



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=DsmPxwz3XnI> – 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
Summary				£ p	Account Balances at:		30/09/2021		£ p
Balance from previous years				705.80					
Receipts less Payments for 2019/2020				68.92	Current Account (subject to Cheques being cleared)				3,058.44
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

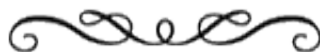
It was decided that there was no doubt that there was a need for the group to exist and represent the interests of the membership and a number of scenarios were discussed at length.

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	
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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:	<input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
Title:	<input type="checkbox"/>	
Email:	<input type="checkbox"/>	
Telephone:	<input type="checkbox"/>	
Name:	<input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
Title:	<input type="checkbox"/>	
Email:	<input type="checkbox"/>	
Telephone:	<input type="checkbox"/>	
Name:	<input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
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Name:	<input type="checkbox"/>	Attending meetings Membership renewal Data Collection Website updates All updates
Title:	<input type="checkbox"/>	
Email:	<input type="checkbox"/>	
Telephone:	<input type="checkbox"/>	

Authorised signature:

Date completed:

(Not applicable if returning by e-mail)

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>	

