Historic Swale Forum
12. Become self-sustainable



HISTORIC SWALE CIO

England & Wales - Charity number 1177323

Accounts



HISTORIC SWALE

**FAVERSHAM - ISLE OF SHEPPEY - SITTINGBOURNE
MUSEUMS & HERITAGE GROUPS**

Registered Charity No: 1177323

Annual General Meeting Report

for

Historic Swale CIO 1177323

Reporting period

1st December 2021 to 30th November 2022

Prepared by

Richard Emmett MSc, GCGI, PGDip-arch

Chair of Trustees

Dated on 16th February 2023

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1. Governance

1.1. Trustees & Administration

Richard Emmett - Chair - Historical Research Group of Sittingbourne (HRGS)
Harold Goodwin - Vice-Chair - Faversham Society
Ken Ingleton - Treasurer – Sheppey Minster Gatehouse
Liz Fuller - Sittingbourne & Kemsley Light Railway
Allen Whitnell – Webmaster – Sittingbourne Heritage Museum

Paul David - (Non-Trustee) Membership – Friends of Milton Regis Court Hall
Theresa Emmett - (Non-Trustee) – Temporary Administrator (HRGS)

1.2. Voting Members and Management Committee

List of all members:

1. Blue Town Heritage Centre and Criterion Music Hall
2. Chart Gunpowder Mills
3. Dolphin Barge Museum
4. Eastchurch Aviation Museum
5. Fleur de Lis Museum / Faversham Society
6. Historical Research Group Sittingbourne
7. Kent Police Museum
8. Maison Dieu
9. Milton Regis Court Hall, Friends of
10. Minster Abbey Gatehouse Museum
11. Murston All Saints Trust
12. Queenborough Guildhall Museum
13. Raybel Charters Community Interest Company
14. Rose Street Cottage of Curiosities
15. Sittingbourne & Kemsley Light Railway
16. Sittingbourne Heritage Museum
17. Sittingbourne Society

Registered address: Heritage Hub, The Forum, Sittingbourne, Kent ME10 3DL.

1.3. Review of Corporate Governance and Controls

On file exist:

Historic Swale Membership Form
Historic Swale Aims Poster
Historic Swale Privacy Statement
Historic Swale Complaints Policy
Data collection form

2. Public Benefit Statement, Aims and Objectives

The Trustees of Historic Swale will present the annual report and accounts for the year ended 30th November 2022 at their Annual General Meeting ("AGM") held on 16th February 2023 via Zoom, and confirm they comply with the requirements of the various Charity Acts.

Historic Swale operates under a Constitution of a Charitable Incorporated Organisation (CIO) with voting members, other than its charity trustees using an Association Model Constitution approved and registered by the Charity Commissioners for England and Wales on 26th Feb 2018 which included the regulations for appointment of trustees.

2.1 Aims and Objectives for 2022

2.1.1. Historic Swale aims are: The promotion of the efficiency and effective use of charitable resources of museums, archives, the arts and heritage organisations in the Swale area of Kent whose collections are open to the public and are operated on a not-for-profit basis with the aim of advancing education, the arts and local heritage for the benefit of the public by: a) promoting the highest professional standards of work and public service of such organisations; b) encouraging public education through the promotion and maintenance of, and access to high quality museums, arts and heritage organisations; c) supporting the education, training and development of the staff and volunteers of such organisations and delivering other services to support the charitable work of such organisations; d) actively seeking partnership opportunities with heritage groups with similar interests; e) acting as a representative to other bodies; and f) to further such other purposes which may be charitable according to the law of England and Wales as the trustees see fit from time to time.

2.1.2. Objectives for 2021-2022:

As it was decided at the last AGM (held 2nd December 2021) that there was a need for the group to exist and represent the interests of the membership and a number of scenarios were discussed at length.

The following resolution was adopted –

- a. That the group goes into stasis for a period of one year until the next AGM.
- b. The current board of trustees should remain in post, subject to retraction of resignations and re-election.
 - i Chair – Richard Emmett
 - ii Vice Chair – Harold Goodwin
 - iii Treasurer – Ken Ingleton
 - iv Trustee – Liz Fuller
 - v Trustee – Allen Whitnell
 - vi Membership – Paul David (Non-Trustee)
 - vii Temporary Administrator – Theresa Emmett (Non-Trustee)
- c. All of the above named were unanimously re-elected to serve for the next year.

- d. No membership fees should be requested from the membership for Oct 2021-Sept 2022.
- e. That minimal administration would take place until the next AGM calling notice in October for the 2022 AGM. The Historic Swale website would be continued to be financed from existing funds.

2.2. Suggested objectives for 2022

In line with the above, no objectives were set for 2021/2022.

3. The AGM and Agenda

The holding of an Annual General Meeting (AGM) is a legal requirement at which a board of trustees is elected. It is an opportunity for members to ask questions about the direction the organisation will take in the future. Copies of the Annual Report and Accounts is available in section 5 and can be discussed at the AGM meeting and will be published on the Charity Commission's Website.

The constitution states that a quorum for general meetings shall be the greater of 5% or three members. Every member has one vote.

3.1. The Agenda (for 16th February 2023):

- 3.1.1.** Welcome and Apologies
- 3.1.2.** Acceptance of Previous Minutes
- 3.1.3.** The Annual Reports and Accounts
- 3.1.4.** Swale Migration Stories Project Update
- 3.1.5.** The future for Historic Swale
- 3.1.6.** Election of Trustees
- 3.1.7.** Admin support
- 3.1.8.** Historic Swale Membership Fees - due Sept 2022 onwards
- 3.1.9.** Any other business
 - Rose Street Cottage of Curiosities – recruitment of volunteers
- 3.1.10.** Close of the meeting

4. Chairman's Annual Report



Welcome to the fourth Annual General Meeting of Historic Swale; this report covers the 12-month period of Historic Swale activities, since its last AGM held in December 2021.

Despite the resolution passed at the 2021 AGM that Historic Swale be inactive for one year, some activities continued and are reported below in section 4.1.

During the year, I have become aware of other forums being set up around Kent – for example there is the 'Dover Big Local Partnership' and we in the Heritage Hub in Sittingbourne were visited by representatives from the Gravesham area looking at how heritage is managed in Swale. They are wishing to set up something in their local area. This suggests that others see the value of having networking groups.

As discussed at the AGM in 2021 the administration is seen as an additional task on top of those of us organising our own groups. The Trustees recognise that if we wish to continue, then additional funding streams should be identified in order that the group can recruit a suitable self-employed candidate to take on the role of 'Development Co-ordinator'. One such funding stream has been identified, and I am pleased to advise you that early discussions with Colyer-Ferguson and myself are looking favourable.

The trustees have made a suggestion of a suitable candidate, being Martin Goodhew, and again I am pleased to advise you that he is willing to consider this position.

I remain convinced, as do my fellow trustees there is great value in there being a networking group within Swale and it would be a great shame if all of the hard work of the Swale Museums Group and Historic Swale CIO were to be allowed to fail.

4.1. Our Objectives - reviewed:

No objectives were set for 2021/2022. However... despite Historic Swale being technically 'on hold' for 2022, there have been various activities, summarised below:

1. Historical Research Group of Sittingbourne (HRGS) has produced a Swale Migration Project e-book that is available online on the Historic Swale website. https://drive.google.com/file/d/1w0UYO2bbk-XkHxxBJXZ_5QOT3zun64bX/view
2. A physical Swale Migration Project book has been produced and published (March 2022) by HRGS from funding re-directed from the monies provided by Swale Borough Council relating to the cancelled conference (March 2020/Nov 2021) grant, plus £400 from HRGS and £100 from Raybel Charters.
3. Ten free copies were provided to each of the 17 member sites to help promote Swale heritage.
4. HRGS has continued to host and maintain the touchscreen dedicated to the Historic Swale project in the Heritage Hub in Sittingbourne.
5. Six people underwent an InfoAktiv training day (in Nov 2022) to enable further updates to the Historic Swale touchscreen.
6. Liaised regularly with Justin Aggett, Swale Migration project lead – to provide copies of the books to schools and local libraries.
7. Fulfilled Secretary and Treasurer rolls, including submitting the Historic Swale Charity Commission returns – 26/1/2022.
8. Trustees met via zoom on 24th January 2023 to discuss Historic Swale's future.

4.2. Summary

The Trustees met on 24th January 2023 and unanimously agreed that there was still a need for the Historic Swale networking group, which can speak with a collaborative voice and share training and good practices. To be able to deliver this, the group will need to seek funding for a Development Co-ordinator.

5. Financial Report

Accounts presented by Richard Emmett

<u>Historic Swale Accounts Year Ending 30/11/2022</u>					
<u>Receipts</u>	difference on last year	£ .p	<u>Payments</u>	difference on last year	£ .p
Donations		£ -	Bank Charges		£ -
Events		£ -	Courses, Trips, Lectures		£ -
Fund raising/ Interest		£ -	Equipment		£ -
Sponsorship		£ -	Insurance		£ -
Membership		£ -	Postage		£ -
			Printing & Stationery		£ -
			Subscriptions		£ -
			Sundry		£ -
			Travel		£ -
			Website maintenance		£ 180.00
Total		£ -	Total		£ 180.00
Summary			Account Balances at:		
		£ p	30/09/2021		£ p
Balance from previous years		774.72	Current Account (subject to Cheques being cleared)		2,878.44
Receipts less Payments for 2021/2022		-180.00			
Balance (excluding specific funds) to date		594.72			
Ring fenced balances to date		2,283.72			
Grand Total		£ 2,878.44	Grand Total		£ 2,878.44

Ring Fenced Monies – total £2283.72

£83.72 remaining monies from Swale Museum Group

£2,200.00 remaining monies from lottery Start Up grant

Our funds are made up of two stands – ‘members monies’ which totals £594.72 and ‘ring fenced monies’, which is for specific functions which totals £2283.72. Costs have been minimal as meetings have been via zoom, courtesy of the Historical Research Group of Sittingbourne (HRGS), which has meant no room hire costs. The only outgoing were £180.00 a year for the maintenance of the Historic Swale website.

£25.00 cheque not cashed by Sue Akhurst – refund for Conference issued November 2021, and chased Feb 2023, paid from petty cash 15.2.2023. Cheque to be voided.

£35 is being held in petty cash for attendees (£5 per ticket) who advised us to keep the funds and those who never claimed their refund from November 2021. These monies should now be banked, and should anyone wish to claim in the future a cheque should be raised.

Membership Secretary's Report

Paul David was appointed as Membership Secretary in September 2020. No subscriptions were collected in 2022, as per the resolution in 2021 (normal membership fee £25 per organisation). The resumption of subscription were discussed at the 2023 AGM, and it was proposed that fees were increased from £25 to £30 with effect from December 2022 onwards.

Currently Historic Swale has the following members: paid up as at end of October 2021

1. Blue Town Heritage Centre and Criterion Music Hall
2. Chart Gunpowder Mills
3. Dolphin Barge Museum
4. Eastchurch Aviation Museum
5. Fleur de Lis Museum / Faversham Society
6. Historical Research Group Sittingbourne
7. Kent Police Museum
8. Maison Dieu
9. Milton Regis Court Hall, Friends of
10. Minster Abbey Gatehouse Museum
11. Murston All Saints Trust
12. Queenborough Guildhall Museum (in the post)
13. Raybel Charters Community Interest Company
14. Rose Street Cottage of Curiosities
15. Sittingbourne & Kemsley Light Railway
16. Sittingbourne Heritage Museum
17. Sittingbourne Society

6. Fundraising (Position vacant) presented by Richard Emmett
No targeted fundraising has taken place over the last year.

7. The Future and objectives for 2023

The future of the Historic Swale CIO was debated during the 2023 AGM, and the following objectives set:

7.1. Objectives for 2023

1. Obtain funding for a Development Co-ordinator to support and expand the networking and training opportunities
2. Formalise job descriptions for governance roles
3. Maintain regular meetings for the trustees and membership
4. Maintain and develop a website promoting the various members
5. Find networking opportunities
6. Review the submission of data returns
7. Increase membership – aim one new member each year
8. To provide a heritage conference open to the public in November 2024
9. Promote Historic Swale
10. Develop a Swale wide 'Heritage Trail' passport
11. Hold a Historic Swale Forum
12. Become self-sustainable



HISTORIC SWALE CIO

England & Wales - Charity number 1177323

Accounts



HISTORIC SWALE
FAVERSHAM - ISLE OF SHEPPEY - SITTINGBOURNE
MUSEUMS & HERITAGE GROUPS
Registered Charity No: 1177323

**Annual General Meeting Report
for**

Historic Swale CIO 1177323

Reporting period

1st October 2020 to 30th November 2021

Prepared by

Richard Emmett MSc, GCGI, PGDip-arch

Trustee and Chair, Secretary, Treasurer & Fundraiser.

Dated on 2nd December 2021

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1. Governance

1.1. Trustees & Administration

Richard Emmett - Chair - Historical Research Group of Sittingbourne (HRGS)
Harold Goodwin - Vice-Chair - Faversham Society
Ken Ingleton - Treasurer - Sheppey Minster Gatehouse
Liz Fuller - Sittingbourne & Kemsley Light Railway
Allen Whitnell - Webmaster - Sittingbourne Heritage Museum

Paul David - (Non-Trustee) Membership -- Friends of Milton Regis Court Hall
Theresa Emmett - (Non-Trustee) - Temporary administrator (HRGS)
Zoe Deverson, Casandra Gibbs, Julia Watling, Sean Leacock - Administrator (SCVS)

1.2. Voting Members and Management Committee

List of all members:

1. Blue Town Heritage Centre and Criterion Music Hall
2. Chart Gunpowder Mills
3. Dolphin Barge Museum
4. Eastchurch Aviation Museum
5. Fleur de Lis Museum / Faversham Society
6. Historical Research Group Sittingbourne
7. Kent Police Museum
8. Maison Dieu
9. Milton Regis Court Hall, Friends of
10. Minster Abbey Gatehouse Museum
11. Murston All Saints Trust
12. Queenborough Guildhall Museum
13. Raybel Charters Community Interest Company
14. Rose Street Cottage of Curiosities
15. Sittingbourne & Kemsley Light Railway
16. Sittingbourne Heritage Museum
17. Sittingbourne Society

Registered address: Heritage Hub, The Forum, Sittingbourne, Kent ME10 3DL.

1.3. Review of Corporate Governance and Controls

On file exist:

Historic Swale Membership Form
Historic Swale Aims Poster
Historic Swale Privacy Statement
Historic Swale Complaints Policy
Data collection form

2. Public Benefit Statement, Aims and Objectives for 2021

The Trustees of Historic Swale will present the annual report and accounts for the year ended 30th September 2021 at their Annual General Meeting (“AGM”) to be held on 2nd December 2021, and confirm they comply with the requirements of the various Charity Acts.

Historic Swale operates under a Constitution of a Charitable Incorporated Organisation (CIO) with voting members, other than its charity trustees using an Association Model Constitution approved and registered by the Charity Commissioners for England and Wales on 26th Feb 2018 which included the regulations for appointment of trustees.

2.1 Aims and Objectives for 2021

2.1.1. Historic Swale aims are: The promotion of the efficiency and effective use of charitable resources of museums, archives, the arts and heritage organisations in the Swale area of Kent whose collections are open to the public and are operated on a not-for-profit basis with the aim of advancing education, the arts and local heritage for the benefit of the public by: a) promoting the highest professional standards of work and public service of such organisations; b) encouraging public education through the promotion and maintenance of, and access to high quality museums, arts and heritage organisations; c) supporting the education, training and development of the staff and volunteers of such organisations and delivering other services to support the charitable work of such organisations; d) actively seeking partnership opportunities with heritage groups with similar interests; e) acting as a representative to other bodies; and f) to further such other purposes which may be charitable according to the law of England and Wales as the trustees see fit from time to time.

2.1.2. Objectives for 2020-2021:

This is a review of the objectives as discussed at the AGM of 2020 for the year 2020-2021 - below is a summary of activities. (reviewed in section 4.1 below

- 1.** Help deliver the Swale Migration Project
- 2.** Obtain funding for an administrator to manage the group data returns and manage the meetings
- 3.** Formalise job descriptions for governance roles
- 4.** Increase the members on the Board of Trustees - 2 from each area.
At present - Sittingbourne (2), Sheppey (1) & Faversham (1)
- 5.** Maintain regular meetings for the trustees and membership
- 6.** Maintain and develop a website promoting the various members
- 7.** Find networking opportunities

8. Find ways to improve submitting data returns
9. Increase membership - aim two new members
10. To provide a heritage conference open to the public in November 2021, if covid restrictions permit
11. Promote Historic Swale
12. Develop a Swale wide 'Heritage Trail' passport
13. Hold a Historic Swale Forum
14. Become self-sustainable

3. The AGM and Agenda

The holding of an Annual General Meeting (AGM) is a legal requirement at which a board of trustees is elected. It is an opportunity for members to ask questions about the direction the organisation will take in the future. Copies of the Annual Report and Accounts is available in section 5 and can be discussed at the AGM meeting and will be published on the Charity Commission's Website.

The constitution states that a quorum for general meetings shall be the greater of 5% or three members. Every member has one vote.

3.1. The Agenda (for 2nd December 2021):

- 3.1.1. Welcome and Apologies
- 3.1.2. Acceptance of Previous Minutes
- 3.1.3. The Annual Reports and Accounts
- 3.1.4. Historic Swale conference
- 3.1.5. Swale Migration Stories Project
- 3.1.6. The future for Historic Swale
- 3.1.7. Election of Trustees
- 3.1.8. Admin support
- 3.1.9. Historic Swale Membership Fees - due Sept 2021 onwards
- 3.1.10. Any other business
 - Swale Borough Council Heritage Update
 - South East Museum Development Update
 - Wheels of Time Update
- 3.1.11. Close of the meeting

4. Chairman's Annual Report



Welcome to the third Annual General Meeting of Historic Swale; this report covers the 14-month period of Historic Swale activities, since its last AGM held in October 2020. This was intended to be my last report as your chair and indeed as a trustee of Historic Swale.

Because of Covid, we therefore once again will be holding this year's AGM via the technology of Zoom.

The prime challenge for [the](#) heritage sector locally and nationally has been the management of the fallout from the global pandemic Covid-19. Not only have we had to contend with the reopening our establishments/sites safely, ensuring Covid compliance, we have had to manage our volunteer stewards welfare...many of whom are elderly or vulnerable to ensure their safety and confidence. Indeed, some of our member sites have chosen to remain closed throughout and will not be opening until the start of 2022., I am however pleased that many sites were able to open in in June/July of 2021.

The enforced down time has an upside, in that essential maintenance and refurbishment could take place and the utilisation and acceptance of digital platforms, has allowed our members to maintain some essential activities with minimal resources. The pandemic has inspired and encouraged members to think of new and [creative ways of connecting with our own membership and visitors](#) base, an example of this has been the involvement in the successful Swale Migration Stories project which continued behind the scenes throughout lockdown and then gained momentum when we were allowed to reopen I will be reporting on the projects achievements later in this report.

The Murston Heart project have announced a good news story, with building work commencing on 13th September 2021 to establish the new Murston Heart creative community hub. The work is being undertaken by Gransdens, a long-established local firm of contractors. This involves restoring the medieval former church and constructing brand new studios with a café and community education room, while retaining the churchyard as a haven of greenery and wildlife.

One of the aims of Historic Swale is to promote the heritage and culture of the area. I am certain that there are far more good news stories taking place across the Borough in relation to heritage and culture that need to be promoted wider.

At this 2021 AGM, I will be standing down from Historic Swale both as chair and as a trustee. This is due to a number of other personal opportunities and commitments which have emerged for me over the last year. I have been the chair of Historic Swale for over three years and as you are aware, it was not my intension to become the chair. This occurring just at that critical stage in the first year of Historic Swale CIO.

I do hope that member organisations will be able to commit to having a representative to take on a Trustees post within Historic Swale and that from

within those ranks a new chair may be found. My own organisation, the Historical Research Group of Sittingbourne that provides the Heritage Hub in Sittingbourne fully intends to remain a member of Historic Swale.

I believe that having this networking group within Swale remains extremely valuable and worthwhile group. It would be a great shame if all of the hard work of the Swale Museums Group and Historic Swale were to be allowed to fall into disuse through apathy.

4.1. Our Objectives - reviewed:

Due to Covid-19, many of our objectives have been thwarted. Detailed below, records our performance.

1. Help deliver the Swale Migration Project

The unique Heritage Lottery funded 'Swale Migration Stories' project is the first joint venture for Historic Swale; celebrating the tangible benefits of this collaborative networking power partnership. Its purpose was to highlight the collections and stories from many of the heritage sites and museums across the Borough. It involved the Heritage Lottery, Swale Borough Council, Swale Community Volunteers Service (SCVS), Kent County Council, Arts Award Centre Sheppey Matters and of course the Historic Swale partnership.

The project team looked at the term Migration and included the following:

- **Geographical**

Examples: Passports, shoes, stamps, birth certificates

- **Social, changing social class**

Examples: Buildings, clothing, house deeds

- **Gender, changing gender norms**

Examples: Career changing, articles, photographs, letters

- **Wildlife**, adjusting the often-negative connotation of 'migrant', displaying migration is a very natural thing and occurs in nature and wildlife too. American Oysters, which washed up on the UK shores. But also migrating birds etc...

The members museums and heritage centres within the Historic Swale partnership contain, not only displays of objects that were once owned by the inhabitants of Swale, but also postcards and family photographs. These provide a particularly rich source for researchers to find out about local migration, enabling them to tell the stories of those who lived in Swale.

Across the Borough, the project worked with young people to:

- Obtain / take over 300 photographs of exhibit items
- Collect over 100 stories

- Produce 16 360-degree film clips of museums/heritage sites
- Hold 5 pop-up exhibitions
- Use new technology to display the findings
- Hold a dissemination conference, to promote our Swale heritage
- Work with the Historical Research Group of Sittingbourne (HRGS) to produce an e-book about the project.

As a legacy for the project, much of the information collected will be displayed on the Historic Swale website; on an interactive touchscreen; and available to read either as an e-book or later as a paper version.

It cannot be lauded enough on the high admiration held for this project by the Heritage Lottery as it involved all the museums and heritage sites and a Borough community and although it modified some of its original aims, it persevered throughout the pandemic...and delivered a first-rate project.

The Historic Swale partnership congratulate project lead, Justin Aggett, together with his team, for delivering such a high profile project.

- <https://www.youtube.com/watch?v=DsmPxwz3Xnl> - project link
- 16 x 360 degree film clips (15 currently loaded, as Kent Police Museum were awaiting their launch prior to its release):

<https://www.youtube.com/playlist?list=PL4dFixHJWRhlwZhwZt-z87qH5Tx8-30UH>

2. Obtain funding for an administrator to manage the group data returns and manage the meetings

Theresa Emmett has held the position of 'temporary administrator', as a volunteer, at various times to support Historic Swale, but sadly she cannot hold this position due to too many other commitments. Although Historic Swale had been successful with obtaining funding for an administrator through the Swale Migration Stories project Heritage Lottery grant through the Swale Community and Voluntary Service (Swale CVS) and the allocation of a part-time administrator, it did not work out as we had hoped. Several changes of staff to cover the administration, together with remote working and heritage sites being closed due to Covid, made interaction more difficult.

The administrator supplied by Swale CVS was due to be in place till the project end expected in May 2021.

3. Formalise job descriptions for governance roles

Paul David representing the Friends of Milton Regis Court Hall provided copies of job descriptions, but insufficient time resources have hampered progress on this objective.

4. Increase the members on the Board of Trustees - 2 from each area. At present - Sittingbourne (2), Sheppey (1) & Faversham (1)

Historic Swale had recruited two new trustee, last year Allen Whitnell from the Sittingbourne Heritage Museum, who has taken on the role of Webmaster was elected as a Trustee. Additionally, Chantelle Farrell-Kingsley was elected as Trustee & Migration Project Liaison, but she subsequently resigned when she left the area for new challenges.

5. Maintain regular meetings for the Trustees and membership

Since the last AGM, Historic Swale has held:

2 x Trustee meetings (Jan, Aug 2021)

3 x Members meeting (Jan, Mar and Dec 2021)

These meetings have been held using Zoom.

6. Maintain and develop a website promoting the various members

The site continues to be maintained by Faversham Designs on behalf of Historic Swale. Allen Whitnell has taken over the role as webmaster and has updated much of the content, particularly focusing on the 'visitor' experience; adding the 360-degree video clips filmed for the Swale Migration Stories Project, to name just one addition.

Allen has added elements that highlight the heritage value of Swale as a whole without necessarily focusing entirely on the "member" venues and organisations. Of course, some organisations are not an "attraction" to a visitor at all but may well be of interest to existing or potential residents.

Please note that the website content should be continually reviewed by the membership, and any updates passed to Allen, the nominated web administrator.

Please check the site for your group: <https://historicswale.org.uk/>

7. Find networking opportunities

Networking has taken place, albeit limited and hampered by the covid situation. Meetings continued using zoom technology and limited communications by phone and email took place during the period. In addition to the Swale Migration Stories Project, the following is worth noting:

Collaborative research

A form of networking is the research that has been taking place. The Historical Research Group of Sittingbourne has been working with members of the Friends of Milton Regis Court Hall and Faversham Society Archaeological Research Group on the cataloguing of their collections of clay tobacco pipes. All the clay pipes have been found

locally on archaeological excavations. This work has now been broadened to include the collections held by the Minster Gate House Museum on the Isle of Sheppey, and those clay pipes discovered by the Canterbury Archaeological Trust when they excavated the Paper Mill site in Sittingbourne. It is hoped that this collaborative research work will be published in due course and provide a definitive resource as to the typologies of tobacco pipes and the manufacturers of them across North Kent. Please contact richard@hrgs.co.uk if you wish to be involved in this project.

Wheels of Time

Eleven of our members are also part of the Kent wide, Wheels of Time scheme. The purpose of the scheme is to promote education in history and heritage among young children and encourage young people between the ages of 5 and 11, to visit museums and heritage sites in Kent; encourage families into our heritage attractions and promote small to medium size heritage attractions within Kent.

The Wheels of Time Core Group have been very pro-active with email communications during the Covid situation by engaging with members to produce an e-badge scheme and encouraging members to develop on-line activities thus opening additional visitor opportunities which also compliments the existing scheme.

In September 2021, Wheels of Time were notified that their bid for funding for their three year 'Time to Change' project, which would see it develop into a standalone autonomous charitable group. Currently the scheme is administered through Ashford Borough Museum Society. The Arts Council have awarded funds for this to take place including for the appointment of a freelance Development and Delivery Officer who will oversee the transition. The project will see the introduction of automated processes and in the three years that the scheme will be rolled out to other counties. The scheme currently has 48 member sites across Kent, with more waiting to join in the wings.

<https://wheelsoftime.uk/>

Southeast Museums Development Officer

The Southeast Museums Development Officer - Joanna Low, continues to work with Historic Swale to support the member sites. The Southeast Museums Development team have been very pro-active with email communications during the current Covid Pandemic, offering support and training on various subjects. Please ensure you are on their mailing list. <https://southeastmuseums.org/>

Swale Borough Council

Swale Borough Council have been helpful during this period with email communications regarding the identification of funding schemes to assist members through this Covid Pandemic.

<https://swaleforms.evolutive.co.uk/FormPreApp5.aspx?m=1> (member grants)

<https://swale.gov.uk/news-and-your-council/grants-and-funding/heritage-and-culture-grant> (heritage and culture grants)

Additionally, Visit Swale, which is operated by Swale Borough Council, have also been very active with email communications during the current Covid Pandemic. It is pleasing to see that Historic Swale have been consulted by Swale Borough Council on several issues and are referred to in the Swale Heritage Strategy document and the Tourist Economy Consultation document.

Newsletter to Swale Borough Council

It is hoped that a quarterly update newsletter could be re-instated at some stage.

8. Find ways to improve submitting data returns

Swale CVS tried to collect data from Historic Swale Members for 2020/21 period including visitor numbers and volunteer hours. Unfortunately, visitor numbers were low during this period as many of the museums were closed due to the pandemic.

9. Increase membership – aim two new members.

A list of potential associate member organisations has yet to be drawn up.

10. To provide a heritage conference open to the public

A huge amount of work had been put into the proposed Swale Heritage Conference which was originally due to be held on Saturday 21st March 2020. The venue had been booked; speakers arranged; tickets had been put up for sale at each of the three main areas, including online through Eventbrite; and exhibitor and stands had all been secured and organised. Covid and the lock-down resulted in the need to postpone and issue a revised date of Saturday 7th November 2020. The date was again revised to 6th November 2021, when it was hoped that with the roll out of the vaccine programme, that the covid situation would have abated sufficiently to hold a conference.

However, it became obvious that given the current Covid infection rate that it may not be as popular as first envisaged. Plus the theme of the event was no longer relevant, as Swale Borough Council had already published that Heritage Strategy document.

The trustees therefore took the decision to cancel the conference and return monies to attendees and stall holders. The venue, The Appleyard will not be refunding our deposit. It is hoped that a conference of a similar nature will take place in the future.

11. Promote Historic Swale (through merchandizing, publications, calendars brochures) and groups such as Visit Kent, Visit Swale etc.

Delayed because of the Covid situation. The initial difficulties experienced by the group have caused a setback in meeting this objective and should now form part of our suggested objectives for the future.

Two roller banners were designed, produced, and purchased for the Swale Heritage Conference, which hopefully will still be relevant for any future conference.

The roller banners were used by HRGS at their Queens Award for Voluntary Service presentation in July 2021, and in 2 window displays promoting the Swale Migration Stories Project.

These are stored at the Heritage Hub, and available should any member wish to promote Historic Swale.

12. Develop a Swale wide 'Heritage Trail' passport

No action on this has taken place.

13. Hold a Historic Swale Forum

No action on this has taken place because of the Covid situation.

14. Become self-sustainable

Although much of the governance documentation has been already produced, the recruitment of an administrator from within the ranks of Historic Swale has been problematic. Covid restrictions has hampered the group, to meet and to have time to explore opportunities.

4.2. Summary

Despite the Covid situation, the Swale Migration Stories project has enabled some collaborative working.

Communications throughout the year has not been as often as would have been preferable, but the group in the main is volunteer led and had its own challenges that needed to be addressed.

Some sites have revamped there premises and displays in an effort to attract new visitors, whilst some have chosen to err on the side of caution by remaining closed throughout and will not reopen until 2022. But it is pleasing to note that the Kent Police Museum in Faversham opened on 14th October 2021 and will, subject to final approval, at the Wheels of Time AGM be a welcomed attraction in the Historic Swale grouping. I am also delighted to hear that the Dolphin Barge Museum in Sittingbourne is moving ever closer to becoming open.

Raybel have made good strides over the summer and early autumn, towards completing the structural repair of Raybel's hull and in February 2021 collaborated with various groups and individuals to provide an online oral history training session to help capture memories of sailing barges and local history.

There is a need for networking groups such as Historic Swale which can speak with a collaborative voice and share training and good practices. Clearly, the last year has only had limited success.

5. Financial Report

Ken Ingleton (on Swale Borough Council duties) presented by Richard Emmett

Historic Swale Accounts Year Ending 30/9/2021					
Receipts	difference on last year	£ .p	Payments	difference on last year	£ .p
Donations		£ -	Bank Charges		£ -
Events		£ -	Courses, Trips, Lectures		£ -
Fund raising/ Interest		£ -	Equipment		£ -
Sponsorship		£ -	Insurance		£ -
Membership		£ 75.00	Postage		£ 5.28
			Printing & Stationery		£ 0.80
			Subscriptions		£ -
			Sundry		£ -
			Travel		£ -
			Website maintenance		£ -
Total		£ 75.00	Total		£ 6.08
<hr/>					
Summary		£ p	Account Balances at:	30/09/2021	£ p
Balance from previous years		705.80	Current Account (subject to Cheques being cleared)		3,058.44
Receipts less Payments for 2019/2020		68.92			
Balance (excluding specific funds) to date		774.72			
Ring fenced balances to date		2,283.72			
Grand Total		£ 3,058.44	Grand Total		£ 3,058.44

Accounts

Ring Fenced Monies - total £2283.72

£83.72 remaining monies from Swale Museum Group

£0.00 for Historic Swale Conference albeit there is £100 in cash being held to pay back those that bought a ticket with cash.

£2,200.00 remaining monies from lottery Start Up grant

Our funds are made up of two stands - 'members monies' which totals £786.88 and 'ring fenced monies', which is for specific functions which totals £2200. Costs have been minimal as the funding for the administrator has been paid for from the Swale Migration Stories project and secondly all meetings have been via zoom, courtesy of HRGS, which has meant no room hire costs.

Membership Secretary's Report by Paul David

Paul was appointed as Membership Secretary in September 2020. In conjunction with the Chairman he has developed a revised Historic Swale Membership Application form, which incorporates an extended contact list (see appendix 1), and a Historic Swale Renewal Application Form to avoid

duplicate information gathering. The extended contact list will enable subsequent enquiries to be directed to the correct person within the member organisation.

As you are aware, ~~As~~ no subscriptions were collected last year, (normal membership fee £25 per organisation, but a membership holiday was agreed at the last AGM for the coming year to September 2021). So, Paul is pleased to report we have no lapsed members. The resumption of subscription and payments for 2022 will be decided at the 2021 AGM.

Currently Historic Swale has the following members: paid up as at end of October 2021

1. [Blue Town Heritage Centre and Criterion Music Hall](#)
2. [Chart Gunpowder Mills](#)
3. [Dolphin Barge Museum](#)
4. [Eastchurch Aviation Museum](#)
5. [Fleur de Lis Museum / Faversham Society](#)
6. [Historical Research Group Sittingbourne](#)
7. [Kent Police Museum](#)
8. [Maison Dieu](#)
9. [Milton Regis Court Hall, Friends of](#)
10. [Minster Abbey Gatehouse Museum](#)
11. [Murston All Saints Trust](#)
12. [Queenborough Guildhall Museum \(in the post\)](#)
13. [Raybel Charters Community Interest Company](#)
14. [Rose Street Cottage of Curiosities](#)
15. [Sittingbourne & Kemsley Light Railway](#)
16. [Sittingbourne Heritage Museum](#)
17. [Sittingbourne Society](#)

6. Fundraising

(Position vacant) presented by Richard Emmett

No targeted fundraising has taken place over the last year.

7. The Future and objectives for 2022

As the Chair, Richard Emmett and the Vice Chair Harold Goodwin had resigned and as there were no nominations to take over the roles or indeed to become trustees it created a challenge for the remaining trustees. The minimum functioning under the Constitution and Charity Commission rule - the posts of Chair, Treasurer or Secretary are necessary to continue.

The future of the Historic Swale CIO was then debated at length during the AGM as to whether to continue or fold. The following options were all considered -

1. Vote in New Chair and Trustees and continue

2. Wind back to a networking group
3. Fold totally
4. Any suggestions from the floor

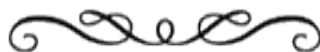
It was decided that there was no doubt that there was a need for the group to exist and represent the interests of the membership and a number of scenarios were discussed at length.

The following resolution was adopted -

- a. That the group goes into stasis for a period of one year until the next AGM.
- b. The current board of trustees should remain in post, subject to retraction of resignations and re-election.
 - i Chair - Richard Emmett
 - ii Vice Chair - Harold Goodwin
 - iii Treasurer - Ken Ingleton
 - iv Trustee - Liz Fuller
 - v Trustee - Allen Whitnell
 - vi Membership - Paul David (Non-Trustee)
 - vii Temporary Administrator - Theresa Emmett (Non-Trustee)
- c. All of the above named were unanimously re-elected to serve for the next year.
- d. No membership fees will be requested from the membership for Oct 2021- Sept 2022.
- e. That minimal administration would take place until the next AGM calling notice in October for the 2022 AGM. The Historic Swale website would be continued to be financed from existing funds.

7.1. Suggested objectives for 2022

In line with the above, no objectives were set for 2021/2022.



Appendix 1 - Revised Membership Form



Historic Swale Membership Application Form

Please complete both parts of the form Part 1 – Organisation Details

Name of Organisation:

Charity Registration No:
Company Registration No:

Address:	Postcode:
----------	-----------

Telephone No:	Mobile:
---------------	---------

E-mail Address:

Website:

Membership – £25 (period annually 1st October to 30th September) entitles you to the following benefits (**subject to change**): space to promote your group on the Historic Swale website; free places at annual Heritage Forum, network opportunities at meetings, access to training and development sessions, joint grant opportunities, vote at Annual General Meeting and opportunity to stand for election as a Trustee.

By signing this application, you are agreeing on behalf of your organisation to be bound by the rules of Historic Swale as set out in the Constitution.

Applicant's signature..... Date

Please note - Due to the General Data Protection Regulation (GDPR)

We must inform you that your details will be kept in written and electronic form for the Group's administration purposes. These details will not be disclosed to any third party without your express permission. However, should we take photos of you at our events, these may be published on our website.

Please use **BLOCK CAPITALS** (Your bank details will only be passed onto your bank)

BANK STANDING ORDER INSTRUCTION

Your Account Name:	Name of Your Bank:
Your Address:	Branch Address:
Your Account Number	Your Branch sort code

Please debit our account with 25 with immediate effect and annually thereafter on 1st October

Historic Swale CIO

Nat West Bank, PO BOX 209, Sittingbourne, Kent, ME10 4EQ

Sort Code: 60-19-25 Account No: 28983998

Signature		Date	
-----------	--	------	--

Visit www.historicswale.org.uk

See part 2, over page

Or please send completed form with cheque (payable to Historic Swale CIO),
to: Historic Swale, c/o The Heritage Hub, The Forum, Sittingbourne, Kent, ME10 3DL, or

Or pay direct to Historic Swale CIO, sort code 60-19-25 a/c number 28983998

Pro Forma information sheet

Part 2 – Your personnel details

Please sign at the bottom to show you are authorised to provide this information.

The names of your Trustees/Key Contacts, the office title they hold e.g., Chair, Treasurer Secretary, and their contact details	Please ✓ if we should contact this person relating to:	
Name: Title: Email: Telephone:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
Name: Title: Email: Telephone:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
Name: Title: Email: Telephone:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
Name: Title: Email: Telephone:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
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Name: Title: Email: Telephone:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
Name: Title: Email: Telephone:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates

Authorised signature:
(Not applicable if returning by e-mail)

Date completed:

Date completed:

In case of query relating to this application please contact:
Paul David, Membership Secretary Tel: 07488 245089
email: membership@historicswale.org.uk

Visit www.historicswale.org.uk

<i>(For Admin use)</i>	Date Updated
<i>Website</i>	
<i>Membership Log</i>	

HISTORIC SWALE CIO

England & Wales - Charity number 1177323

Accounts



HISTORIC SWALE
FAVERSHAM - ISLE OF SHEPPEY - SITTINGBOURNE
MUSEUMS & HERITAGE GROUPS
Registered Charity No: 1177323

**Annual General Meeting Report
for**

Historic Swale CIO 1177323

Reporting period

1st October 2019 to 30th September 2020

Prepared by

Richard Emmett MSc, GCGI, PGDip-arch

Trustee and Chair, Secretary, Treasurer, Web Liaison, Fundraiser & Membership.

Dated on 3rd October 2020

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1. Governance

1.1. Trustees (during the period)

Richard Emmett - Chair - Historical Research Group of Sittingbourne

Harold Goodwin - Vice-Chair - Faversham Society

Ken Ingleton - Treasurer - Sheppey Minster Gatehouse

Liz Fuller - Sittingbourne & Kemsley Light Railway

1.2. Voting Members and Management Committee

List of all members:

1. Blue Town Heritage Centre and Criterion Music Hall
2. Chart Gunpowder Mills
3. Dolphin Barge Museum
4. Eastchurch Aviation Museum
5. Fleur de Lis Museum / Faversham Society
6. Historical Research Group Sittingbourne
7. Kent Police Museum
8. Maison Dieu
9. Milton Regis Court Hall, Friends of
10. Minster Abbey Gatehouse Museum
11. Murston All Saints Trust (joined 20th January 2020)
12. Queenborough Guildhall Museum
13. Raybel Charters Community Interest Company
14. Rose Street Cottage of Curiosities
15. Sittingbourne & Kemsley Light Railway
16. Sittingbourne Heritage Museum
17. Sittingbourne Society

Registered address: Heritage Hub, The Forum, Sittingbourne, Kent ME10 3DL.

No new documents were prepared during the period. On file exist:

- Historic Swale membership form
- Historic Swale Aims Poster
- Historic Swale Privacy Statement
- Historic Swale Complaints Policy
- Data collection form

2. Public Benefit Statement, Aims and Objectives for 2020

The Trustees of Historic Swale will present the annual report and accounts for the year ended 30th September 2020 at their Annual General Meeting

("AGM") to be held on Monday 5th October 2020, and confirm they comply with the requirements of the various Charity Acts.

In line with Article 22 of Historic Swale's Constitution and the updates available to Charitable Incorporated Organisations (CIOs), we can hold AGMs and other members' [meetings online](#) - this has been made possible by the Corporate Insolvency and Governance Act 2020 and applies until 30th December 2020.

Historic Swale operate under a Constitution of a Charitable Incorporated Organisation (CIO) with voting members, other than its charity trustees using an Association Model Constitution approved and registered by the Charity Commissioners for England and Wales on 26th Feb 2018 which included the regulations for appointment of trustees.

2.1 Aims and Objectives for 2020

2.1.1. Historic Swale aims are: The promotion of the efficiency and effective use of charitable resources of museums, archives, the arts and heritage organisations in the Swale area of Kent whose collections are open to the public and are operated on a not-for-profit basis with the aim of advancing education, the arts and local heritage for the benefit of the public by: a) promoting the highest professional standards of work and public service of such organisations; b) encouraging public education through the promotion and maintenance of, and access to high quality museums, arts and heritage organisations; c) supporting the education, training and development of the staff and volunteers of such organisations and delivering other services to support the charitable work of such organisations; d) actively seeking partnership opportunities with heritage groups with similar interests; e) acting as a representative to other bodies; and f) to further such other purposes which may be charitable according to the law of England and Wales as the trustees see fit from time to time.

2.1.2. Objectives for 2019-2020:

For the current status of the objectives see section 4.1 below for the detailed review or Appendix 1 for a summary of activities.

- 1.** Obtain funding for an administrator to manage the group data returns and manage the meetings.
- 2.** Increase the members on the Board of Trustees - 2 from each area. At present - Sittingbourne (2), Sheppey (1) & Faversham (1)
- 3.** Maintain regular meetings for the trustees and membership
- 4.** Maintain and develop a website promoting the various members
- 5.** Find networking opportunities
- 6.** By the second quarter of 2020 all members to be submitting data returns
- 7.** Increase membership to include associate membership at £10
- 8.** To provide a heritage conference open to the public

9. Promote Historic Swale (through merchandizing, publications, calendars brochures) and groups such as Visit Kent, Visit Swale etc.
10. Develop a Swale wide 'Heritage Trail' passport
11. Hold a Historic Swale Forum
12. Become self-sustainable

3. The AGM and Agenda

The holding of an Annual General Meeting (AGM) is a legal requirement at which a board of trustees is elected. It is an opportunity for members to ask questions about the direction the organisation will take in the future. Copies of the Annual Report and Accounts is available in section 5 and can be discussed at the AGM meeting, and will be published on the Charity Commission's Website.

The constitution states that a quorum for general meetings shall be the greater of 5% or three members. Every member has one vote.

3.1. The Agenda:

1. Welcome and Apologies
2. Acceptance of Previous Minutes
3. Retirement & Election of Trustees
4. The Annual Reports and Accounts
5. AGM Business
6. 2021 Objectives
7. Any Other Business
 - a. Promotion of Swale's heritage on 'Visit Swale'
 - b. SBC's Visitor Economy Action Plan
8. Guest Speaker Justin Aggett - 'Swale Migration Stories' Project
9. Close of the meeting

4. Chairman's Annual Report



the second Annual General Meeting of Historic Swale; this covers the twelve-month period of Historic Swale activities, the AGM held in October 2019. Once again, I report on the challenges which the group has faced over the last year, and I suspect that these will continue to affect us all well into 2021 and possibly beyond. Notwithstanding that, we hold this AGM via the technology of Zoom.

The challenge has been that of the global pandemic Covid-19, which has had a substantial impact on [the](#) heritage sector as a whole. The global health crisis and the uncertainty resulting from it, profoundly affecting our member organisations', particularly since we in Swale are a volunteer sector.

By mid-March 2020, most cultural institutions across Swale were closed indefinitely or at least with their services radically curtailed, with physical exhibitions, events, and performances cancelled or postponed. In response,

there were intensive efforts to provide alternative or additional services through digital platforms, and to maintain essential activities with minimal resources. The pandemic did however, inspire and encourage new and [creative ways of connecting with our own membership and volunteer](#) base.

I am pleased that some sites were able to open in August and September.

4.1. Our Objectives - reviewed:

Due to Covid-19, many of our objectives have been thwarted. Detailed below, records our performance.

1. Obtain funding for an administrator to manage the group data returns and manage the meetings

Theresa Emmett held the position of 'temporary administrator', as a volunteer, at various times to support Historic Swale, but sadly she cannot hold this position due to too many other commitments. Historic Swale has been partially successful with obtaining funding for an administrator. Historic Swale is a partner of the Swale Migration Stories Project, principally funded by the National Lottery Heritage Fund, which has allowed Swale Community and Voluntary Service (Swale CVS) to allocate a part-time administrator for Historic Swale. However, as far as data returns are concerned, progress is slow.

The administrator supplied by Swale CVS will continue until the project concludes, which is estimated at May - August 2021 (due to the covid situation the project is looking to be extended, which is awaiting Lottery approval). After that, Historic Swale will need to source administrative support itself.

2. Increase the members on the Board of Trustees - 2 from each area. At present - Sittingbourne (2), Sheppey (1) & Faversham (1)

Historic Swale has been less successful with attracting new trustees, although there is interest. The Covid situation has perhaps made people reticent in coming forward.

3. Maintain regular meetings for the Trustees and membership

Since the last AGM, Historic Swale has held:

3 x Trustee meetings

3 x Members meetings

The last few meetings have been held using Zoom, to be Covid compliant regarding the restrictions of numbers when holding meetings.

4. Maintain and develop a website promoting the various members

The site continues to be maintained by Faversham Designs on behalf of Historic Swale. We have published new content, including new members Murston All Saints Trust, and added content for the Swale

Heritage Conference, and the Swale Migration Stories Project. The website should be continually reviewed, and any updates passed to the nominated web administrator, which is currently held by Richard Emmett.

<https://historicswale.org.uk/>

5. Find networking opportunities

Networking has been taking place, albeit hampered by the covid situation. Meetings have continued using zoom and communications by phone and email during the period. Support was offered to all members to help with grant applications that were being offered due to covid.

Wheels of Time

Eleven of our members are also part of the Wheels of Time scheme. The purpose of the scheme is to promote education in history and heritage among young children and encourage young people between the ages of 5 and 11, to visit museums and heritage sites in Kent; encourage families into our heritage attractions and promote small to medium size heritage attractions within Kent.

The Wheels of Time Core Group have been very pro-active with email communications during the current Covid Pandemic.

South East Museums Development Officer

The South East Museums Development Officer – Joanna Low, continues to work with Historic Swale to develop the scheme. The South East Museums have been very pro-active with email communications during the current Covid Pandemic.

Swale Borough Council

Swale Borough Council have been very pro-active and helpful during this period with email communications regarding the identification of funding schemes to assist members through this Covid Pandemic.

Additionally, Visit Swale, which is operated by Swale Borough Council, have also been very active with email communications during the current Covid Pandemic.

It is pleasing to see that Historic Swale have been consulted by Swale Borough Council on several issues and are referred to in the Swale Heritage Strategy document and the Tourist Economy Consultation document. See Appendix 2 for Richard Emmett's response to Swale Borough Council, on behalf of Historic Swale. I trust you all made individual responses for your heritage organisations.

Newsletter to Swale Borough Council

In July 2018 Historic Swale produced a collective newsletter to advise SBC of our activities. In February 2020 twelve of our members provided the traditional three news items in bullet point format (see Appendix

3), which were circulated with the minutes. It is hoped that a quarterly update newsletter could be re-instated.

6. By the second quarter of 2020 all members to be submitting data returns

Theresa Emmett sent round a request on 11th February 2020, following the February members meeting. One nil return received from the Police Museum. Julia Watling and Cassandra Gibbs from Swale Community and Voluntary Service has sent round requests (20th August & 30th Sept) for the data for Quarter's 1-4 for 2019 to bring us up to date. It is acknowledged that figures for 2020 will be severely affected by the ongoing Covid situation.

Current responses for 2019:

Organisation Name	Q1 Apr-June 2019	Q2 Jul-Sept 2019	Q3 Oct-Dec 2019	Q4 Jan-Mar 2020
Blue Town Heritage Centre and Criterion Music Hall				
Chart Gunpowder Mills			√	
Eastchurch Aviation Museum	√			
Fleur de Lis Museum and Gallery / Faversham Society			√	
Historical Research Group Sittingbourne	√	√	√	√
Kent Police Museum	√	Closed	Closed	Closed
Maison Dieu				
Milton Regis Court Hall, Friends of	√	√	√	√
Minster Abbey Gatehouse Museum	√	√	√	Closed
Queenborough Guildhall Museum	√	√	√	
Raybel Charters CIC				
Rose Street Cottage of Curiosities	√	√	√	
Sittingbourne & Kemsley Light Railway	√	√	√	√
Sittingbourne Heritage Museum				
Sittingbourne Society	n/a	n/a	n/a	n/a
Dolphin Barge Museum				
Murston All Saints Trust	no record kept	Festival estimate	no record kept	no record kept

7. Increase membership to include associate membership at £10.

A list of potential associate member organisations is still being drawn up.

8. To provide a heritage conference open to the public

A great deal of work had been put into the proposed Swale Heritage Conference which was due to be held on Saturday 21st March 2020. The venue had been booked; speakers arranged; tickets had been put up for sale at each of the three main areas, including online through Eventbrite; and, exhibitor and stands had all been organised. Covid and the lock-down resulted in the need to postpone and issue a revised

date of Saturday 7th November 2020. Although there has been one request for a refund via Eventbrite, most ticket fees will be held over and honoured for the new date. The Trustees are proposing that this be moved again to Saturday 6th November 2021, due to the covid meeting restrictions.

Swale Borough Council are partners in the scheduled Swale Heritage Conference and it is hoped that many of the Council Members who were due to speak will still be able to do so at the rescheduled event in 2021.

9. Promote Historic Swale (through merchandizing, publications, calendars brochures) and groups such as Visit Kent, Visit Swale etc.

Delayed because of the Covid situation. The initial difficulties experienced by the group have caused a setback in meeting this objective and should now form part of our suggested objectives for 2021.

However, a potential graphic design company has been identified – the same one as used by Wheels of Time, who could be approached once the membership of Historic Swale has been agreed. Printing could be carried out by the Print Room at Swale Borough Council.

Two roller banners were designed, produced and purchased for the Swale Heritage Conference, which will still be relevant at the next scheduled date for the conference.

Partnering with the Swale Migration Stories Project is helping to promote Historic Swale.

10. Develop a Swale wide ‘Heritage Trail’ passport

On hold because of the Covid situation.

11. Hold a Historic Swale Forum

On hold because of the Covid situation. The trustees feel that it is essential that this takes place as networking and the cross fertilisation is very valuable. Obviously the Covid situation has impacted on our meetings, therefore it is proposed that the revised Swale Heritage Conference for Saturday 6th November 2021, will also be the Historic Swale Forum.

12. Become self-sustainable

It is expected that the administrator provided by Swale CVS could, going forward, identify potential grants and assist the trustees to apply for funding opportunities to produce merchandising and publications to generate funds for the group and to maintain the administrative post.

4.2. Summary

Whilst we have been unable to achieve some of our objectives, such as the Heritage Conference we have been able to fulfil others. Without goals, we would be without direction. The Covid-19 pandemic has impacted on us all throughout 2020, and although the situation has created challenges for us across the voluntary heritage sector, we are mindful that in reopening we must mitigate the effects of the virus not only for our visitors, but also for our volunteers.

Nevertheless, as with all challenges, there come opportunities. Perhaps we can put to good use the increase in time now available to our local establishments, due to not being open or with limited opening hours. Time to review our collections, explore new working practices and perhaps the use of new technology. All of which will add to the visitor experience and better tell the history of Swale once we are able to return to a safer-covid world.



5. Financial Report - Ken Ingleton (on Mayoral duties) presented by Richard Emmett Accounts

Historic Swale Accounts Year Ending 30/9/2020					
Receipts	difference on last year	£ .p	Payments	difference on last year	£ .p
Donations		£ -	Bank Charges		£ -
Events		£ -	Courses, Trips, Lectures		£ -
Fund raising/ Interest		£ -	Equipment		£ -
Sponsorship		£ -	Insurance		£ -
Membership		£ 450.00	Postage		-£ 4.20
			Printing & Stationery		£ -
			Subscriptions		£ -
			Sundry		-£ 15.00
			Travel		£ -
			Website maintenance		£ -
Total		£ 450.00	Total		-£ 19.20
Summary					
		£ p	Account Balances at:	30/09/2020	£ p
Balance from previous years		275.00	Current Account (subject to Cheques being cleared)		4,437.84
Receipts less Payments for 2019/2020		430.80			
Balance (excluding specific funds) to date		705.80			
Ring fenced balances to date		3,732.04			
Grand Total		£ 4,437.84	Grand Total		£ 4,437.84

Ring Fenced Monies - **total £3732.04**

£243.50 remaining monies from Swale Museum Group

£20.22 for Historic Swale heritage promotion

£1243.32 for Historic Swale Conference

£2,200.00 remaining monies from lottery Start Up grant

Our funds are made up of two stands - 'members monies' which totals £730.80 and 'ring fenced monies', which is for specific functions which totals £3707.04. Of which £1243.32 is earmarked for the Heritage Conference. £235.00 booking fee that we paid last year for the deposit of the Swale Heritage Conference has been refunded to the members funds, as there is now sufficient in the ring fenced monies. Costs have been minimal as the funding for the administrator has been paid for from the Swale Migration Stories project and secondly all meetings have been via zoom, courtesy of Faversham Society and HRGS, which has meant no room hire costs.

The board of trustees are conscious that 2020 has been difficult for the membership organisations due to the covid opening restrictions, so we are proposing that a membership 'holiday' be offered for the coming year of September 2020 until the next time fees are due which will be September 2021. This will be for all existing members, with new members wishing to join during that period still paying the 'normal joining fee' for the year.

6. Membership Secretary's Report (vacant) presented by Richard Emmett.

I am pleased to report we have one new member this year, being Murston All Saints Trust (MAST); with no lapsed members.

Whilst Allen Whitnell had agreed to cover this position in February 2020, the position was not handed over to him, due to covid and his own personal circumstances. Subsequently Paul David has also offered (September 2020) to take over this role, enabling Allen to focus on the Historic Swale website. Thank you both.

Currently Historic Swale has the following members, at £25 membership fee per organisation:

Paid up: (paid as at end of September 2020)

1. Blue Town Heritage Centre and Criterion Music Hall
2. Chart Gunpowder Mills
3. Dolphin Barge Museum
4. Eastchurch Aviation Museum
5. Fleur de Lis Museum / Faversham Society
6. Historical Research Group Sittingbourne
7. Kent Police Museum
8. Maison Dieu

9. Milton Regis Court Hall, Friends of
10. Minster Abbey Gatehouse Museum
11. Murston All Saints Trust
12. Queenborough Guildhall Museum (in the post)
13. Raybel Charters Community Interest Company
14. Rose Street Cottage of Curiosities
15. Sittingbourne & Kemsley Light Railway
16. Sittingbourne Heritage Museum
17. Sittingbourne Society

Outstanding: (as at end of September 2020)

None!

5. Fundraising (vacant) presented by Richard Emmett

Richard Emmett applied to Swale Borough Council for £974, for funding towards the holding of the Swale Heritage Conference (now rescheduled for Saturday 6th November 2021). Monies received 7th February 2020.

6. The Future and objectives for 2021

It was hoped that Historic Swale could move forward and focus on our aims, but due to Covid the proposed Heritage Conference (originally scheduled for Saturday 21st March 2020 at the Appleyard, Sittingbourne, had to be postponed. Due to Covid, and the proposed council elections being held early next year, we are proposing to re-schedule to Saturday 6th November 2021. We will continue with the theme of 'Putting Swale's heritage on the map', with a full day programme with guest speakers.

Historic Swale was approached by Justin Aggett, of Sheppey Matters, to be a partner in a Heritage Lottery Funded project 'Swale Migration Stories'. This project includes a part-time funded administrator whose role would additionally act for Historic Swale.

It is essential that Historic Swale collates quarterly visitor numbers from our various member sites, as this will provide evidence of the impact that the group is having overall, and guide our forward planning and marketing strategy.





It is hoped that stronger links will be made with both Visit Swale and Visit Kent.








It should be noted that this group is still relatively young, and it still requires some governance documents and procedures. It is specially noted that going forward it would be beneficially to document job roles and responsibilities, to expand on those outlined in the Constitution.



6.1. Suggested objectives for 2021

- 1.** Help deliver the Swale Migration Project
- 2.** Obtain funding for an administrator to manage the group data returns and manage the meetings
- 3.** Formalise job descriptions for governance roles
- 4.** Increase the members on the Board of Trustees - 2 from each area. At present - Sittingbourne (2), Sheppey (1) & Faversham (1)
- 5.** Maintain regular meetings for the trustees and membership
- 6.** Maintain and develop a website promoting the various members
- 7.** Find networking opportunities
- 8.** Find ways to improve submitting data returns
- 9.** Increase membership - aim two new members
- 10.** To provide a heritage conference open to the public in November 2021, if covid restrictions permit
- 11.** Promote Historic Swale
- 12.** Develop a Swale wide 'Heritage Trail' passport
- 13.** Hold a Historic Swale Forum
- 14.** Become self-sustainable

Appendix 1 - 2019-2020 Objectives Reviewed:

Ref	Objective	Current Update	Status
1.	Obtain funding for an administrator to manage the group data returns and manage the meetings.	<p>Historic Swale is a partner of the Swale Migration Project, principally funded by the National Lottery Heritage Fund, which has allowed Swale Community and Voluntary Service (Swale CVS) to allocate a part-time administrator for a Historic Swale. However, as far as data returns are concerned, progress is slow.</p> <p>The administrator supplied by Swale CVS will continue until the project concludes, which is estimated at May - August 2021 (due to the covid situation the project is looking to be extended). After that, Historic Swale will need to source administrative support.</p>	 
2.	Increase the members on the Board of Trustees - 2 from each area. At present - Sittingbourne (2), Sheppey (1) & Faversham (1)	<p>Trustees: No increase or decrease.</p> <p>Richard Emmett - HRGS - Sittingbourne Harold Goodwin - Faversham Museums - Faversham Ken Ingleton - Sheppey Minster Gatehouse - Sheppey Liz Fuller - SKLR - Sittingbourne</p>	
3.	Maintain regular meetings for the trustees and membership	<p>3 Trustee meetings (February, May and August) 3 Members meetings (Oct 2019, Feb and June 2020)</p>	

Ref	Objective	Current Update	Status
4.	Maintain and develop a website promoting the various members	New members Murston All Saints Trust added, and adjusted content for the Conference, and the Swale Migration Project.	
5.	Find networking opportunities	A great deal of work had been put into the proposed conference which was due to be held on Saturday 7 th March 2020, which was postponed to Saturday 7 th November 2020. Due to be moved again to Saturday 6 th November 2021. Networking has been taking place, albeit hampered by the Covid situation.	
6.	By the second quarter of 2020 all members to be submitting data returns.	Progress has been slow.	
7.	Increase membership to include associate membership at £10.	A list of potential associate member organisations is still being drawn up.	
8.	To provide a heritage conference open to the public	Conference so close to delivery on Saturday 21 st March, rescheduled to 7 th November 2020 and to be rescheduled to 6 th November 2021.	
9.	Promote Historic Swale (through merchandizing, publications, calendars brochures) and groups such as Visit Kent, Visit Swale etc.	Thwarted by covid. Two roller banners were designed, produced and purchased for the conference. Historic Swale being promoted via the Migration Project.	
10.	Develop a Swale wide 'Heritage	On hold because of the Covid situation.	

Ref	Objective	Current Update	Status
	Trail' passport		
11.	Hold a Historic Swale Forum	On hold because of the Covid situation.	
12.	Become self-sustainable	Current administrator provided by Swale CVS could, going forward, identify potential grants and assist the trustees to apply for funding opportunities.	

Key:

Achieved



Partial success



Unachieved



Appendix 2 - Chair of Historic Swale's Response



Historic Swale Response to Consultation on Swale Visitor Economy Action Plan (consultation closing date 4.9.2020)

1. Response from: Richard Emmett, Chair of Historic Swale CIO. Historic Swale is an umbrella charity which supports member attractions and organisations in the 3 areas (Faversham, Sittingbourne, and Sheppey) which make up the Swale district to collectively showcase the diverse and fascinating heritage which the Borough offers.
2. Historic Swale welcomes the Action Plan and hopes to participate in whatever areas it can. What has to be remembered is that for the majority of our heritage sites, we are run by volunteers, who already have their own interests and responsibilities. Wherever possible we hope to work in partnership with Swale Borough Council.
3. It is noted that Historic Swale is listed as a delivery partner in the plan, I will bring the points raised to our members at the next Historic Swale members meeting, planned for October 2020. In particular, section 2.3 the annual leaflet swap (which some members already do via Wheels of Time), and linking attractions on websites; regarding 3.1 and offering 'experiences', Historic Swale members are probably well placed to offer such events, however, for many this is their retirement hobby, and not offered on a commercial basis; 4.2 – we will ask our members to provide information on disabled access.
4. Under point 2.4 and 2.5, Historic Swale was set up for cross promotional networking, however, since the removal of administration support, previously provided by Swale Borough Council, this conduit has been struggling to fulfil this external networking function. If council support could be reinstated, this would enable data collection and cross border networking.
5. The Swale Migration Stories project which is being championed by Historic Swale will create an additional attraction and is engaging young people in a heritage initiative. Historic Swale would welcome the opportunity to add this to the heritage offering.

Produced by:

Richard Emmett (Chair)

Historic Swale CIO

c/o The Heritage Hub

The Forum,

Sittingbourne

Kent

ME10 3DL

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4th September 2020

Appendix 3 - Members Newsletter bullet points Feb 2020



Historic Swale Members News Update

As at February 2020

Minster Gatehouse Museum / Sheppey local history

By Mary Thomsett SLHS Trustee and volunteer

- In November A replica of the 'horse' Grey Dolphin weathervane was sited on the roof of the Gatehouse.
- In December Father Christmas was busy in the museum giving gifts to nearly 400 children. The snow machine was busy under the Christmas tree under the archway.
- In January Dave Brown (a retired river pilot) gave an illustrated talk about the shipwrecks around Sheppey to a crowded meeting of the Local History Society.

Sittingbourne Society – from Ian Parsons

We can report the gifting of two paintings to the Milton Regis Court Hall Society.

These two paintings (of Milton Regis scenes) were part of the bequest from the estate of the late John Jordan, which, according to the terms of his will, was to be distributed by The Society for the good of the people of Milton Regis. The two paintings in question were apparently painted by John Jordan's father, we are told.

For some years, a suitable venue for display had not been found, but now, The Court Hall has very kindly offered to display them at the Court Hall itself. Therefore, the paintings have been donated to the Court Hall, & it is anticipated that they will be on display there when they open for the 2020 season.

HRGS / Heritage Hub Update for Historic Swale Meeting

from Richard Emmett - Chair

1. HRGS have launched their digitization project of their archive records.
2. We are involved in the Swale Borough Council 1920s event scheduled for 10th, 11th and 12th July. We hope to provide a 1920s history booklet, a talk on Howard Carter and Tutmania in the 1920s, a film of local events from the 1920s, a Charlton dance session, and possible a walk in the town looking at the history of the buildings.
3. We are working with DS Smith in regard with collaborating with them regarding their archiving records and the Lloyds Mill.

F:\HRGS MyCloud\HRGS\Backed up from Rees machine\HRGS\Historic Swale\Minutes\10th Feb 2020\Historic Swale Group Update Feb 2020.docx

Police Museum (Faversham) – from Paul Upton

- The Kent Police Museum has now received funding from Kent Police and will be opening in summer 2020
- Work is now focusing on artefact selection, caption research and writing, museum design and layout, and promotion
- Work has continued on sorting and listing the collections, with a significant focus on improving the storage areas. These are now in a much better state than they were a year ago

Sittingbourne & Kemsley Light Railway – by Liz Fuller

- One of the team – a young lad by the name of Thomas has been chosen for a HLF funded course which will start in September.
- The group has been shortlisted for the Swale Volunteers Awards due to held on 13th March.
- A new fencing programme is in progress.
- Working with Emma Wiggins on a project to look at disabled access.

Sittingbourne Heritage Museum – by Allen Whitnell

- ❖ Closed over Christmas, reopening 7th March.
- ❖ Working with HRGS and others on a new Heritage Centre.
- ❖ Working on providing a database of village burial records to provide it on-line to help the public with genealogy research.

Maison Dieu – by Jonathan Carey

- a) The Maison Dieu will be closed until Easter, and will then be open till October.
- b) English Heritage are helping with repairs to the building.
- c) Concentrating on accreditation.
- d) Converting to a CIO.
- e) Held 3 open days last year that were well attended.

Fleur de Lis – by Rod Morley

- Visitor numbers are down, not sure why but less larger groups visiting.
- A small team working on updating the museum, they are looking to appeal to the younger visitor.
- Involved in the Faversham exhibition, and promoting that.

Friends of Milton Regis Court Hall activity update

Closed October till Easter.

Raybel Charters Community Interest Company – by Mark Allinson

- ✓ Have been gifted a dry dock at Lower Halstow which was donated by the Westmoreland Trust - which was very useful to store the Raybel during storm Brenda.
- ✓ Transport Trust have provided them with a grant.
- ✓ Faye Thorley has joined the team at Raybel Charters Community Interest Company as their Interpretation Creative.
- ✓ After a very successful open day on the 30th November (about 140 guests) we followed up with an information evening for Swale Councillors on the 18th December. Two councillors (Paul Stephen and James Hunt) have offered to volunteer to help with the project.

Dolphin Barge Museum – from Clive Reader

1. Building work all complete, bar a few snagging points.
2. Working with the Raybel crew as they are adjacent on the dock.
3. Now preparing to apply for a HLF bid to kit out the Museum....they are looking to appeal to make it a visitor attraction.
4. Target to open Easter 2021.
5. Plan to have open days over the summer.

Eastchurch Aviation Museum – by Peter West (peter@houstorecord.co.uk)

- Saturday 25th April 2020 Eastchurch Aviation Museum will be the host to a Military Vehicle Display.
- The new extension is now complete.
- Still negotiating with H M Prison Stanford Hill regarding the use of the grade II listed buildings. Slow but encouraging progress being made.
- If anyone has any extra stock relating to aviation, please contact Peter as we are looking to expand soon into these extra buildings.